

July Meeting  
Monday, July 13, 2020 8:00 PM

Franklin Public Schools Media Center  
1001 M St  
Franklin, NE 68939

## **Agenda**

1. Call the Meeting to Order
2. Roll Call
3. Verification of Open Meetings Act Notice
4. Verification of Publication of Meeting Notice
5. Consider and Approve the Current Board Meeting Agenda
6. Visitor Comments
7. Action Items
  - 7.1. Consent Agenda
    - 7.1.1. Minutes of Previous Meeting
    - 7.1.2. Monthly Financial Report
    - 7.1.3. Claims
  - 7.2. Approve New Calendar for 2020-2021 School Year
  - 7.3. Consider, Discuss and Approve Return to Learn Plan
  - 7.4. Consider, Discuss, and Approve 2020-2021 Student/Parent Handbook
  - 7.5. Consider, Discuss and Approve the 2020-2021 Staff Handbook
  - 7.6. Consider, Discuss and Approve the 2020-2021 Student Activities Handbook
  - 7.7. Consider, Discuss and Approve New Eakes Contract on Printer/Copy Equipment
  - 7.8. Consider, Discuss, and Approve Purchase of Two Vans
  - 7.9. Consider, Discuss, and Approve Bid for Remodel of Lower Elementary Restrooms Including a Handicap Restroom
  - 7.10. Consider, Discuss, and Approve Terrazzo Floor Bid for Lower Elementary Hallway
8. Remote Learning Survey Results
9. Superintendent's Report
10. Positive Comments
11. Adjournment

**01 General Fund**  
**Statement Date: June 30, 2020**

Checking Account Balance on Books

Balance On Hand:	5/31/20	\$1,467,072.46
	Claims	(\$184,253.84)
	Prepaid Claims	(\$2,799.00)
	Payroll Employees	(\$140,911.80)
	Payroll Payees	(\$157,480.32)
	Deposits	\$108,661.14
	Franklin Co. Treasurer Deposit	\$390,236.10
	Harlan Co. Treasurer Deposit	\$22,608.66
	Interest	\$69.73
Balance On Hand:	6/30/20	<b>\$1,503,203.13</b>

CD Account Balance on Books

	5/31/20	\$1,215,192.24
	Interest	\$408.65
	6/30/20	<b>\$1,215,600.89</b>

<b>Recon Total</b>	<b>6/30/20</b>	<b>\$2,718,804.02</b>
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Checking Account Statement Reconciliation

CSB Checking	6/30/20	\$1,505,359.31
	Less Outstanding Checks	(\$2,156.18)
	Plus Outstanding Deposits	\$0.00
	6/30/20	<b>\$1,503,203.13</b>

CD Account Statement Reconciliation

CSB	CD # 33723	\$109,814.90	8/1/2020	3 Mths
CSB	CD # 34032	\$328,230.66	10/1/2020	6 Mths
CSB	CD # 34800	\$308,322.50	8/26/2020	3 Mths
SCSB	CD # 404988	\$129,300.67	7/8/2020	3 Mths
SCSB	CD # 404989	\$77,852.04	7/8/2020	3 Mths
SCSB	CD # 405154	\$65,520.03	7/9/2020	3 Mths
SCSB	CD # 405155	\$65,520.03	7/9/2020	3 Mths
SCSB	CD # 405156	\$65,520.03	7/9/2020	3 Mths
SCSB	CD # 405157	\$65,520.03	7/9/2020	3 Mths
	6/30/20	<b>\$1,215,600.89</b>		

<b>Recon Total</b>	<b>6/30/20</b>	<b>\$2,718,804.02</b>
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## Franklin Public Schools --- 01 General Fund Revenue Summary Report - June 2020

COA	COA Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	LOCAL PROPERTY TAXES, TRANSFERS	4,301,100.00	397,701.15	3,867,291.06	89.91	433,808.94
01 1115	CARLINE TAX	119.00	0.00	81.99	68.90	37.01
01 1120	PUBLIC POWER DIST SALES TAX 5% GROSS	3,014.00	403.14	11,482.34	380.97	(8,468.34)
01 1125	MOTOR VEHICLE TAX	126,128.00	6,152.55	108,127.21	85.73	18,000.79
01 1140	PENALTIES AND INTEREST ON TAXES	0.00	429.14	13,798.73	0.00	(13,798.73)
01 1370	PRE-SCHOOL TUITION	7,190.00	0.00	5,090.00	70.79	2,100.00
01 1510	INTEREST	18,840.00	478.38	11,707.86	62.14	7,132.14
01 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	610.00	0.00	0.00	0.00	610.00
01 1911	LOCAL LICENSES AND FEES (TOBACCO/LIQUOR)	3,800.00	0.00	2,605.37	68.56	1,194.63
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	2,500.00	0.00	(2,500.00)
01 1921	POLICE COURT FINES	0.00	0.00	0.00	0.00	0.00
01 1925	CATEGORICAL GRANTS -CORP/PRIVATE	0.00	0.00	0.00	0.00	0.00
01 1990	OTHER LOCAL RECEIPTS, IN LIEU OF TAXES	10,603.00	166.00	250.00	2.36	10,353.00
<i>Subtotal: LOCAL RECIEPTS</i>		<u>4,471,404.00</u>	<u>405,330.36</u>	<u>4,022,934.56</u>	<u>89.97</u>	<u>448,469.44</u>
01 2110	COUNTY FINES AND LIC. FEES	11,500.00	915.57	6,543.20	56.90	4,956.80
01 2130	OTHER COUNTY RECEIPTS,SYST MODERNIZAT	0.00	0.00	(182.52)	0.00	182.52
01 2210	ESU RECEIPTS	0.00	4,900.00	5,594.23	0.00	(5,594.23)
<i>Subtotal: COUNTY AND ESU RECEIPTS</i>		<u>11,500.00</u>	<u>5,815.57</u>	<u>11,954.91</u>	<u>103.96</u>	<u>(454.91)</u>
01 3110	STATE AID	82,000.00	8,627.00	86,270.00	105.21	(4,270.00)
01 3120	S.P.E.D. (SCHOOL AGE)	300,000.00	61,810.00	313,495.00	104.50	(13,495.00)
01 3125	SPED TRANSPORTATION SCHOOL AGE	10,000.00	0.00	19,520.00	195.20	(9,520.00)
01 3130	HOMESTEAD EXEMPTION	0.00	7,243.21	27,816.57	0.00	(27,816.57)
01 3131	PROPERTY TAX CREDIT	0.00	0.00	337,917.99	0.00	(337,917.99)
01 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	8,668.36	0.00	(8,668.36)
01 3134	PP TAX CREDIT - RR & PUBLIC SERVICE	0.00	0.00	1,829.94	0.00	(1,829.94)
01 3180	PRO-RATE MOTOR VEHICLE	8,500.00	0.00	2,188.32	25.74	6,311.68
01 3400	STATE APPORTIONMENT	27,000.00	0.00	36,426.03	134.91	(9,426.03)
01 3512	DISTANCE EDUCATION INCENTIVE PAYMENTS	0.00	0.00	0.00	0.00	0.00
01 3535	HIGH ABILITY LEARNERS	4,200.00	0.00	3,968.00	94.48	232.00
01 3540	EARLY CHILDHOOD	20,000.00	0.00	6,002.00	30.01	13,998.00
01 3990	OTHER STATE RECEIPTS, GAME & PARKS	0.00	0.00	0.00	0.00	0.00
<i>Subtotal: STATE RECEIPTS</i>		<u>451,700.00</u>	<u>77,680.21</u>	<u>844,102.21</u>	<u>186.87</u>	<u>(392,402.21)</u>
01 4105	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00	0.00	0.00
01 4309	HEAD START	0.00	0.00	500.00	0.00	(500.00)
01 4310	REAP	0.00	30,866.00	30,866.00	0.00	(30,866.00)
01 4505	TITLE I PT A ESSA IMPROV BASIC PROG 4200	91,000.00	0.00	65,296.00	71.75	25,704.00
01 4506	TITLE I NCLB IMPR BASIC PRGRM ACCO 4210	0.00	0.00	0.00	0.00	0.00
01 4509	TITLE IIA (6310)	0.00	0.00	9,492.00	0.00	(9,492.00)
01 4512	IDEA BASE (6404)	36,000.00	0.00	51,567.00	143.24	(15,567.00)
01 4516	IDEA PRESCH (619) BASE ALLOCATION (6406)	4,000.00	0.00	963.00	24.08	3,037.00
01 4519	IDEA ENROLLMENT/POVERTY (6410)	0.00	0.00	66,512.00	0.00	(66,512.00)
01 4521	IDEA PART B Proportionate Share (4412)	0.00	0.00	0.00	0.00	0.00
01 4524	OTHER FEDERAL NON-CATEGORICAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 4525	FED VOC & APPLIED TECH ED (CARL PERKINS)	0.00	0.00	180.00	0.00	(180.00)
01 4530	OTHER FEDERAL CATEGORICAL RECEIPTS	250.00	0.00	0.00	0.00	250.00
01 4708	MEDICAID IN SCHOOLS (4450)	10,000.00	570.44	6,092.68	60.93	3,907.32
01 4709	MEDICAID ADMIN. ACTIV. (4455)	4,000.00	652.38	4,650.71	116.27	(650.71)
01 4969	TITLE IV, PART A SSAE (6969)	0.00	0.00	10,000.00	0.00	(10,000.00)
<i>Subtotal: FEDERAL RECEIPTS</i>		<u>145,250.00</u>	<u>32,088.82</u>	<u>246,119.39</u>	<u>169.45</u>	<u>(100,869.39)</u>
01 5200	TRANSFERS FROM FUNDS (INCOMING)	0.00	0.00	0.00	0.00	0.00
01 5300	SALE OF PROPERTY	0.00	0.00	366.08	0.00	(366.08)
01 5301	INSURANCE ADJUSTMENTS	0.00	0.00	1,842.04	0.00	(1,842.04)
01 5400	LONG TERM LOANS	0.00	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE REC.	0.00	0.00	3,285.00	0.00	(3,285.00)
<i>Subtotal: NON-REVENUE RECEIPTS</i>		<u>0.00</u>	<u>0.00</u>	<u>5,493.12</u>	<u>0.00</u>	<u>(5,493.12)</u>
<i>Fund Total:</i>		<u>5,079,854.00</u>	<u>520,914.96</u>	<u>5,130,604.19</u>	<u>101.00</u>	<u>(50,750.19)</u>

## 02 Depreciation Fund

Statement Date: June 30, 2020

### Checking Account Balance on Books

Balance on hand:	5/31/20	\$201,532.43
Receipts:	Transfer from General Fund	\$0.00
Disbursements:	All Makes Cafeteria Tables	(\$12,841.63)
Balance on hand:	6/30/20	<b>\$188,690.80</b>
<b>Recon Total</b>	<b>6/30/20</b>	<b>\$188,690.80</b>

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### Checking Account Statement Reconciliation

CSB Checking	6/30/20	\$188,690.80
	Less Outstanding Checks	\$0.00
	Plus Outstanding Deposits	\$0.00
	6/30/20	<b>\$188,690.80</b>
<b>Recon Total</b>	<b>6/30/20</b>	<b>\$188,690.80</b>

## 03 Employee Benefit/Unemployment Insurance Fund

Statement Date: June 30, 2020

### Checking Account Balance on Books

Balance on hand:	5/31/20	\$3,492.05
Receipts:	Interest	\$0.15
Disbursements:		\$0.00
Balance on hand:	6/30/20	<b>\$3,492.20</b>

### CD Account Balance on Books

CSB CD #33386	6/30/20	\$4,058.37
	Interest	\$5.06
Balance:	6/30/20	<b>\$4,063.43</b>

**Recon Total** 6/30/20 **\$7,555.63**

### Checking Account Statement Reconciliation

CSB Checking	6/30/20	\$3,492.20
	Less Outstanding Checks	\$0.00
	Plus Outstanding Deposits	\$0.00
	6/30/20	<b>\$3,492.20</b>

### CD Account Statement Reconciliation

CSB CD#33386	6/30/20	<b>\$4,063.43</b>
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**Recon Total** 6/30/20 **\$7,555.63**

Must have a minimum checking balance of \$1000

CSB CD #33386

Interest Payment: 3 months

Maturity Term: 6 months

Next Interest Date: September 30, 2020

Next Maturity Date: October 1, 2020

**05 Activity Fund**  
**Statement Date: June 30, 2020**

Checking Account Balance on Books

Balance on hand:	5/31/20	\$96,156.44
	Deposits	\$342.95
	Gen Fund Replenishing Activity Fund	\$0.00
	Interest	\$4.17
	Disbursements	(\$2,151.21)
	Voided Checks	\$0.00
	NSF	\$0.00
Balance on hand:	6/30/20	<b>\$94,352.35</b>

CD Account Balance on Books

SCSB CD #404519	5/31/20	\$21,799.79
	Interest	\$0.00
	6/30/20	<b>\$21,799.79</b>

<b>Recon Total</b>	<b>6/30/20</b>	<b>\$116,152.14</b>
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Checking Account Statement Reconciliation

CSB Checking	6/30/20	\$94,352.35
	Less Outstanding Checks	\$0.00
	Plus Outstanding Deposits	\$0.00
	6/30/20	<b>\$94,352.35</b>

CD Account Statement Reconciliation

SCSB CD #404519	6/30/20	<b>\$21,799.79</b>
<b>Recon Total</b>	<b>6/30/20</b>	<b>\$116,152.14</b>

**Franklin Public Schools -- 05 Activity Fund Balance Report - Summary - June 2020**

<b>COA</b>	<b>COA Description</b>	<b>Beginning Balance</b>	<b>Expenses</b>	<b>Revenues</b>	<b>Balance</b>
05 704 0001	ATHLETICS	(9,234.68)	990.00	261.95	(9,962.73)
05 704 0002	CAMPS	5,370.00	0.00	0.00	5,370.00
05 704 0003	CROSS COUNTRY	411.85	0.00	0.00	411.85
05 704 0004	BASKETBALL/BOYS	110.73	0.00	0.00	110.73
05 704 0005	BASKETBALL/GIRLS	428.93	0.00	0.00	428.93
05 704 0006	Football	2,429.78	3.08	0.00	2,426.70
05 704 0007	GOLF	2,073.14	0.00	0.00	2,073.14
05 704 0008	TRACK/GIRLS	3,007.78	0.00	0.00	3,007.78
05 704 0010	VOLLEYBALL	1,169.70	0.00	0.00	1,169.70
05 704 0011	WRESTLING	3,044.71	122.75	0.00	2,921.96
05 704 0015	ANNUAL	2,321.85	240.00	0.00	2,081.85
05 704 0016	BAND	11,533.10	0.00	0.00	11,533.10
05 704 0017	CHEER SQUAD	1,572.20	117.50	0.00	1,454.70
05 704 0019	CONCESSIONS	41.61	0.00	0.00	41.61
05 704 0020	FCCLA	7,377.63	180.00	0.00	7,197.63
05 704 0021	FFA	484.80	33.00	81.00	532.80
05 704 0022	FOREIGN LANGUAGE	2,876.15	0.00	0.00	2,876.15
05 704 0023	CLASS OF 2023	1,249.64	0.00	0.00	1,249.64
05 704 0024	CLASS OF 2021	5,967.09	0.00	0.00	5,967.09
05 704 0025	SENIOR BANNERS	0.00	0.00	0.00	0.00
05 704 0026	NHS	6,106.18	385.00	0.00	5,721.18
05 704 0027	OM/GIFTED	(100.00)	0.00	0.00	(100.00)
05 704 0028	SCIENCE CLUB	653.43	0.00	0.00	653.43
05 704 0029	CLASS OF 2020	1,784.01	0.00	0.00	1,784.01
05 704 0030	CLASS OF 2022	3,269.94	0.00	0.00	3,269.94
05 704 0031	STUDENT COUNCIL	(620.94)	0.00	0.00	(620.94)
05 704 0032	VOCAL	1,218.67	0.00	0.00	1,218.67
05 704 0034	CAPS/GOWNS	2,925.31	7.25	0.00	2,918.06
05 704 0037	GREENHOUSE	21,016.99	0.00	0.00	21,016.99
05 704 0038	COURTESY	2,404.68	66.00	0.00	2,338.68
05 704 0039	ELEMENTARY TEACHERS	2,570.14	0.00	0.00	2,570.14
05 704 0040	INDUSTRIAL ARTS	(355.98)	0.00	0.00	(355.98)
05 704 0041	INVESTMENTS	21,799.79	0.00	0.00	21,799.79
05 704 0042	CLASS OF 2025	857.45	0.00	0.00	857.45
05 704 0043	LIBRARY	141.11	0.00	0.00	141.11
05 704 0045	CLASS OF 2024	1,098.95	0.00	0.00	1,098.95
05 704 0046	SPECIAL PROJECTS	(159.12)	0.00	4.17	(154.95)
05 704 0047	SPEECH/DRAMA	(3,009.61)	6.63	0.00	(3,016.24)
05 704 0048	ENTREPRENEURSHIP	73.86	0.00	0.00	73.86
05 704 0049	ACE, 40 Dev Assets	537.50	0.00	0.00	537.50
05 704 0050	IND ARTS/DONATIONS	1,699.48	0.00	0.00	1,699.48
05 704 0051	QUIZ BOWL	257.82	0.00	0.00	257.82
05 704 0052	WEIGHTROOM PROJECT	9,090.56	0.00	0.00	9,090.56
05 704 0053	EHA WELLNESS PROGRAM	2,460.00	0.00	0.00	2,460.00
<b>TOTALS:</b>		<b>117,956.23</b>	<b>2,151.21</b>	<b>347.12</b>	<b>116,152.14</b>

**06 Lunch Fund**  
**Statement Date: June 30, 2020**

Checking Account Balance on Books

Balance on hand:	5/31/20	\$26,401.43
Receipts:	Transfer from General Fund	\$0.00
	Meal Sales Deposit	\$0.00
	Fed Reimb Deposit	\$0.00
	State Reimb Deposit	\$0.00
	Interest Checking	\$1.03
	Contributions/Reimb/Raffle Misc Deposits	\$1.13
	Disbursements	(\$1,058.22)
	Payroll Employee	(\$3,198.54)
	Payroll Payees	(\$2,306.78)
	Void/NSF/Deposit Correction	\$0.00
Balance on hand:	6/30/20	<b>\$19,840.05</b>
<b>Recon Total</b>	<b>6/30/20</b>	<b>\$19,840.05</b>

Checking Account Statement Reconciliation

CSB Checking	6/30/20	\$19,840.05
	Less Outstanding Checks	\$0.00
	Plus Outstanding Deposits	\$0.00
	6/30/20	<b>\$19,840.05</b>
<b>Recon Total</b>	<b>6/30/20</b>	<b>\$19,840.05</b>

**08 Building Fund**  
**Statement Date: June 30, 2020**

Checking Account Balance on Books

Balance on hand:	5/31/20	\$211,823.74
Receipts:	Checking Interest	\$9.10
	Franklin Co. Treasurer Deposit	\$7,982.46
	Harlan Co. Treasurer Deposit	\$470.99
Disbursements:		(\$25,428.09)
Balance on hand:	6/30/20	<b>\$194,858.20</b>
<b>Recon Total</b>	<b>6/30/20</b>	<b>\$194,858.20</b>

Checking Account Statement Reconciliation

CSB Checking	6/30/20	\$194,858.20
	Less Outstanding Checks	\$0.00
	Less Outstanding Deposits	\$0.00
	6/30/20	<b>\$194,858.20</b>
<b>Recon Total</b>	<b>6/30/20</b>	<b>\$194,858.20</b>

## Cafeteria Plan -- Flex Benefits Plan

Statement Date: June 30, 2020

### Checking Account Balance on Books

Balance on hand:	5/31/20	\$24,553.84
Receipts:		
Transfer from General Fund for 2019-2020 SY		\$0.00
Transfer to General Fund for 2018-2019 SY Start Up		\$0.00
Reimb from General Fund Employees Payroll		\$1,670.91
Reimb from Employees Non-Qualified Exp		\$0.00
AMGL & Employees Non-Qualified Fee		\$0.00
Claims Checks Written		(\$471.41)
Claims MHM Resources Direct Pay		(\$30.00)
Outstanding Checks from Previous Months		\$0.00
Balance on hand:	6/30/20	<b>\$25,723.34</b>
<b>Recon Total</b>	<b>6/30/20</b>	<b>\$25,723.34</b>

### Checking Account Statement Reconciliation

CSB Checking	6/30/20	\$25,723.34
Less Outstanding Checks		\$0.00
Less Outstanding Deposits		\$0.00
	6/30/20	<b>\$25,723.34</b>
<b>Recon Total</b>	<b>6/30/20</b>	<b>\$25,723.34</b>

Invoice Number	Description	Amount
1212168351	INDESIGN LICS 6/17/2020-6/16/2021	179.88
Vendor Name	ADOBE INC	179.88
8881	FLEX PLAN PROCESS JUNE	100.00
Vendor Name	ALMQUIST M.G. & LUTH, P.C.	100.00
AC20846241	NEW LAPTOP: J KOBZA TECH DIRECTOR	3,573.00
AC25437639	NEW LAPTOP: L BUSH	1,049.00
Vendor Name	Apple Inc.	4,622.00
INV0028781	BUSINESS IT LICENSE: M MILLER,E BONHAM	1,198.00
Vendor Name	APPLIED EDUCATIONAL SYSTEMS, INC.	1,198.00
4000674	(2.5) GAL SPEED ZONE WEED SPRAY	192.75
Vendor Name	AURORA COOPERATIVE	192.75
20200630GH	NATURAL GAS - GREENHOUSE JUNE	50.70
20200630MB	NATURAL GAS - MAIN BUILDING JUNE	301.33
20200630SB	NATURAL GAS - SHOP BUILDING JUNE	31.99
Vendor Name	BLACK HILLS ENERGY	384.02
4065826	ART SUPPLIES	208.96
Vendor Name	BLICK ART MATERIALS LLC	208.96
20933	BUS PHYSICAL: G BUSH	70.00
Vendor Name	BUSH, GORDON	70.00
2020JULYPLCMEALS	(22) TEACHER:MEALS FOR PLC TRAINING DAYS	1,320.00
Vendor Name	CASH ACTIVITIES	1,320.00
WO-0867	DOOR CARD ACCESS TRAINING: J KOBZA	182.00
Vendor Name	CEI SECURITY & SOUND	182.00
20200626STMT	MONTHLY PURCHASES	88.95
Vendor Name	CHASE CARD SERVICES	88.95
20200630	UTILITIES: MAY 15 - JUNE 15	5,724.74
Vendor Name	CITY OF FRANKLIN	5,724.74
91748	BLUETOOTH SPEAKER	39.71
Vendor Name	COMPUTER ETC	39.71
2020JUNE	MILEAGE,LAPTOP COVER	176.00
Vendor Name	CONRADT, CANDACE	176.00
6808273	SUPPLIES RH: BOOKMARKS,ORGANIZER CADDY	92.67
Vendor Name	DEMCO, INC.	92.67
INV1012612	SUPPLIES JE: COMPASS,MATH GAMES, BOOKS	181.41
Vendor Name	ERIC ARMIN INC	181.41
30756	PURCH SRVS ESU SPED 18+ PROGRAM: RJ, AR	2,901.36
Vendor Name	ESU #9	2,901.36

Invoice Number	Description	Amount
WS106651	MIDNE POWERSCHOOL CONF: J KOBZA	30.00
Vendor Name	ESU 10	30.00
3765	IXL, TECH CONSULTING	3,419.75
Vendor Name	ESU 11	3,419.75
COOP001233	151-300 SDT SWANK MOTION PICTURE LICENSE	330.00
Vendor Name	ESU COORDINATING COUNCIL	330.00
2450	PURCH SRVS NOT ESU (PT) SPED: LB	30.00
Vendor Name	FAMILY PT & SPORTS	30.00
2480189	SUPPLIES SK: LIMEWATER TABLETS	13.20
Vendor Name	FLINN SCIENTIFIC, INC	13.20
271588	AD: BASKETBALL COACH	23.80
271603	AD: NOTICE OF MEETING	12.44
271620	AD: MEETING MINUTES	91.19
Vendor Name	FRANKLIN COUNTY CHRONICLE	127.43
20200628	06.28.2020-07.27.2020 TELECOMM SERVICE	561.25
Vendor Name	FRONTIER	561.25
2020-2021RHAUSSERMAN	DEC 9-MAY 9, 2021 NEWSPAPER RENEWAL	85.00
Vendor Name	HASTINGS TRIBUNE	85.00
109979	SUPPLIES PLANT SCIENCE: BASKET,POTS,SOIL	1,105.63
Vendor Name	HUMMERT INTERNATIONAL	1,105.63
2020-2021RHAUSSERMAN	2020-2021 MAGAZINE RENEWAL	64.95
Vendor Name	HUSKERS ILLUSTRATED	64.95
CINV0000001697	EDUCLIMBER,ACHIEVEMENT DASHB SET UP	2,500.00
INV0000047722	EDUCLIMBER SOFTWARE LICENSE	1,355.00
Vendor Name	ILLUMINATE EDUCATION, INC	3,855.00
IN3015756	SUPPLIES	1,785.28
IN3017699	SUPPLIES SE: CHAIR	126.75
IN3024949	SUPPLIES: PENCIL SHARPENERS	41.40
Vendor Name	INNOVATIVE OFFICE SOLUTIONS	1,953.43
71055	2020 HPR FBALL SUBSCRIPTION	35.00
Vendor Name	JENSEN PUBLISHING, INC	35.00
8349	LEGAL SERVICES JUNE	15,917.10
Vendor Name	KSB SCHOOL LAW, PC LLO	15,917.10
57859	PHONEMIC AWARENESS CURRICULUM: H LARGENT	91.99
Vendor Name	LITERACY RESOURCES, LLC	91.99
2020-2021DROCKER	ONE YEAR SITE LICENSE: D ROCKER	200.00

Invoice Number	Description	Amount
Vendor Name	LIVESTOCK JUDGING.COM	200.00
21949643	AG TECH WELD MATERIAL	239.50
21949644	AG TECH MILLER ORINGS	1.14
51653990	SUPPLIES: CYL RENT SHOP VETTER/ROCKER	57.80
Vendor Name	MATHESON TRI-GAS, INC	298.44
3333	(60) 3PLY MASKS	53.34
5046	COUNTERTOP: TEACH LOUNGE	74.09
Vendor Name	MENARDS, INC - GRAND ISLAND	127.43
0700954-IN	(6) FLOOR STRIPPER,(2) THERMAL LOCK	1,510.12
0703384-IN	BWL CLNR,DISINFECTANT,QUATRACIDE	581.59
Vendor Name	Mid-American Research Chemical	2,091.71
2113573-00	SUPPLIES CV: BRUSHES,PENCILS	35.86
Vendor Name	MIDWEST TECHNOLOGY	35.86
89829885ORDER	LG WASH MACHINE/DRYER	1,241.46
Vendor Name	NEBRASKA FURNITURE MART	1,241.46
2020-2021RHAUSSERMAN	2020-2021 MAGAZINE RENEWAL	24.00
Vendor Name	NEBRASKA LIFE MAGAZINE	24.00
2020-2021RHAUSSERMAN	2020-2021 MAGAZINE RENEWAL	18.00
Vendor Name	NEBRASKALAND MAGAZINE	18.00
BD-90358	REPLACED SURVEILLANCE EQUIPMENT	204.50
Vendor Name	NEX-TECH COMMUNICATIONS LLC	204.50
110355	GROUNDS: CB TRAILER WHEEL,TUBE,TIRE	61.75
Vendor Name	OK TIRE STORE	61.75
703910113-01	TITLE SUPPLIES: MISC INCENTIVES	50.72
Vendor Name	ORIENTAL TRADING	50.72
10080C	DESKTOP COMPUTER: DOOR LOCK SYSTEM	949.08
Vendor Name	PINE COVE CONSULTING, LLC	949.08
769096-1	(25) ROCKET KITS: CV	191.13
Vendor Name	PITSCO	191.13
L196849	CORD COUPLER,PHONE CORD,FISH TAPE	27.27
L197142	C BATTERIES	41.90
L197179	HOSE MENDER/CONNECTORS	17.45
L197213	(3) DUCT TAPE	29.97
L197265	SUPPLIES DR: 60" HANDLE	9.29
Vendor Name	PLANK LUMBER & HARDWARE	125.88
7259458	PEST GENERAL MAINT	53.00
7259459	PEST INSECT CONTROL	85.00
Vendor Name	PRESTO-X	138.00

Invoice Number	Description	Amount
9070	2020-2021 SAFETY SWEEPS	275.00
Vendor Name	PROVIDENCE WORKING CANINES, INC	275.00
20200703	REPLENISH POSTAGE ON MACHINE	750.50
Vendor Name	QUADIENT FINANCE USA, INC	750.50
N8336078	LEASE POSTAGE MACHINE: JULY 7-OCT 6	240.00
Vendor Name	QUADIENT LEASING USA, INC	240.00
8265257	(10) BOXES 901-14110Q ENVELOPES	298.40
Vendor Name	QUILL CORPORATION	298.40
7252044	SUPPLIES LH	123.95
7252048	SUPPLIES VS	64.75
7252061	SUPPLIES BM	160.54
Vendor Name	REALLY GOOD STUFF, INC.	349.24
2787442	RECIPES FOR SUCCESS PROGRAM	258.50
Vendor Name	Resources For Educators	258.50
9658048	(15) PREK GRADUATION OUTFITS	297.68
Vendor Name	RHYME UNIVERSITY	297.68
20200702-376OFFICE	CASE WATER	5.99
Vendor Name	RIGHTWAY INC.	5.99
S23356	GROUNDS SUPPLIES: REPAINT PARK LOT	140.07
S23561	GROUNDS SUPPLIES: SEALANT,FOAM,UMIX CONC	86.50
Vendor Name	S.E. SMITH & SONS	226.57
4026105097	(70) WAG GRAMMAR WBK GR 7-9	709.30
Vendor Name	SAVVAS LEARNING COMPNAY LLC	709.30
M6965106 5	KINDERGARTEN LET'S FIND OUT MAGAZINES	130.90
Vendor Name	SCHOLASTIC INC.	130.90
208125338671	SUPPLIES BM	207.45
208125338673	SPED SUPPLIES KJ	148.47
208125338674	SUPPLIES CJ	255.19
208125338680	SUPPLIES JS	130.13
208125338681	SPED SUPPLIES KJ	53.54
208125338682	SUPPLIES ART	125.45
208125338683	SUPPLIES HL	140.29
208125338684	SUPPLIES LH	52.09
208125338685	SUPPLIES AD	136.88
208125339185	(9) STEEL BASES FOR ROUND LIBRARY TABLES	1,478.43
208125339472	SUPPLIES LD	49.39
208125375456	SUPPLIES BM: CRAYOLA MARKERS	2.13
Vendor Name	SCHOOL SPECIALTY	2,779.44
2020-30665	ELEM 150 SDT LICENSE 8/1/2020-7/31/2021	825.00
Vendor Name	SEESAW LEARNING, INC	825.00

Invoice Number	Description	Amount
20200424-1216	SAS/WEBLINK ANNUAL FEES RENEWAL 2020-21	6,450.00
Vendor Name	SOFTWARE UNLIMITED INC	6,450.00
8058857464	(6) HON RECTANG LIBRARY TABLE TOP/BASE	3,587.88
Vendor Name	STAPLES, INC.	3,587.88
1226460	DISTANCE EDUCATION: JUNE	229.32
Vendor Name	STATE OF NEBRASKA	229.32
2020-2021RHAUSSERMAN	(8) 2020-2021 MAGAZINE RENEWALS	237.82
Vendor Name	SUBSCRIPTION SERVICES OF AMERICA INC	237.82
2YRRENEWDRCKER	2 YR MAGAZINE RENEWAL: D ROCKER	25.95
Vendor Name	SUCCESSFUL FARMING MAGAZINE	25.95
438667377844	27" MONITOR	198.00
446345839348	(22) BATTLE OF THE BOOKS	265.28
448555794597	K-6 ELEM STUDENT FILE SYSTEM	255.92
449696673379	(2) MICROWAVES: TLOUNGE	231.70
449779677848	SCIENCE CLASS ARGUM LAB CURRICULUM	19.95
454898763687	SUPPLIES SK: (5) DC MOTORS	44.68
458446545543	SUPPLIES DR: ADDRESS LABELS	37.97
467353747938	(1) BATTLE OF THE BOOKS	7.99
467479557589	SUPPLIES SB: 10 DRAWER ORGANIZER	48.89
495453494353	(1) BATTLE OF THE BOOKS	10.59
543597567665	(8) BATTLE OF THE BOOKS	93.36
553366576339	DESK CALENDAR	11.79
588664883865	LAPTOP BEZEL REPLACEMENT	21.99
655363766695	(3) 12pk 5x7 NOTEBOOKS	20.97
655435656393	SUPPLIES LS: STICKERS, THE GIVER	18.78
658436557988	SUPPLIES SPED KJ: INDEX CARDS	33.94
669855748945	SUPPLIES SK: (3) MULTIMETERS	48.00
685384374386	SUPPLIES SK: (10) VINYL LAB APRONS	57.50
688955989954	WEBCAM w MICROPHONE	34.99
696875345656	SUPPLIES SB:PENCIL SHARPENER	26.18
699864354988	(30) CONSTITUTION OF US PAMPHLETS	29.70
754789974658	K-6 ELEM STUDENT FILE SYSTEM	18.99
759568985567	METAL MONITOR STAND	19.87
763465365936	SUPPLIES KJ: CRAYOLA MARKERS	28.29
773453665586	(1) BATTLE OF THE BOOKS	27.38
887587968766	SUPPLIES SB: MISC CLASSROOM	241.18
895957754847	(72) C BATTERIES	62.99
943544998543	SUPPLIES BM: MISC CLASSROOM	63.61
965588953555	SUPPLIES ART: STORAGE CONTAINERS	38.69
969554893569	SUPPLIES SK: (4) SAFETY GOGGLES	70.20
973785868654	K-6 ELEM STUDENT FILE SYSTEM	77.96
976888955895	SUPPLIES BM: (24) SPIRAL NOTEBOOKS	29.82
984944558366	WYPALL L30,MICROFIBER CLOTHS	389.77
987374378369	SUPPLIES SK: BIO CURRICULUM, ELECT TAPE	54.55
987549785345	SUPPLIES DR: RESUME PAPER	43.55
996344397895	32" HP COMPUTER MONITOR	179.99
Vendor Name	SYNCB/AMAZON	2,865.01
156661	FLUENCY MATTERS BOOKS, SUPPLIES	336.57
156801	(3) LECTURAS CULTURALES BOOKS	101.68

Invoice Number	Description	Amount
Vendor Name	TEACHERS DISCOVERY	438.25
9857332289	MAY 24 - JUNE 23, 2020 SERVICES	275.90
Vendor Name	VERIZON WIRELESS	275.90
SI1898475	GAMEPLAN COMPLETE CURRICULUM	3,910.00
Vendor Name	WEST MUSIC COMPANY INC.	3,910.00
66209387	MONTHLY FUEL TRANSACTIONS	96.97
Vendor Name	WEX BANK	96.97
8935-227	DOCUMENT DESTRUCTION JUNE	47.50
Vendor Name	WOODWARD'S DISPOSAL SERV INC	47.50
Fund Number	01	76,351.26
Checking Account ID	1	76,351.26

# Franklin Public Schools - Home of the Flyers -

## August 11th Start Date

August 2020

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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September 2020

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October 2020

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July 2020

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November 2020

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December 2020

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27	28	29	30	31		

January 2021

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31						

February 2021

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28						

March 2021

Su	M	Tu	W	Th	F	Sa
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28	29	30	31			

April 2021

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May 2021

Su	M	Tu	W	Th	F	Sa
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30	31					

June 2021

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27	28	29	30			

**Calendar Key -**

-  First Day of School
-  Teacher In-Service
-  2:00pm Dismissal
-  Parent Teacher Conferences
-  2:00pm Dismissal
-  Holiday
-  12:00pm Dismissal
-  State ACT Test for Juniors - No School Grades 7, 8, 9, 10 and 12
-  No School

**First Semester:**

Quarter 1 - 49 Student Days (Aug. 11th - Oct. 14th)

**Second Semester:**

Quarter 3 - 46 Student Days (Jan. 5th - March 10th)

Quarter 2 - 45 Student Days (Oct. 15 - Dec. 22)

Quarter 4 - 39 Student Days (March 15 - May 10th)

**2020-2021 Calendar**

**July 2020 -**

July 20th, 21st, 22nd - Teacher In-Service

**August 2020 -**

August 5th - New Teaching Staff

August 6th, 7th & 10th - Teacher In-Service

August 9th - Back to School Bash

August 11th - First Day of School

**September 2020 -**

Sept. 7th - NO SCHOOL - Labor Day

Sept. 16th - School Pictures

**October 2020 -**

October 1st - 2:00pm Dismissal

October 1st - Parent Teacher Conferences, 2:30-8:00pm

Oct. 21st - Picture Retakes

**November 2020 -**

Nov. 2nd - NO SCHOOL - Fall Break

Nov. 24th - 2:00pm Dismissal

Nov. 25th - 27th - Thanksgiving Break

**December 2020 -**

Dec. 22nd - 2:00pm Dismissal

Dec. 23 - January 4th - NO SCHOOL - Holiday Break

**January 2021 -**

Jan. 4th - NO SCHOOL - Teacher In-Service

Jan. 5th - School Resumes

**February 2021 -**

Febr. 11th - 2:00pm Dismissal

Febr. 11th - Parent Teacher Conferences, 2:30-8:00pm

Febr. 19th - NO SCHOOL - Winter Break

**March 2021 -**

March 10th - 2:00pm Dismissal

March 11th & 12th - NO SCHOOL - Spring Break

March 23rd - State ACT Test for Juniors -

No School Grades 7, 8, 9, 10, 12

**April 2021 -**

April 1st - 2:00pm Dismissal

April 1st - Kindergarten Round Up -

No School for current Kindergarten Class

April 2nd - NO SCHOOL - Good Friday

April 5th - NO SCHOOL - Easter Monday

April 6th - 12:00pm Dismissal - Franklin HS Track Invite

April 20th - 12:00pm Dismissal - Franklin JH Track Invite

**May 2021 -**

May 8th - Graduation, 2:00pm

May 10th - Last Day of School, 12:00pm Dismissal

May 11th - Staff In-Service

Updated 06/15/2020

# Franklin Flyers

## *Return to School Plan*

The purpose of this document is to provide a framework for how Franklin Public School will respond to the COVID-19 pandemic and its impact on the educational program at Franklin Public Schools during the 2020-2021 school year. The framework of this document is structured using risk factors and guidance from the Nebraska Rural Community Schools Association (NRCSA) document developed by rural school superintendents, Nebraska Department of Education's Launch Nebraska, Nebraska Association of School Board's (NASB) District Leadership Team Contingency Planning, and Two Rivers Health Department.

As a parent, you have to make the best decision for your child under the ever changing circumstances. Franklin Public Schools firmly believes that face to face education is the best for all our students and we will strive to keep that format for as long as possible, hopefully the entire school year. If your student shows symptoms of illness, please respect the health of others and remain at home until healthy or a doctor's note can be obtained. It is imperative that we all communicate with each other and change our mindset in regards to not feeling well and being in attendance at school. We understand that some parents may feel comfortable sending their child at some COVID risk levels and not at other levels. As a school we will work with every child to help them succeed whether they are here or not. With all illnesses, we ask that you do your part to communicate with the school and support the educational process in this very difficult time.

### **Franklin Public Schools Mission Statement**

The mission of the Franklin Public Schools is to equip all students with the skills and competencies needed to meet the challenges of the twenty-first century.

Working in conjunction with Two Rivers Health Department, a weekly level of risk will be accessed and communicated that will affect how the school conducts operations. The school will at a minimum continue to operate at a higher level of risk in regard to cleaning and sanitizing the building. Likewise, the school district may choose to modify, change, or alter plans that are not fulfilling the intent of the safeguards that they were created to convey. The intent behind the leveled model above is to proactively outline the actions that district may take as circumstances change throughout the pandemic. Some classrooms or grades may have heightened restrictions placed on them depending upon conditions in those grades or classes. We will do our best to communicate conditions within our ability

and follow all HIPPA laws.

### **COVID Green: Low/No Spread**

- Minimal cases of COVID-19 within the greater community.
- COVID-19 has minimal impact on local healthcare system
- Viral and antibody testing is readily available
- PPE is easily obtainable through standard supply chains
- There are effective treatment modalities for COVID-19 and an effective vaccine is widely available

### **COVID YELLOW: Minimal/Moderate Spread**

- Minimal cases of COVID-19 within the greater community .
- Downward trend from higher numbers.
- Increase in Flu-Like Symptoms or COVID like cases.
- COVID-19 has minimal impact on local healthcare system
- Viral and antibody testing is readily available.
- There are effective treatment modalities for COVID-19 and an effective vaccine is widely available.
- PPE is easily obtainable through standard supply chains
- Critical medical equipment is in limited supply.

### **COVID RED: Substantial COVID-19 Spread**

- Widespread community or regional transmission of COVID
- There is a significant increase in COVID positive cases or percent positive cases which may potentially overwhelm the local healthcare system
- There is a significant increase in Flu-Like Symptoms and COVID-like syndromic cases which may potentially overwhelm the local healthcare system
- Hospitals are utilizing Surge Capacity
- There is inadequate testing capacity for critical workers
- There is inadequate capacity to conduct investigation and contact tracing
- There are shortages of critical medical equipment or testing supplies
- There are PPE shortages impacting critical workers

### **Detailed Operational Plans at the District level include:**

**Governance:** includes the core structure that will guide district decision making and the response to the public health crisis including but not limited to board policy, administrative regulations or memorandums, and the framework that will guide the application of the district vision and mission during the pandemic.

**Health Services/Screening:** includes the delivery of services by school health personnel on campus during the pandemic including but not limited to how to handle symptomatic students, and monitoring of on campus illness and absentee rates. Steps will be taken to assess students and staff for COVID-19 symptoms prior to engaging in the school environment.

**School Operations:** includes operational aspects of how schools run such as passing periods, visitor access, student movement throughout the school, staff meetings, recess, student attendance policies.

**Food Service:** includes school meal services such as breakfast, lunch, and grab and go when school is operating on campus and during extended school closure. Take home meals for off-campus.

**Cleaning/Facility Modifications:** includes guidelines for custodians and staff for how to proactively avoid the spread of germs and illness, how to respond when someone who has tested positive for COVID-19 has been on campus, and any safety related facility modifications made.

**Extracurricular Activities/External Facility Use:** includes sports, activities, field trips, and co-curricular functions beyond core, within school day, instruction as well as access to school athletic facilities by external groups.

**Technology Services:** includes promotion and support for the use of instructional technology for in-person and remote learning as well as logistics related to the distribution of devices and technology support (device repair, internet access strategies, etc.) in the event of an extended school closure.

**Transportation:** includes plans to keep students safe and healthy on school buses within guidelines provided by public health experts.

**Crisis Team:** includes delivery modification plans related to providing crisis support for students, staff, and the Franklin Public Schools community in the event of a tragic incident or death.

## **Governance**

**Attendance:** Any student or staff who has a confirmed diagnosis of COVID or who is asked to self-quarantine will not count against their attendance at school. A doctor's note will be required. The administration will work with all students or staff to make up work missed, some or all of material could be altered-or-waived and this will be handled on an individual basis depending upon the severity of the situation. Students not in attendance without a doctors' notes will be counted absent.

**Active Case:** When a positive COVID-19 case is confirmed in our school, that individual will be excluded and allowed to return based upon current guidance from CDC at the time. Two Rivers will work with schools to consider the following questions when determining how that case will impact others in their classroom and/or school building.

*What is the level of community spread outside the school building?*

*Was the individual with COVID-19 wearing a mask most of the time?*

*Were other students and staff who were within 6 feet of the individual with COVID-19 for more than 15 minutes masked?*

*Was the individual with COVID-19 part of a cohort within the building or did they interact with a large number of students and staff throughout their day?*

*To what extent is the school community implementing other non-pharmaceutical interventions (hand washing, hand sanitizers, etc.)*

The answers to these questions will determine 1) the number of close contacts, 2) if the close contacts who are not symptomatic may stay in the classroom, and 3) the number of other students and staff who will need to be quarantined.

**Screening:** Students will be temperature checked and double checked if needed daily, if a student has a temperature of 100 or higher, they will be sent home and may not return to school until an entire day has passed and they are symptom free. For example; if a student goes home on Monday, the earliest they may return is Wednesday. If a student or staff has a temperature of 100 for three consecutive days, that student or staff cannot return to school until they have had been tested for the Coronavirus. Franklin Public Schools encourages all students and staff to receive a flu vaccination when they become available in our area.

**Remote Learning:** If the school is required to go to remote learning, students and staff are expected to continue education with all grades and assignments due as if they were in school. Food Services will continue for those that request. Technology services will be available for those that need support. Ancillary personnel may be asked to perform duties other than their job description.

**Face Coverings:** At the **Yellow** COVID risk level, and if it becomes a requirement for students and staff to wear a mask. The school will provide 2 cloth face masks per child and staff throughout the year. If needed, disposable paper masks will be used. The school is responsible for cleaning and sanitizing the cloth face masks. If there are ADA circumstances that a student or staff member cannot wear a face mask a face shield can be provided. If accommodations are not feasible, alternative placement that will allow a student or staff to continue to be educated or do their job may be achieved.

School board decision.

**Building Access/Visitors:** At COVID risk level **green** and **yellow** with prior approval only pre-approved visitors will be allowed to enter the building during school hours. They will be required to follow all rules associated with level **green** and **yellow** levels. At COVID risk level **red**, no outside visitors will be allowed to enter the building during school hours.

#### **Health Services/Screening**

**Temperature Checks:** Staff and students will monitor and record individual temperatures daily upon arrival. Social Distancing will be adhered to when possible. Adults entering the building when students and staff are present will also have their temperature taken in the office.

**At- Risk or Vulnerable Populations:** Every student and staff member has a different level of risk. Although the school will operate under the guidance of the COVID risk dial and administration daily assessment, for those populations that have elevated risk, the school may make additional accommodations and operate at a higher risk level when dealing with this population. Communicate with administration.

**Hygiene:** Students and staff will be asked to ask wash their hands on a regular basis determined by COVID risk level. The higher the risk level, the more hygiene will be promoted.

## Daily School Operations

	<b>LOW/NO SPREAD</b> Building Open As Usual Goal: 100% Students 100% Staff	<b>MINIMAL/MODERATE SPREAD</b> Modified Use of Building Goal: 100% Students 100% Staff Possibly Hybrid Model	<b>SUBSTANTIAL SPREAD</b> School Building Shut Down
<b>School Academic Plan</b>	A normal school day will proceed with social distancing recommended when possible	A normal school day will proceed with increased social distancing. A Hybrid model may be implemented where K-6 on campus and 7-12 remote on M-W and 7-12 on campus Th & F.	K-6 Remote Academic Plan 7-12 Remote Academic Plan
<b>Temperature Checks</b> *We ask that parents screen their child each day for flu like symptoms including fever, cough and shortness of breath. Please do not send your child to school if they are feeling ill. *If a student or staff member has a temperature of 100.4 for 3 consecutive days a COVID test must be administered and doctors note must be obtained before returning.	Temperature checks will be conducted once upon arrival at school.  Students with a temperature of 100 degrees or more will be given a mask and isolated, and parents will be called to take home.  Students must be fever free w/o medication for a full day (24 hours) to return. (Student/Staff goes home on Monday earliest return is Wednesday).	Temperature checks will be conducted once upon arrival at school.  Students with a temperature of 100 degrees or more will be given a mask and isolated, and parents will be called to take home.  Students must be fever free w/o medication for a full day (24 hours) to return. (Student/Staff goes home on Monday earliest return is Wednesday).	

	<b>LOW/NO SPREAD</b> <b>Building Open As Usual</b> <b>Goal: 100% Students</b> <b>100% Staff</b>	<u><b>MINIMAL/MODERATE SPREAD</b></u> <b>Modified Use of Building</b> <b>Goal: 100% Students</b> <b>100% Staff</b> <b>Possibly Hybrid Model</b>	<u><b>SUBSTANTIAL SPREAD</b></u> <b>School Building Shut Down</b>
<b>Mask/Face Coverings</b> Every child will be provided 2 cloth face masks which will be sanitized overnight. The school will wash/sanitize the face masks daily. Disposable ones are available if needed.	Masks are encouraged but not required. (Except in vulnerable and at-risk teachers' rooms they will be required.)	Face masks will be worn when directed by the administration except when outside.	
<b>Recess</b>	Recess times as normal with social distancing.	There will be a rotation for recess to limit the number of students on playground and play equipment. Playground equipment wiped down after each recess and/or closed.	
<b>Hallways</b>	Normal passing periods and movement by students. Some JH teachers in HS hallways will move to avoid student movement during the first semester.	Normal passing periods and movement by students. Some JH teachers in HS hallways will move to avoid student movement during the first semester.  Staggered release times may be established to limit the number of students in hallways.	
<b>Field Trips</b>	Evaluate field trips and limit number. Utilize virtual field trips.	No Field trips allowed.	
<b>Specials (Elementary)</b>	Students transition to specials.	Some specials teachers will transition to classroom.	
<b>Handwashing</b>	K-6 scheduled 3 times per day. 7-12 Announcement every morning supporting handwashing.	K-6 scheduled 3 times per day. 7-12 Announcement every morning supporting handwashing.	

	<b>LOW/NO SPREAD</b> <b>Building Open As Usual</b> <b>Goal: 100% Students</b> <b>100% Staff</b>	<u><b>MINIMAL/MODERATE SPREAD</b></u> <b>Modified Use of Building</b> <b>Goal: 100% Students</b> <b>100% Staff</b> <b>Possibly Hybrid Model</b>	<u><b>SUBSTANTIAL SPREAD</b></u> <b>School Building Shut Down</b>
	Student council stall notes and hall reminders. Handwashing prior to lunch.	Student council stall notes and hall reminders. Handwashing prior to lunch.	
<b>Lockers</b>	Normal Use	Only used first thing upon arrival, at lunch, and end of day.	
<b>Drinking Fountains</b> At the beginning of the school year every child will be provided a water bottle by the school.	Drinking fountains will be shut off and all student will be given a water bottle to use at the bottle filling stations. The bottles are turned in at the end of the day, they are sterilized and returned to the student at the beginning of the next day. Bottles and lids are labeled with the student's names.	Drinking fountains will be shut off and all student will be given a water bottle to use at the bottle filling stations. The bottles are turned in at the end of the day, they are sterilized and returned to the student at the beginning of the next day. Bottles and lids are labeled with the student's names.	
<b>Restrooms</b>	Normal use of restrooms.	Staggered and scheduled use of restrooms. (Exceptions can be made.)	
<b>Beginning of the Day</b> All teachers report to work at 7:30 am.	<p>The main HS and Elementary doors will open at 7:40. K-12 students eating breakfast should go directly to the cafeteria, pick up the grab and go breakfast, and then go to their classroom.</p> <p>Students not wanting a school breakfast must report to their first period classroom.</p>	<p>The main HS and Elementary doors will open at 7:40. K-12 students eating breakfast should go directly to the cafeteria, pick up the grab and go breakfast, and then go to their classroom.</p> <p>Students not wanting a school breakfast must report to their first period classroom.</p>	

	<b>LOW/NO SPREAD</b> <b>Building Open As Usual</b> <b>Goal: 100% Students</b> <b>100% Staff</b>	<u><b>MINIMAL/MODERATE SPREAD</b></u> <b>Modified Use of Building</b> <b>Goal: 100% Students</b> <b>100% Staff</b> <b>Possibly Hybrid Model</b>	<u><b>SUBSTANTIAL SPREAD</b></u> <b>School Building Shut Down</b>
	Students arriving after 8 am must report immediately to the Main office through the JH/HS entrance.	Students arriving after 8 am must report immediately to the Main office through the JH/HS entrance.  Please call ahead if you need to visit in person with a staff member.  Parents are encouraged to NOT enter the building with students	
<b>End of Day</b>	Regular dismissal. All students are asked to leave the building at the end of the day unless they are in a school activity, working with a teacher or have a detention.  Dismissal from classes at the end of the day, for students riding busses, will be by families, to allow for loading from back to front of bus at the end of the day.	Staggered dismissal. All students are asked to leave the building at the end of the day unless they are in a school activity, working with a teacher or have a detention.  Dismissal from classes at the end of the day, for students riding busses, will be by families, to allow for loading from back to front of bus at the end of the day.	
<b>After School Program</b> All after school program staff will have temperature taken prior to working with students. Handwashing and sanitizing required.	Regular after school program will continue with appropriate social distancing practiced.	Limited after school program may continue with appropriate social distancing practiced.  No afterschool programs if we have transitioned into a Hybrid model or Remote learning model.	
<b>TeamMates</b>	To Be Decided by the Organization	Limited TeamMates	

	<b>LOW/NO SPREAD</b> <b>Building Open As Usual</b> <b>Goal: 100% Students</b> <b>100% Staff</b>	<u><b>MINIMAL/MODERATE SPREAD</b></u> <b>Modified Use of Building</b> <b>Goal: 100% Students</b> <b>100% Staff</b> <b>Possibly Hybrid Model</b>	<u><b>SUBSTANTIAL SPREAD</b></u> <b>School Building Shut Down</b>
		or No TeamMates	

## Food/Nutrition Service

	<b>LOW/NO SPREAD</b> Building Open As Usual Goal: 100% Students 100% Staff	<b>MINIMAL/MODERATE SPREAD</b> Modified Use of Building Goal: 100% Students 100% Staff <b>Possibly Hybrid Model</b>	<b>SUBSTANTIAL SPREAD</b> School Building Shut Down
<b>Temperature Checks</b>	Cafeteria staff will check their temperatures daily, log them in a book and wear required PPE equipment.	Cafeteria staff will check their temperatures daily, log them in a book and wear required PPE equipment.	Cafeteria staff will check their temperatures daily, log them in a book and wear required PPE equipment.  Under full remote learning, meals will be prepared and picked up/ delivered to several locations .
<b>Salad Bar</b>	No buffet salad bar, only prepackaged items.	No buffet salad bar, only prepackaged items.	
<b>Cafeteria Seating</b>	Students will be assigned tables to sit for eating in a group.  Tables must be sanitized after a group leaves.	Students will be assigned tables to sit for eating in a group.  Tables must be sanitized after a group leaves.	
<b>Serving of Food</b>	All food is placed on the trays by school personnel.	All food is placed on the trays by school personnel.	
<b>Silverware</b>	Silverware is wrapped and placed on the tray by school personnel.	Silverware is wrapped and placed on the tray by school personnel.	
<b>Sanitizer</b>	Students must use hand sanitizer before entering the school lunch line.	Students must use hand sanitizer before entering the school lunch line.	
<b>Social Distancing</b>	Students must practice social distancing while waiting in the lunch line.	Students must practice social distancing while waiting in the lunch line.	

## Custodial/Cleaning of Facilities

	<b>LOW/NO SPREAD</b> Building Open As Usual Goal: 100% Students 100% Staff	<u>MINIMAL/MODERATE SPREAD</u> Modified Use of Building Goal: 100% Students 100% Staff <b>Possibly Hybrid Model</b>	<u>SUBSTANTIAL SPREAD</u> School Building Shut Down
<b>Cleaning During the Day (Water Filing Stations, Door Knobs, Handles, High Touch Surfaces)</b>	Use wipes/spray available to use on water filing stations, door knobs, handles, high touch surfaces	Use wipes/spray available to use on water filing stations, door knobs, handles, high touch surfaces	
<b>Restrooms</b>	Restrooms thoroughly cleaned before the school day begins and again during the middle of the day.  Hand sanitizer available in the restroom.  Signage that stresses handwashing.	Restrooms thoroughly cleaned before the school day begins and again during the middle of the day.  Hand sanitizer available in the restroom.  Signage that stresses handwashing.  Deep cleaned at least once a week!	
<b>Classrooms, Cafeteria, Common Areas</b>	Clean thoroughly daily. Wipe knobs, door handles, light switches etc.  Cafeteria and Library wipe tables and seats daily.	Clean thoroughly daily. Wipe knobs, door handles, light switches etc.  Deep clean at least once a week! Cafeteria and Library wipe tables and seats daily.	
<b>Teacher Workroom</b>	Clean area weekly.	Clean area daily.	
<b>Lockers</b>	Clean locker handles weekly.	Clean locker handles daily.	
<b>Locker Rooms</b>	Daily cleaning	Daily cleaning	

	<b>LOW/NO SPREAD</b> <b>Building Open As Usual</b> <b>Goal: 100% Students</b> <b>100% Staff</b>	<u><b>MINIMAL/MODERATE SPREAD</b></u> <b>Modified Use of Building</b> <b>Goal: 100% Students</b> <b>100% Staff</b> <b>Possibly Hybrid Model</b>	<u><b>SUBSTANTIAL SPREAD</b></u> <b>School Building Shut Down</b>
	Hand sanitizer in locker room. Signage, STRESS handwashing! Clothes go home daily – placed in box and turned into office. Social distancing. Locker room doors locked.	Hand sanitizer in locker room. Signage, STRESS handwashing! Clothes go home daily – placed in box and turned into office. Social distancing. Locker room doors locked.	
<b>Weight Room</b>	Once a week thoroughly clean and disinfect. Include cleaning restrooms. Find a way to clean the floor!	Once a day thoroughly clean and disinfect. Include cleaning restrooms. Weekly deep clean.	

## Grounds Keeper

	<b>LOW/NO SPREAD</b> Building Open As Usual Goal: 100% Students 100% Staff	<b>MINIMAL/MODERATE SPREAD</b> Modified Use of Building Goal: 100% Students 100% Staff <b>Possibly Hybrid Model</b>	<b>SUBSTANTIAL SPREAD</b> School Building Shut Down
<b>Playground</b>	Clean playground equipment once a day	Clean playground equipment after each recess group  Possibly close off playground	Close off the playground

## Sports Activities

	<b>LOW/NO SPREAD</b> Building Open As Usual Goal: 100% Students 100% Staff	<b><u>MINIMAL/MODERATE SPREAD</u></b> Modified Use of Building Goal: 100% Students 100% Staff <b>Possibly Hybrid Model</b>	<b><u>SUBSTANTIAL SPREAD</u></b> School Building Shut Down
	Follow NSAA Guidelines	Follow NSAA Guidelines	
	Follow Directed Health Measures	Follow Directed Health Measures	

## Transportation

	<b>LOW/NO SPREAD</b> <b>Building Open As Usual</b> <b>Goal: 100% Students</b> <b>100% Staff</b>	<b><u>MINIMAL/MODERATE SPREAD</u></b> <b>Modified Use of Building</b> <b>Goal: 100% Students</b> <b>100% Staff</b> <b>Possibly Hybrid Model</b>	<b><u>SUBSTANTIAL SPREAD</u></b> <b>School Building Shut Down</b>
<b>Seating Chart/Loading</b>	<p>Students will load back to front . Unloading will be front to back. A seating chart will be created and followed by each student.</p> <p>Dismissal from classes at the end of the day, will be by families, to allow for loading from back to front of bus at the end of the day.</p>	<p>Students will load back to front . Unloading will be front to back. A seating chart will be created and followed by each student.</p> <p>Dismissal from classes at the end of the day, will be by families, to allow for loading from back to front of bus at the end of the day.</p> <p>If student numbers on busses are limited, parents may be asked to bring their students to school.</p>	
<b>Mask/Face Coverings</b>	Masks are encouraged but not required.	Face masks will be worn when directed by the administration except when outside.	
<b>Hand Sanitizer</b>	All students will use hand sanitizer as they enter the bus.	All students will use hand sanitizer as they enter the bus.	
<b>Cleaning/Sanitizing</b>	Driver will sanitize bus at end of route.	Driver will sanitize bus at end of route.	

**FRANKLIN PUBLIC SCHOOLS**  
**STUDENT-PARENT HANDBOOK**  
**2020-2021**



**Franklin Public Schools**

1001 M Street  
Franklin, Nebraska 68939  
(308) 425-6283  
Fax (308) 425-6553

# STUDENT - PARENT HANDBOOK OF FRANKLIN PUBLIC SCHOOLS 2020-2021

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**Franklin Public Schools Parent-Student Handbook  
2020-2021 School Year**

**Foreword**

**Section 1 Intent of Handbook**

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about Franklin Public Schools. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information found in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

**Section 2 Members of the Board of Education**

Name
Scott Herrick, President
Mike Bartels, Vice-President
Barb Overleese, Secretary
James Haussermann, Treasurer
Raquel Felzien, Trustee
Windy Ingram, Trustee

**Section 3 Administrative Staff**

Name	Position	Contact Information
Dr. Candace Conradt	Superintendent	<a href="mailto:candace.conradt@fpsflyers.org">candace.conradt@fpsflyers.org</a> (308) 425-6283
Adam Boettcher	Secondary Principal	<a href="mailto:adam.boettcher@fpsflyers.org">adam.boettcher@fpsflyers.org</a> (308) 425-6283
Shelley Kahrs	Elementary Principal	<a href="mailto:shelley.kahrs@fpsflyers.org">shelley.kahrs@fpsflyers.org</a> (308) 425-6283

Foreword

**Section 4 Support Staff**

Name	Building	Position
Janet Weiss	PK-12	Attendance/Secretary
Kelsey Hanshaw	K-12	Guidance Counselor
Renee Haussermann	K-12	Library/Gifted
Marci Hersch	District	Business Manager
Linda Bush	PK-12	Med. Office/Payroll
Jaxn Kobza	PK-12	Techology Director
Adam Boettcher	High School	Athletic Director
Leah Danielson	Middle School	Athletic Director

## Foreword

## **Article 1 – Mission and Goals**

### **Section 1 Mission Statement, Vision Statement, and School Improvement Goal**

#### **Mission Statement**

The mission of the Franklin Public Schools is to equip all students with the skills and competencies needed to meet the challenges of the twenty-first century.

#### **Vision Statement**

Franklin Public Schools will graduate students who are equipped with life skills and career/post-secondary ready skills to better the community.

#### **School Improvement Goal**

All students will improve reading skills.

### **Section 2 Goals and Objectives**

The goals and objectives of the Franklin Public Schools are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest

## Article 1 – Mission and Goals

- reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
  6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
  7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
  8. A school system that demonstrates accountability to the school community. School staff periodically assesses and report student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
  9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
  10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
  11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
  12. A welcoming environment for parents and the community.

### **Section 3 Mutual Respect**

The Franklin Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

## Article 1 – Mission and Goals

### **Section 4 Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to 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.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

## Article 1 – Mission and Goals

- a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

## Article 1 – Mission and Goals

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
  
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

### **No Retaliation**

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

## Article 1 – Mission and Goals

### **Special Rules Regarding Educational Services and Related Services to Students with Disabilities.**

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

### **Bad Faith or Serial Filings.**

The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

## Article 2 – School Day

### Section 1 Daily Schedule

#### Elementary Schedules

Tardy Bell:	8:00 am	Dismissal:
		Monday – Thursday: 3:30 p.m.
		Friday: 2:00 p.m.
	Lunch	Recess
Kindergarten	10:45 – 11:15 a.m.	11:15 – 11:45 a.m.
1 <sup>st</sup> Grade	10:45 – 11:15 a.m.	11:15 – 11:45 a.m.
2 <sup>nd</sup> Grade	10:45 – 11:15 a.m.	11:15 – 11:45 a.m.
3 <sup>rd</sup> Grade	11:00 – 11:30 a.m.	11:30 – 12:00 p.m.
4 <sup>th</sup> Grade	11:00 – 11:30 a.m.	11:30 – 12:00 p.m.
5 <sup>th</sup> Grade	12:00 – 12:30 p.m.	12:30 – 1:00 p.m.
6 <sup>th</sup> Grade	12:00 – 12:30 p.m.	12:30 – 1:00 p.m.

**Friday’s for Grades 5-6 Lunch will be at 12:30 pm**

#### MS/HS Class Schedule

Period 1	8:00 a.m. – 8:49 a.m.	MS – Lunch	11:45 a.m. – 12:15 p.m.
Period 2	8:51 a.m. – 9:40 a.m.	Period 5 (MS)	12:15 p.m. – 1:05 p.m.
Period 3	9:42 a.m. – 10:31 a.m.	HS – Lunch	12:35 p.m. – 1:05 p.m.
Period 4	10:33 a.m. – 11:22 a.m.	Period 6	1:08 p.m. – 1:57 p.m.
Access	11:24 a.m. – 11:44 a.m.	Period 7	1:59 p.m. – 2:49 p.m.
Period 5 (HS)	11:46 a.m. – 12:35 p.m.	Period 8	2:51 p.m. – 3:40 p.m.

\*Bus Dismissal 3:35 p.m.

#### MS/HS 10:00 Late Start Schedule

Period 1	10:00 a.m. – 10:40 a.m.	HS Lunch	12:33 p.m. – 1:07 p.m.
Period 2	10:42 a.m. – 11:17 a.m.	Period 5	1:09 p.m. – 1:44 p.m.
Period 3	11:19 a.m. – 11:54 a.m.	Period 6	1:46 p.m. – 2:21 p.m.
Period 4 HS	11:56 a.m. – 12:31 p.m.	Period 7	2:23 p.m. – 2:58 p.m.
MS Lunch	11:56 p.m. – 12:31 p.m.	Period 8	3:00 p.m. – 3:40 p.m.
Period 4 MS	12:33 p.m. – 1:07 p.m.		

\* Bus Dismissal: 3:35 pm

#### MS/HS 2:00 p.m. Early Dismissal Schedule

Period 1	8:00 a.m. – 8:39 a.m.	Period 6 (HS)	11:25 a.m. – 12:04 p.m.
Period 2	8:41 a.m. – 9:20 a.m.	Period 6 (MS)	11:57 a.m. – 12:36 p.m.
Period 3	9:22 a.m. – 10:01 a.m.	HS Lunch	12:06 p.m. – 12:36 p.m.
Period 4	10:03 a.m. – 10:42 a.m.	Period 7	12:38 p.m. – 1:18 p.m.
Period 5	10:44 a.m. – 11:23 p.m.	Period 8	1:20 p.m. – 2:00 p.m.
MS – Lunch	11:25 a.m. – 11:55 a.m.		

\*Bus Dismissal 1:55 p.m.

## **Section 2 Severe Weather and School Cancellations**

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. The district notification call system will be utilized to inform all families.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, pre-school, kindergarten, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

## **Section 3 Celebrations**

Due to health and safety concerns of our students, **edible treats are not allowed into the school building or school events.** Classrooms will recognize birthdays and celebrations in a variety of other ways.

Article 2 – School Day

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Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

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## **Section 3 Celebrations**

Due to health and safety concerns of our students, **edible treats are not allowed into the school building or school events.** Classrooms will recognize birthdays and celebrations in a variety of other ways.

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### **Section 4 Open-Closed Campus**

Open campus for lunch will be limited to Seniors only who have fewer than 2 unexcused absences at any time during the school year, and are not on the ineligibility list. For all other student's campus is closed during the lunch time, and they will be expected to be at school during their lunch period. The privilege of open campus may be revoked at any time, for any reason. For those students with open campus for lunch, they will not be allowed to bring any purchased meals or other food or drink back to school. Nor may they eat lunch at school if they have left the premises for lunch.

### **Section 5 Supervision Responsibility Before/After School**

#### Arrival At School/Dismissal From School

Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. Front school doors open at 7:30 AM. **Prior to that time, the school is not responsible for supervision of the students.** Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

A crossing guard will be on duty at the crosswalk immediately to the east of the school from 7:30-7:55 AM and from 3:30-3:50 PM. If your child will utilize the crosswalk outside of these timeframes, please be prepared to help your student(s) navigate that intersection and cross it safely.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

#### Signing A Child In And Out Of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated as "guardians" or "emergency medical contact" in PowerSchool, unless the parent or guardian has contacted the school office and provided written or verbal permission for others to remove the child in advance of the student's removal.

## Article 2 - School Day

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

### Supervision at Dismissal

Parents or guardians of children in grades Pre-K to 6, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate up to 2 escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian. Students will only be released to parents, guardians, or emergency medical contacts listed in PowerSchool, unless the student's parent or guardian has contacted the office and given written or verbal permission for the student to be removed from school by another designated adult in advance of the removal.

### Emergency Closing Procedures

Parents are requested to provide emergency/medical contact telephone numbers to have on file in PowerSchool in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal and attendance secretary be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child. Every effort will be made to contact the parent and emergency medical contacts before contacting law enforcement or child protective services.

## **Article 3 - Use of Building and Grounds**

### **Section 1 Visitors**

All visitors must report to the office, upon entering the main entrance, sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

### **Section 2 Smoke-Free Environment**

Our District policy is "The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time."

We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

### **Section 3 Drug-Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

### **Section 4 Sniffer Dogs**

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

### **Section 5 Care of School Property**

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

### **Section 6 Lockers**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock provided by the school. Students may only use school issued

## Article 3 - Use of Building and Grounds

locks on lockers. They may not use their personal locks. Personal locks may be cut off. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

### **Section 7 Searches of Lockers and Other Types of Searches**

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

### **Section 8 Video Surveillance**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

## Article 3 - Use of Building and Grounds

### **Section 9 Use of Telephone**

Students are encouraged to use the office phone rather than personal cell phones when they need to contact others. Student cell phones are to be placed in the basket or pocket holder in the classroom before the beginning bell and remain there through the entire class period. Use of the office is not an excuse to be tardy to class.

### **Section 10 Bicycles, Skateboards and Scooters**

Bicycles and scooters must be parked in the racks provided. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while these are on school property. No small motorized transportation and/or skateboards are allowed on school property.

### **Section 11 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

### **Section 12 Lost and Found**

All lost and found articles are to be taken to the office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Section 13 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

### **Section 14 Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing certain vocational, technical, industrial technology and science labs. All visitors to these areas will be required to check out a pair of safety glasses and wear them when entering and viewing any of these classes.

### **Section 15 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District encourages all student participants in athletic programs have injury and accident insurance. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent, or carrier.

### **Section 16 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

## Article 3 - Use of Building and Grounds

### **Section 17 Copyright and Fair Use Policy**

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their teacher or building principal, review the school district’s copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>

## Article 4 – Attendance

### Section 1 Attendance Policy

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teacher are required to maintain an accurate record of student attendance.

### Section 2 Attendance and Absences

Circumstances of Absences – Definitions The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

An automated phone call will go out to the parent if the parent has not called notifying the school of the student's absence. If the parent fails to call in the student's absence by 9:00 a.m., the student will automatically be counted as truant.

1. **School Excused.** Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
  - a. Impossible or impracticable barriers outside the control of the parent or child that prevents a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court appearances (**which are required by a court order and the student is not responsible for needing to be in court**), death of a family member (**parent, sibling, grandparent**), or suspension.
  - b. Career/Job Shadowing  
Students will be granted one (1) Career/Job Shadowing day during their 12<sup>th</sup> grade year. This will not count against their ten (10) days provided the following criteria is met:
    1. Coordinate with the Guidance Counseling Office
    2. Appointment is made with employer at a minimum of 10 days prior to job shadowing.
    3. Signed Parental Permission Slip is turned into the office at a minimum of 7 days prior to Job Shadowing
    4. Student has all work completed as evidenced by the completed make up slip turned into the high school office prior to Job Shadowing.
    5. Students on the down list will not be granted a job shadowing day.

## Article 4 - Attendance

- c. **College Visits**  
Students will be granted a total of two (2) College Visit days to be used during either their 11<sup>th</sup> or 12<sup>th</sup> grade year. These will be considered excused absences provided the following criteria is met:
    - i. Signed Parental Permission Slip turned into the office at a minimum of 7 days prior to the college visit.
    - ii. Students have all work completed as evidenced by the completed make up slip turned into high school office prior to the college visit.
    - iii. Students on the down list will not be granted a college visitation day.
  - d. Other absences as determined by the principal or the principal's designee.
2. **Not School Excused.** Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
- a. Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness (**Not Documented i.e. no doctor's note after two consecutive days of absence**), vacations, **parent approved reasons (i.e. calling the school and asking to excuse the student for the day with no other explanation, or going to conventions and/or sales)**.
  - b. Other absences are those in which the parent has not communicated a reason for the student's absence.
3. **Tardiness.** Classes begin at 8:00 am and the teacher will take attendance and lunch count at this time; therefore, it is essential that your child be on time. Students who arrive late to school must stop by the high school office and obtain a pass. Bus students will not be counted tardy if the bus is late for any reason.
- a. **Tardy vs Absent.** A student 10 minutes late to class or less will be counted as tardy. A student later than 10 minutes late to class, will be counted as absent (unexcused)
  - b. **Tardies to School.** Each student will be allowed three (3) tardies per quarter before disciplinary action is taken. At the MS/HS level, on the fourth (4) and each subsequent tardy after that the student will be assigned a 9<sup>th</sup> hour detention. If a student receives more than nine tardies, a conference will be scheduled with the parent(s), student, and administration in order to determine what course of action to take in order to prevent future tardies. Further violations may result in student suspension.
  - c. **Tardies to Class.** Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once

## Article 4 - Attendance

the students are in the classroom doorway are at the discretion of the classroom teacher. **As with tardiness to school students will be allowed three (3) tardies per quarter before disciplinary action is taken. If a student receives more than nine tardies, a conference will be scheduled with the parent(s), student, and administration in order to determine what course of action to take in order to prevent future tardies. Further violations may result in student suspension.**

- d. **Repeated tardies to school or a particular class.** When a student accumulates four (4) tardies for any one class period it will be the equivalent of a full absence for that class period (4 tardies = 1 absence; 8 tardies = 2 absences, etc.). This is in conjunction with "Article 4 – Attendance" in the student handbook. Additional remedies for tardiness may include making up time in detention and/or the restriction of off-campus lunch privileges (seniors).

### **Section 3 Absence Procedures**

In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

For excused absences (i.e. illness, or family funerals), two (2) school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

### **Section 4 Mandatory Ages of Attendance**

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

#### **Exceptions**

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

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

#### **Discontinuing Enrollment – 5 Year Old Students**

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The

## Article 4 - Attendance

school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

### **Discontinuing Enrollment – 16 and 17 Year Old Students**

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

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

### **Attendance Officer**

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

### **Section 5 Reporting and Responding to Excessive Absenteeism**

#### **Excessive Absenteeism.**

When a student has excessive absences, the following procedures shall be implemented:

- a. After five (5) days of unexcused absences or ten total days of absences per semester, parents will be notified by mail, and the student will be referred to the MTSS (Multi-Tiered System of Support) Team.
- b. Students with excessive absences may be withheld from participating in extra-curricular activities
- c. Exceptions may be made for extenuating medical circumstances by the administration.
- d. ~~After 20 days of absence during a school year the school is required to report absences to the County Attorney.~~ *May Report*

## Article 4 - Attendance

### **Section 6 Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. As a general rule, students will be given two (2) calendar days for each day they were absent to make up the work.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences through the main office. Generally, assignment sheets will not be sent out until after three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher or the principal's office.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

For unexcused absences, the student may receive a failing mark for or in each class period missed if the work is not completed in the timeframe designated by the principal.

### **Section 7 Attendance is Required to Participate in Activities**

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. Students must also attend school all day the day before a weekend or school break in order to participate in the activity being held during that weekend or school break. If the activity requires a student to be absent a full day of school, the student is required to be in attendance at school the full day prior to the activity. This includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

### **Section 8 Truancy**

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truanies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations, as well as grade reduction for classes.

Students will be given the opportunity to appeal to the Board of Education for returned credit and will be required to show proof that the unexcused absences should be considered excused (i.e. Dr. documentation, court appearances etc.)

## Article 5 - Scholastic Achievement

### Section 1 Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

#### 7-12 Grading System:

A	=	4.0	90-100
B+	=	3.5	88-89
B	=	3.0	80-87
C+	=	2.5	78-79
C	=	2.0	70-77
D+	=	1.5	68-69
D	=	1.0	60-67
F	=	0.0	0-59

#### K-6 Grading System:

A= 90-100	E - Exceeds the Standards
B = 80-89	M- Meets the Standards
C = 70-79	P - Progressing
D = 60-69	B - Below Standards
F = 0-59	

Each teacher will define the grading procedures to be used in their classes.

### Section 2 Graduation Requirements

To participate in commencement exercises or receive a Franklin Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from Franklin High School, a student must have earned a minimum of 240 semester hours credit in grades 9 through 12 inclusive. A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

Satisfactory completion of the following courses must be presented in the candidate's record:

English	40 Semester Hours
Science	30 Semester Hours
Math	30 Semester Hours
Social Studies	40 Semester Hours
Vocational Education	20 Semester Hours
Physical Education/Health	10 Semester Hours
Fine Arts/Foreign Language	10 Semester Hours
<u>Economics/Personal Finance</u>	<u>10 Semester Hours</u>
<b>Required</b>	<b>190 Semester Hours</b>

## Article 5 - Scholastic Achievement

### Electives

### 40 Semester Hours

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

### **Section 3 Promotion and Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

**Minimum Promotion for Junior High:** In order for a Junior High School student to be promoted to the next grade level, the following requirements must be met: **A student must pass a minimum of three (3) of the four (4) core classes. Core classes are identified as English, social studies, mathematics, and science. A student must also maintain a minimum overall average of seventy percent (70%) including all classes taken in that school year.**

This is the minimum requirement of the Franklin Public Schools for a Junior High School student to be promoted. The school administration shall have the authority to waive this policy to prevent students of an overly advanced age from being a negative influence on junior high school students.

Should there be a difference of opinion between the parents or guardians of a student and the student's teacher as to whether or not that student should be promoted to the next grade, the final decision as to promotion or non-promotion shall rest with the Franklin Public School Administration with the right of appeal to the Franklin Public School Board of Education.

### **Section 4 Schedule Changes**

Students needing schedule changes should notify the Principal. Schedule changes must be initiated by the teachers involved, the Principal or counselor, and the student's parent. Final approval of all schedule changes will be made by the Principal only. Generally all schedule are allowed only within the first week of a semester. Any schedule changes after the first week will need the approval of both the Principal and Guidance Counselor, and the teacher involved.

## Article 5 - Scholastic Achievement

### **Section 5 Interim Reports**

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

### **Section 6 Report Cards**

7-12 Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two (2) weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter. K-6 report cards are issued at the end of each quarter. Grades are assigned using the grade system designated in "Section 1" of this document.

### **Section 7 Parent-Teacher Conferences**

Students' academic success has been closely linked to parental involvement in school. Parent-teacher conferences will be once each semester. Please refer to the school calendar for the conference schedule.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

### **Section 8 Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters.

### **Section 9 National Honor Society**

The National Honor Society chapter of Franklin Public School is a duly chartered and affiliated chapter of this prestigious national organization.

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

## Article 5 - Scholastic Achievement

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four (4) criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, *Renee Haussermann*.

### Removal from National Honor Society

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

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.
3. Any member who falls below the standards of scholarship, leadership, character, or service may be considered for dismissal or discipline from the Franklin High School Chapter of the NHS.
  - a. If a member's GPA falls below a 93%, he or she will be given a written warning and a reasonable time for improvement. If the cumulative GPA remains below the 93%, the student may be dismissed from the chapter.
  - b. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member.
4. In all cases pending dismissal:
  - a. The member will receive written notification from the advisor/Faculty Council indicating the reason for consideration of dismissal.
  - b. The member will be given the opportunity to respond to the charges against him/her at a hearing before the Faculty Council prior to any vote on dismissal. The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the Faculty Council will then vote on whether to dismiss. A majority vote is needed to dismiss the member.
  - c. The results of the Faculty Council vote will be presented to the principal for review, and then stated in a letter sent to the parents and student. Dismissed members must surrender any membership emblems to the advisor.
  - d. The Faculty Council's decision may be appealed to the principal and afterwards according to provisions of the school district discipline policies.

## Article 5 - Scholastic Achievement

- e. A member who is dismissed or resigns may never again be considered for membership in NHS.
- 5. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

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

### Section 10 Academic Integrity

#### A. Policy Statement

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

#### B. Definitions

The following definitions provide a guide to the standards of academic integrity:

1. "Cheating" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):

- (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

- (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

## Article 5 - Scholastic Achievement

(3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing

## Article 5 - Scholastic Achievement

source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

- (1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - (2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### C. Sanctions

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

## **Article 6 - Support Services**

### **Section 1 Special Education Services**

#### What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

#### Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

#### How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

#### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

#### Reevaluation

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

#### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

## Article 6 – Support Services

### 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). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

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.

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 ((special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

### **Section 2      Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.

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8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

### **Section 3 Guidance Services**

Franklin Public Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

### **Section 4 Mental Health & Behavioral Services**

Franklin Public Schools contracts with Educational Service Unit 11 for Mental Health/Behavior Consulting services. The district will follow a referral process when school staff feels that a student and those who support him/her may benefit from the assistance of this service for mental health or behavioral issues. This position works individually and collectively with administration, staff, and students, including the following educational teams: Student Assistant Team (SAT), Response to Intervention (RTI), Individual Education Plan (IEP), and Multi-Tiered System of Support (MTSS). This position also collaborates services with outside agencies, including parents/guardian, to best support your child's needs while in school.

### **Section 5 Health Services**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. 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

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condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card 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.

### Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

### School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

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### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child.. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

### Immunizations

Students must show proof of immunization. A 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 must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

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**Summary of the School Immunization Rules and Regulations**

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

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### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy 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.

### Guidelines for Head Lice

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

### **Section 6      Transportation Services**

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

#### **Transportation to and from School**

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

#### **Bus Regulations**

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as

## Article 6 - Support Services

teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in all school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

### a) **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) Keep all parts of your body inside the bus.
- 7) Keep your arms, legs and belongings to yourself.
- 8) Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
- 9) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 10) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 11) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 12) 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.
- 13) 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.
- 14) 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.
- 15) Do not damage the bus.
- 16) Student must respect the rights and safety of others at all times.
- 17) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 18) 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.
- 19) Video cameras may be placed on buses, to monitor student behavior on the bus.

## Article 6 - Support Services

### b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

### c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

### **Transportation to Activities**

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

## **Article 7 - Drugs, Alcohol and Tobacco**

### **Section 1 Drug-Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

### **Section 2 Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

## Article 7 - Drugs, Alcohol and Tobacco

### **Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco.**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product.

### **Disciplinary Sanctions**

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

### **Intervention**

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

## Article 7 - Drugs, Alcohol and Tobacco

### **Administration**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

## **Article 8 - Student Conduct Rules**

### **Section 1 Purpose of Student Conduct Rules**

#### General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

### **Section 2 Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

## Article 8 - Student Conduct Rules

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### **After School Sessions and Detentions**

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

- After-school sessions will not exceed 20 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 20 minutes, served in the central office or the detention room designated by the building principal.

### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### **Short-Term Suspension**

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

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The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: students will have two (2) days of returning school to complete classwork and make up examinations.

### **Weapons and/or Firearms**

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

### **Long-Term Suspension**

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

### **Expulsion**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no

## Article 8 - Student Conduct Rules

hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

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

## Article 8 - Student Conduct Rules

*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 that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, 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, sex, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
  - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;

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- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

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

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

The violation includes possession of a firearm;

The violation results in child abuse;

It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;

It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or

It is a violation of the Nebraska Criminal Code that interferes with school purposes.

### **Due Process Afforded to Students Facing Long-term Suspension or Expulsion**

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory

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reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

### **Section 3 Student Conduct Expectations**

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

#### **A. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment**

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

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1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or 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;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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;
8. Public indecency or sexual conduct;
9. Engaging in bullying, which 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;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or

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12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. 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, disability, national origin, or religion;
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Franklin Public Schools buses.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

### **B. Additional Student Conduct Expectations and Grounds for Discipline**

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

- (1) Student Appearance: Students at Franklin Public Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
  - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
  - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
  - e. Head wear including hats, caps, bandannas, and scarves;

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- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student may be allowed to leave campus to change clothes or will be given clothes to change into for the remainder of the day. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

### (2) Electronic Devices

a. Philosophy and Purpose. Franklin Public Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

#### b. Definitions.

- (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, head phones, i watches or similar watches, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

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- (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
- (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
  - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phones are to be placed in the basket or pocket holder in the teacher's room before the class period and remain in there until the end of the class period.

(2) Students are permitted to possess and use electronic devices before school hours and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

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### d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (e) “sexting” or (f) activities which invade the privacy of others.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school’s main office and retrieves the electronic device.

(ii) Repeated Violations: Consequences at a minimum may include a relinquishment of the electronic device to the administration and may include short-term suspension, long-term suspension, or expulsion.

### Reporting to Law Enforcement.

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

### Responsibility for Electronic Devices.

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students’ electronic devices and is

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not financially responsible for any damage, destruction, or loss of electronic devices.

- (3) **Harassment and Bullying Policy:** One of the missions of Franklin Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

### **Reporting Bullying**

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

### **Bullying Investigations**

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

- (4) **Inappropriate Public Displays of Affection (IPDA):** Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate. Students will face the following consequences for IPDA:
- a. 1st Offense: Student will be confronted and directed to cease.

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- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

(5) Dating Violence:

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

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

- (6) Initiation and Hazing: Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

- (7) Student Driving and Parking: Students who drive to school are required to obtain from the high school office a school parking sticker for each vehicle they may drive. They must park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is 5 miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.

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

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

(8) Cafeteria Rules:

All food must be consumed in the areas designated by the school.

After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container. Forks and spoons should be placed in the pan with water, **NOT THROWN AWAY!**

Students are to use proper manners including eating quietly.

Students may not throw food or other items.

Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.

Students should remain at their tables until they are dismissed.

Students must treat lunch personnel with respect.

Students who violate the above rules will be disciplined.

(9) Field Trips:

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

(10) Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.

- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
- b. Gum, candy, seeds, food or drink are **not** allowed in the school building or classrooms without permission of the principal.
- c. Students are expected to bring all books and necessary materials to class. This includes study halls.
- d. Assignments for all classes are due as assigned by the teacher
- e. Student behavior in the classroom must be cooperative and serious. All students must:
  - arrive to class on time;

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- prepare for class with all necessary materials;
  - be considerate of others;
  - respond promptly to all directions of the teacher; and
  - take care of school property and the property of others.
- f. Teachers will establish classroom conduct rules that students must obey
  - g. Students are not to operate the mini-blinds or the windows without permission of the teacher.
  - h. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  - i. Students are to be in their seats and ready for class on the tardy bell.
  - j. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
  - k. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
  - l. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
  - m. Snow handling is prohibited.
- (11) Network, E-Mail, Internet and Other Computer Use Rules:
- (a) General Rules:
    - (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
    - (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
    - (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
    - (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network

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waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
  
- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
  - (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
  - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
  - (iii) Users shall not use or try to discover another user's account or password.
  - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
  - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
  - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
  - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
  - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

## Article 8 - Student Conduct Rules

- (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
  - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
  - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
  - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
  - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
  - (v) All communications and information accessible via the network should be assumed to be private property of others.
  - (vi) Do not place unlawful information on any network system.
  - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
  - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
  - (ix) Other rules may be established by the network administrators or teachers from time to time.
- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

## Article 8 - Student Conduct Rules

- (e) **Student and Parent Agreements:** Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(12) **Risks of Facebook and other Social Networking:**

The purpose of this message is to give our students information about the risks of using Facebook, Yik Yak, Snapchat, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on social networking sites may affect you years later.

What you say now on social networking sites may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social networking sites.

Here are some common sense guidelines that you should follow when using social networking sites and the Internet in general:

- Don't forget that your profile and social networking forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new social networking friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to social networks or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, social networks will delete your profile.

We urge all students to following these common sense guidelines.

## Article 8 - Student Conduct Rules

### **Section 4 Reporting Student Law Violations:**

- (1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Franklin Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Assault.
  - (c) Vandalism resulting in significant property damage.
  - (d) Theft of school or personal property of a significant nature.
  - (e) Automobile accident.
  - (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

## Article 9 – School Dances, Good Sportmanship, and Student Fees Policy

### Section 1 School Dances

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

**General Rules of Student Conduct at Dances.** In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Franklin Public Schools and their guests may attend.
  - a. Students currently attending Franklin High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Franklin High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 16 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specified grades levels at Franklin Public Schools. For any dances at the middle school level, only students attending Franklin Public Schools in the grade(s) for which the dance is being held may attend.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.
  - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. Rules for dances may restrict students and their guests from leaving dance until the dance ends without written parental permission on a form provided.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
  
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may

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have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

**Eligibility for Selection as Royalty.** Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the “royalty” for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

1. Achievement, Citizenship and Conduct Qualifications:
  - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
  - c. The student must have a cumulative grade average of a B or its equivalent.
  - d. The student must not have had excessive violations of school policies and procedures during their high school career.
  - e. The student may not, within twenty-four months of the of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco; (ii) driving law violation in which the penalty is a loss of four points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
2. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected (“Royalty Candidate Eligibility and Selection Committee”). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.
3. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for

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dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student's eligibility for the honor of being nominated for or awarded dance royalty.

### 4. Specific Dance Eligibility and Selection Requirements:

#### a. Homecoming Queen & King:

- Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
- The student council will nominate three queen and three king candidates subject to a determination of eligibility by the Royalty Eligibility Committee.
- To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
- The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week.

#### b. Prom King and Queen:

- Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance.
- The Senior Class Officers will nominate three queen and king candidates subject to a determination of eligibility by the Royalty Eligibility Committee.
- To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
- The queen and king will be chosen from the qualified nominees by secret vote of the students.

### **Section 2 Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

#### Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.

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3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

### **Section 3 Student Fees Policy**

The Board of Education of Franklin Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District’s general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District’s policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District’s efforts to provide such activities, programs, and services. The District’s general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

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Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix “1,” which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear nonspecialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear nonspecialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student

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and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be responsible for damages caused to the school or school parking lot or for damages caused with or to vehicles for failure to comply with school parking rules.

(3) Extracurricular Activities–Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities–Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

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(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. 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 and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

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(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

**Appendix“1” to 2020-2021 Student Fees Policy of Franklin Public Schools—  
Additional Specification of Required Materials and Fees**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum)<sup>1</sup> or Specific Material Required</b>
<b>Elementary Program</b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Rental fee \$20.00/year.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.

<sup>1</sup> Generally, dollar amounts are stated in terms of “maximums.” The actual fee or charge may be less during the 2020-2021 school year.

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Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Breakfast—K-3 \$1.80, 4-12 \$2.05, Staff \$2.15 Lunch—K-3 \$2.80, 4-12 \$3.05, Staff \$3.55 Milk \$0.45 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
<b>Secondary Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes
Music - band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of \$20.00 for use of school owned instrument. Dress Clothing – concert black required. Marching Band Fee \$30.00/year for dry cleaning of uniform, gloves for uniform and band shirt.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Advanced math or science classes	Specialized calculators	Refundable damage deposit of \$100 per semester will be required for students who wish to use school calculators outside the classroom. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Breakfast—K-3 \$1.80, 4-12 \$2.05, Staff \$2.15 Lunch—K-3 \$2.80, 4-12 \$3.05, Staff \$3.55 Milk \$0.45 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.

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College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.																		
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class: \$315.																		
Lock	Use of school padlock	A school lock will be provided free for the students who wish to use a school lock.																		
<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>																		
<b>Athletic Programs</b>																				
1. Admission	Spectator fees for admission to events	\$10.00 per event maximum. Students may purchase an Activity Ticket. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.																		
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.																		
3. Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <table border="1"> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Cross County</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>No additional</td> </tr> <tr> <td>Golf</td> <td>Golf bag &amp; clubs Balls &amp; Tees Dress attire</td> </tr> <tr> <td>Speech/Debate</td> <td>Dress attire; copies of research team speech shirt.</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Volleyball</td> <td>Volleyball knee pads, shorts/ankle braces.</td> </tr> <tr> <td>Wrestling</td> <td>Wrestling head gear</td> </tr> <tr> <td>Cheerleading and Dance Team Squads</td> <td>Shoes, approved uniforms (top, slacks &amp; skirt; jacket), poms and other accessories</td> </tr> </table>	Basketball	No additional	Cross County	No additional	Football	No additional	Golf	Golf bag & clubs Balls & Tees Dress attire	Speech/Debate	Dress attire; copies of research team speech shirt.	Track	No additional	Volleyball	Volleyball knee pads, shorts/ankle braces.	Wrestling	Wrestling head gear	Cheerleading and Dance Team Squads	Shoes, approved uniforms (top, slacks & skirt; jacket), poms and other accessories
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4. Lock Use Fee	Padlock for gym locker	Refundable damage deposit of \$6 per season will be required.																		

Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

5. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense. Volleyball team camps are paid by volleyball activities account.
6. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Dress clothes is concert black. Uniforms for the marching band will be supplied by the school; students are required to pay a refundable band uniform rental fee of \$30.00 to pay for dry cleaning, gloves and band shirt.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$25.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
3. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture.

## Article 10 - State and Federal Programs

### Section 1 Notice of Nondiscrimination

Franklin Public Schools District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Dr. Candace Conradt  
Title: Superintendent  
Address: 1001 M Street  
Telephone: 308-425-6283 Ext. 30  
E-mail: candace.conradt@fpsflyers.org

For further information on notice of nondiscrimination, visit <http://wdcrobc01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination

### Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Activities Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at: 1001 M Street, Franklin, Nebraska 68939, telephone number (308) 425-6283.

### **Section 3      Multicultural Education**

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

Philosophy, Mission, and Program Goals The school district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The school district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures. Policy 6020

### **Section 4      Family Education Rights and Privacy Act ("FERPA")**

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates 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 awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes 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 student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than August 25, 2020.

#### Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

### **Transfer of Records Upon Student Enrollment**

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

### **Complaints**

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Section 5 Protection of Students Privacy Rights**

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy 5015 in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Occasionally during the school year a survey may request personal information as defined in the Protection of Pupil Rights policy. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **ACT Exam**

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

### **Section 6 Parent and Guardian Involvement In Education Practices**

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.

## Article 10 - State and Federal Programs

- a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
  - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
  - c. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NeSA assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
    - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
    - b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
    - a. Building principals may excuse a student from any single school experience at the parent's written request.
    - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
    - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The

## Article 10 - State and Federal Programs

District will provide a copy of this policy to a requesting parent in a timely manner.

- b. State Assessments  
The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
- c. National Assessment of Educational Progress  
As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

- 7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

### **Section 7 Homeless Students**

General Policy. The District will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless and shall have access to the same services offered to other students. It is the intent of this policy to remove barriers to the enrollment and retention of homeless children and youth in the District.

Homeless Liaison. The District's homeless liaison is Superintendent. Students in homeless situations who require assistance should contact the Superintendent, then homeless liaison at 308-425-6283 or in person at 1001 M Street Franklin, Ne 68939. The liaison's responsibilities include:

- a. Ensuring homeless children and youth are identified through coordination with the Nebraska Department of Education, community groups, and other school personnel;
- b. Receiving training regarding state and federal law governing homeless children and youth;
- c. Ensuring homeless children and youth and their families are referred to appropriate health care, housing, and other relevant service providers and programs available in the community;

## Article 10 - State and Federal Programs

- d. Assisting other District personnel to work with homeless children and youth and their families on regular attendance, participation in programs and activities of the District, and completing academic work to meet academic standards of the District;
- e. Assisting homeless children and youth and working with other District employees to prepare for and improve college readiness, including assistance with applications, selection, financial aid, and status verification for purposes of the Free Application for Federal Student Aid; and
- f. Carrying out other aspects of this policy.

### Definitions

- a. "Homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:
  - i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
  - ii. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - iii. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - iv. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).
- b. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an act of Congress or by state law.
- c. "Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.
- d. The term "unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.
- e. "School of origin" means the school that the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.

School Stability and Enrollment. Generally, the District presumes that keeping a homeless child or youth in their school of origin is in the child's best interest unless it is contrary to a request of the child's parent, guardian, or in the case of an unaccompanied youth, the youth. The District will also consider factors including, but not limited to: the impact of mobility on achievement, education, health, and safety of the child.

## Article 10 - State and Federal Programs

Strategies to Address Enrollment Delays. In order to address enrollment delays resulting from homelessness, the school district shall immediately enroll homeless students even if they are unable to produce records normally required for enrollment such as immunization and medical records, residency documents, birth certificates, school records, or other documentation, or guardianship documents. The school district shall immediately contact the school last attended by the student to obtain academic and other records. The school district's homeless liaison shall assist in obtaining necessary immunizations, or immunization or medical records.

Transportation. Transportation shall be provided to homeless students to the extent required by law and comparable to that provided to students who are not homeless. At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation shall be provided to and from the school of origin as follows:

If the homeless child or youth continues to live in the area served by the school district, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the school district.

If the homeless child's or youth's living arrangements in the area served by the school district terminate and the child or youth, though continuing his or her education in the school district, begins living in an area served by another school district, the school district and the new school district in which the homeless child or youth is living shall negotiate to agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school district. If the districts are unable to agree, the responsibility and cost for transportation shall be shared equally.

Records. The District will maintain and respond to requests for enrollment records for homeless children or youth consistent with its record policies and state and federal record laws. Any information about a homeless child's or youth's living situation shall be treated as a confidential education record and shall not be deemed directory information.

Dispute Process. If a dispute arises over school selection or enrollment in a school:

The child or youth shall be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute;

The child, youth, parent, or guardian shall be referred to the district's homeless liaison who shall carry out the dispute resolution process within (30) thirty calendar days after receiving notice of the dispute;

The parent or guardian of the child or youth or, in the case of an unaccompanied youth, the youth, shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or unaccompanied youth to appeal the decision within (30) thirty

## Article 10 - State and Federal Programs

calendar days of the time such complaint or dispute is brought.

In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought pending resolution of the dispute.

### Appeal Process

Nebraska Department of Education. If the Complainant is not satisfied with the written decision of the District after the dispute resolution process, the Complainant may appeal the decision of the District to the Commissioner of the Nebraska Department of Education within (30) thirty calendar days of receipt of the decision from the District, pursuant to Nebraska Department of Education Rule 19.

State Board of Education. If the Complainant is not satisfied with the decision of the Commissioner, the Complainant may file a Petition with the State Board of Education within (30) thirty calendar days of the receipt of the decision of the Commissioner pursuant to Nebraska Department of Education Rule 19.

### **Section 8 Breakfast and Lunch Programs**

The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

Meal Charge Policy The district will notify students and their families of the policy for Charged Meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is:

If a student has no funds available to pay for a meal, the student will be provided up to five limited "courtesy meals," such as a plain sandwich. Thereafter, if a student has no funds

## Article 10 - State and Federal Programs

available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

### Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

### Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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

# FRANKLIN PUBLIC SCHOOLS

## STAFF HANDBOOK 2020-2021



### **Franklin Public Schools**

1001 M Street  
Franklin, Nebraska 68939  
(308) 425-6283  
Fax (308) 425-6553

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Article 1 - School Calendar and Schedules

**Section 1    School Calendar**

Article 1 - School Calendar and Schedules

**Section 2 Daily Schedule**

**Elementary Schedules**

Tardy Bell:	8:00 am	Dismissal:
		Monday – Thursday: 3:30 p.m.
		Friday: 2:00 p.m.
	Lunch	Recess
Kindergarten	10:45 – 11:15 a.m.	11:15 – 11:45 a.m.
1 <sup>st</sup> Grade	10:45 – 11:15 a.m.	11:15 – 11:45 a.m.
2 <sup>nd</sup> Grade	10:45 – 11:15 a.m.	11:15 – 11:45 a.m.
3 <sup>rd</sup> Grade	11:00 – 11:30 a.m.	11:30 – 12:00 p.m.
4 <sup>th</sup> Grade	11:00 – 11:30 a.m.	11:30 – 12:00 p.m.
5 <sup>th</sup> Grade	12:00 – 12:30 p.m.	12:30 – 1:00 p.m.
6 <sup>th</sup> Grade	12:00 – 12:30 p.m.	12:30 – 1:00 p.m.

**Friday's for Grades 5-6 Lunch will be at 12:30 pm**

**MS/HS Class Schedule**

Period 1	8:00 a.m. – 8:49 a.m.	MS – Lunch	11:45 a.m. – 12:15 p.m.
Period 2	8:51 a.m. – 9:40 a.m.	Period 5 (MS)	12:15 p.m. – 1:05 p.m.
Period 3	9:42 a.m. – 10:31 a.m.	HS – Lunch	12:35 p.m. – 1:05 p.m.
Period 4	10:33 a.m. – 11:22 a.m.	Period 6	1:08 p.m. – 1:57 p.m.
Access	11:24 a.m. – 11:44 a.m.	Period 7	1:59 p.m. – 2:49 p.m.
Period 5 (HS)	11:46 a.m. – 12:35 p.m.	Period 8	2:51 p.m. – 3:40 p.m.

\*Bus Dismissal 3:35 p.m.

**MS/HS 10:00 Late Start Schedule**

Period 1	10:00 a.m. – 10:40 a.m.	HS Lunch	12:33 p.m. – 1:07 p.m.
Period 2	10:42 a.m. – 11:17 a.m.	Period 5	1:09 p.m. – 1:44 p.m.
Period 3	11:19 a.m. – 11:54 a.m.	Period 6	1:46 p.m. – 2:21 p.m.
Period 4 HS	11:56 a.m. – 12:31 p.m.	Period 7	2:23 p.m. – 2:58 p.m.
MS Lunch	11:56 p.m. – 12:31 p.m.	Period 8	3:00 p.m. – 3:40 p.m.
Period 4 MS	12:33 p.m. – 1:07 p.m.		

\* Bus Dismissal: 3:35 pm

**MS/HS 2:00 p.m. Early Dismissal Schedule**

Period 1	8:00 a.m. – 8:39 a.m.	Period 6 (HS)	11:25 a.m. – 12:04 p.m.
Period 2	8:41 a.m. – 9:20 a.m.	Period 6 (MS)	11:57 a.m. – 12:36 p.m.
Period 3	9:22 a.m. – 10:01 a.m.	HS Lunch	12:06 p.m. – 12:36 p.m.
Period 4	10:03 a.m. – 10:42 a.m.	Period 7	12:38 p.m. – 1:18 p.m.
Period 5	10:44 a.m. – 11:23 p.m.	Period 8	1:20 p.m. – 2:00 p.m.
MS – Lunch	11:25 a.m. – 11:55 a.m.		

\*Bus Dismissal 1:55 p.m

## Article 1 - School Calendar and Schedules

### **Section 3 Severe Weather and School Cancellations**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. The district **school message system** will be utilized to inform all families.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, parents will be notified by the **school message system** and **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via the **school message system.** Teachers need to 1) Stay in your room with students 2) Follow instructions when they are made available 3) Do NOT call the office. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions. Franklin Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

## Article 1 - School Calendar and Schedules

### **Section 4 Contract Days**

Teachers are contracted for 185 days (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

Classified staff will follow the days stated on their work agreement.

### **Section 5 Make-Up Days**

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days may not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

### **Section 6 Professional Development**

Certified Staff will not be allowed to miss Professional Development Days due to Dr's appointments or taking a personal day. Only under rare circumstances, with administrative approval, will certified staff be allowed to miss a Professional Development Day.

## **Article 2 – Employment, Compensation, and Benefits All Staff**

### **Section 1 Employment**

A teacher is employed by Franklin Public Schools when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year submitted after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation.

### **Section 2 Assignments**

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

## Article 2 – Employment, Compensation and Benefits

### **Section 3 Personnel File**

The District will follow the requirements of state and federal law and regulation with regard to an employee's personnel file.

### **Section 4 Compensation**

Staff members are paid on the 20<sup>th</sup> of each month. The district provides direct deposit of paychecks to designated financial institutions. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

### **Section 4 Extended Duty Pay**

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at  $1/185 \times$  that teacher's indexed salary  $\times$  number of additional days.

### **Section 5 Benefits**

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document.

Classified staff are provided benefits in accordance with their contract.

### **Section 6 Payroll and Payroll Deductions**

Teacher salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Classified salary and benefits are paid in accordance with the individual employment contract. Payroll deductions shall be made in accordance with the law.

## Article 2 – Employment, Compensation and Benefits

### **Section 7 Expense Reimbursement**

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be the State of Nebraska government reimbursable mileage rate. The District is not liable for physical damage to employee vehicles.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Superintendent.

Reimbursement for pre-approved purchase of materials or for meals or other expenses related to travel must be submitted to and pre-approved by either the Superintendent or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

### **Section 8 403(b) Salary Reduction Agreements**

The District will cooperate with any teacher who chooses to participate in an investment program under Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered in to a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

### **Section 9 Overtime**

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "A" to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

## Article 3 – Policies and Procedures Regarding All Staff

### **Section 1 Absences**

Regular, dependable attendance at work is an essential function of a staff member's employment position.

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Certificated and classified employees are required to serve on playground, lunchroom, gym and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent of Schools and/or principals, except those meetings which are designated for optional attendance.

If you are unable to come to work you must contact the designated staff member by 6:00 am in the morning. Teachers are not allowed to call arrange their own substitute teachers.

Outsourced personnel are to call the Dr. Conradt at 402-340-6103.

### **Section 2 Arrival to Duty Assignments**

Full-time teachers have a designated on-site normal work day: 7:30 am – 4:00 pm. Early dismissal day: 7:30 am – 2:00 pm. Teachers are to be in the building by no later than 7:30 am, to be in their classroom no later than 7:45 am and to remain on duty until 4:00 pm. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

Classified staff follow the hours listed in their work contract unless changed by their principal.

Both certified and classified are expected to attending meetings, supervise students and activities.

### **Section 3 Leaving School**

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out in the office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out in the Principal's office when leaving, and check back in the office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out in the office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

#### **Section 4 Accidents and Injuries**

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

#### **Section 5 Activity Accounts and Fundraising**

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The Jr High/High School Principal/Activities Director is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

#### **Section 6 Activity Tickets**

All staff, spouses, and their PK-12 grade children will be admitted to home games free of charge. Activity tickets will be issued to staff through the District Office.

#### **Section 7 Agents, Salesmen and Other Business Representatives**

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

#### **Section 8 Announcements and Circulars**

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

#### **Section 9 Board Policies, Rules, and Directives**

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the

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conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the teacher's workroom, and main administrative office. **By signing the acknowledgement receipt, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

### **Section 10 Child Abuse**

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

### **Section 11 Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

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#### Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to 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.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:

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- 1) All relevant details of the complaint;
  - 2) All witnesses and documents which the complainant believes support the complaint;
  - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

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- d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

#### **No Retaliation**

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

#### **Special Rules Regarding Educational Services and Related Services to Students with Disabilities.**

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of

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IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

#### **Bad Faith or Serial Filings.**

The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

#### **Section 12 Computers and the Internet: Acceptable Use by Staff**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the Franklin Public School policy regarding Staff Internet and Electronic Device Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

#### Network, E-Mail, Internet and Other Electronic Device Use Rules:

##### (a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

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- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- (iii) Users shall not use or try to discover another user's account or password.
- (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

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- (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
  - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
  - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
  - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
  - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
  - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
  - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private.  
People who operate the system do have access to mail. Messages relating to  
or in support of illegal activities may be reported to the authorities.  
Messages which violate the rules will result in disciplinary action.
  - (v) All communications and information accessible via the network should be assumed to be private property of others.
  - (vi) Do not place unlawful information on any network system.
  - (vii) Keep paragraphs and messages short and to the point. Focus on one subject  
per message.
  - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
  - (ix) Other rules may be established by the network administrators or teachers from time to time.

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- a. Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.
- b. Employee Agreements: Employees may be required to sign an electronic device and network use agreement as a condition to use such equipment.

#### **Section 13 Conflict of Interest**

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

#### **Section 14 Contact Information**

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

#### **Section 15 Copyright and Fair Use**

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

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### **Section 16 Corporal Punishment**

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

### **Section 17 Crisis Response Team**

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

### **Section 18 Disability Leave (Short-Term)**

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

### **Section 19 Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Dr. Candace Conradt at 308-425-6283. Ext 30, [candace.conradt@fpsflyers.org](mailto:candace.conradt@fpsflyers.org), or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Adam Boettcher at 308-425-6283 Ext. 11 (phone number), [adam.boettcher@fpsflyers.org](mailto:adam.boettcher@fpsflyers.org) (e-mail address), 1001 M Street, Franklin, NE 68939 (mailing address), or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Dr. Candace Conradt, Superintendent at 308-425-6283 Ext. 30 (phone number), [candace.conradt@fpsflyers.org](mailto:candace.conradt@fpsflyers.org) (e-mail address) or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Section 20 Driving (both school and personal vehicles)**

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury

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or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

#### **Section 21 Staff Dress and Appearance**

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

##### **I. Staff Expectations in Dress and Appearance**

##### **II.**

##### **A. Unacceptable Forms of Dress and Appearance**

1. The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:
  - T-shirts are not acceptable unless they are promoting Franklin Public Schools or the "I Love Public Schools".
  - Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
  - Shorts, except when teaching physical education class or at athletic or other activity practices.
  - Blue jeans, except at athletic or other activity practices, or on days considered to be "dress down" days.
  - Hats, except when worn outside for sun coverage.
  - Rubber soled 'flip flop' thong sandals.
  - Any attire which is excessively wrinkled or torn, so that it is no longer Neat and professional.
  - Any attire which is immodest or may distract other employees or students in the learning environment.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

#### **Section 22 Drug and Alcohol Testing**

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as

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provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

#### **Section 23 Electronic Communication While Driving**

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

#### **Section 24 Expenses**

The board will reimburse staff for all pre-approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, and overnight travel expense. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

#### **Section 25 Family and Medical Leave (FMLA)**

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

#### **Section 26 In-School Communication**

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing. Please clean out your mailbox every Friday so junk mail does not accumulate in them.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

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### **Section 27 Intellectual Property**

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

### **Section 28 Jury and Witness Duty Leave**

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

### **Section 29 Keys**

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and all lights are turned off.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

### **Section 30 Locker Room Supervision**

Staff members must review and comply with the board's policy regarding locker room supervision.

### **Section 31 Maintenance & Cleaning Request Forms**

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the Head Custodian.

### **Section 32 Meals Program**

Staff may take advantage of meals offered through the district's foods program. Staff may purchase breakfast from the school cafeteria for \$2.15 per week. Staff may purchase lunches from the school cafeteria for \$3.55 per week. Extra cartons cost \$0.45cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

### **Section 33 Military Leaves of Absence**

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the

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Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

#### **Section 34 Milk Expression**

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

#### **Section 35 News and Press Releases**

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

#### **Section 36 Obligations Related to American Civics Instruction**

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

#### **Section 37 Outside Employment**

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

#### **Section 38 Political Activities**

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

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While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

#### **Section 39 Pregnant or Parenting Students**

The school district encourages students who are pregnant or parenting to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

#### **Section 40 Professional Boundaries Between Staff and Students**

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

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### **Section 41 Purchasing**

All requisitions for books and any supplies must be filed with the building principal or superintendent. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from on the school website. Orders should not be placed until they have been approved and given to the district office for ordering. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

### **Section 42 Recordings of Students and Classrooms**

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students. Unless otherwise authorized students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school etc.

### **Section 43 Risks of Facebook and other Social Networking**

The purpose of this message is to give information about the risks of using Facebook, Yik Yak, Snapchat, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your future employers, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress. What you say now on social networking sites may affect you years later.

Here are some common sense guidelines that you should follow when using social networking sites and the Internet in general:

- Don't forget that your profile and social networking forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new social networking friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to social networks or the authorities.

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- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your boss to see!

We urge all staff to following these common sense guidelines.

#### **Section 44 School Calendar**

The official school calendar is maintained in each High School office. All activities and events must be scheduled and approved by the Activity Director. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the Activity Director.

#### **Section 45 School Property**

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the Activity Director as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the Superintendent's office.

#### **Section 46 School Vehicle Use**

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

#### **Section 47 Security**

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

**Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.**

#### **Section 48 Smoking on School Premises or at School Activities**

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative

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nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

### **Section 49 Sniffer (Drug) Dogs**

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

### **Section 50 Solicitation and Distribution of Merchandise**

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds.

### **Section 51 Staff Room**

The staff room/workroom is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not allow students in there or hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition. All faculty must eat in the cafeteria or the staff room, not in classrooms. Microwaves are not allowed in individual teacher rooms.

### **Section 52 Student Interviews**

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

### **Section 53 Telephones**

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

### **Section 54 Threat Assessment and Response**

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

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### 1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
  - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
  - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
  - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
  - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
  - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

### 2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred. THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

### 3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent, building principals, guidance counselor, law enforcement, school medical aide, EMT (emergency medical technician), fire department, ground supervisor, head custodian, and IT (information technology) director. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of

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the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

#### **4. Threat Assessment Investigation and Response**

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

#### **5. Communication with the Public about Reported Threats**

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

#### **6. Coordination with the Crisis Team After Resolution of Threat**

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

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### **Section 55 Workplace Searches**

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

## **Article 4 – Policies and Procedures Regarding Certified Staff**

### **Section 1                      Absences**

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1.     **Sick Leave**

Certified staff members who are too ill to perform their teaching duties must contact the designated staff member building principal by 6:00 a.m. Teachers are not allowed to line up their own substitute teacher.

2.     **Personal Leave**

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. We highly discourage staff members taking a personal leave adjacent to a school break. For example, if school is not in session on a Monday, we discourage certified staff taking personal leave the preceding Friday or following Tuesday.

3.     **Professional Leave**

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district.

4.     **Substitute Folders**

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

### **Section 2                      Assemblies**

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

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All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

### **Section 3 Assignment Notebooks**

Assignment Notebooks are given to and required use for all 7<sup>th</sup> and 8<sup>th</sup> grade students. Students 9-12 assignment notebooks are optional.

### **Section 4 Assignment of Teachers**

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

### **Section 5 Certificates, Teacher Contracts, Salary Information**

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

### **Section 6 Cheating**

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

#### **A. Definitions**

The following definitions provide a guide to the standards of academic integrity:

1. "Cheating" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

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Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.

(4) Use of Other Student to Take Test. Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially

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re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

(1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### C. Sanctions

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor

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determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.

2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### **Section 7 Check-out Forms**

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

### **Section 8 Class Record Books**

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

### **Section 9 Classroom Management and Student Discipline**

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers must close and lock their classroom doors when they leave the building at the end of the day.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

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Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook, violates classroom-specific conduct rules set by individual teachers, or to assist in their academic progress. Parents are to be notified.

- After-school sessions will not exceed 20 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 20 minutes, served in the central office or the detention room designated by the building principal.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal, especially during or right before lunch.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the office or the student's teacher from the previous period.

### Section 10 Classroom Sanitation

#### 1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

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### **2. Infectious Diseases**

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

### **Section 11 Collection of Student Money**

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Franklin Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office. When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

### **Section 12 Community Involvement**

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

### **Section 13 Display of Classroom Work in the School and the Community**

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office, media center or lunchroom area to display student work. Certified staff must contact the principal before displaying student work at an evening activity.

### **Section 14 Down Slips**

Down Slips are due by 4:00 on Thursday or whenever requested by the Guidance Counselor.

### **Section 15 Duties of Certified Staff**

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.

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- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the Business Manager by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams, MTSS, PLC, any SPED meetings or others governed by law or pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

### **Section 16 Eligibility Grades 7-12**

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning on the fourth Monday of each semester, classroom teachers must submit the names of all students who are not academically eligible to the office by noon on the first school day of each school week. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FCCLA, speech contests, and similar organizations or events.
2. Cheerleading.
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

### **Section 17 Extracurricular Activities**

Staff must schedule all events and other extracurricular activities with the activity director to

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avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non-school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

### **Section 18                      Emergency Drills**

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

#### **1.            Fire Drills**

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

#### **2.            Tornado Drills**

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter

#### **3.            Protocol for all Evacuations**

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

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Take the class roster;  
Lock the classroom door after all occupants have exited the room;  
Keep the class together and move promptly in an orderly fashion; and  
Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

### Section 19 Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

### Section 20 Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

### Section 21 Field Trip Request

Certified staff who wish to take students off school property must request permission to the building principal at least a week prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

### Section 22 Grading Policy

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

7-12 Grading System:

A	=	4.0	90-100
B+	=	3.5	88-89
B	=	3.0	80-87
C+	=	2.5	78-79
C	=	2.0	70-77
D+	=	1.5	68-69
D	=	1.0	60-67
F	=	0.0	0-59

K-6 Grading System:

A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = 0-59

E - Exceeds the Standards  
M - Meets the Standards  
P - Progressing  
B - Below Standards

Each teacher will define the grading procedures to be used in their classes.

## **Article 4 – Policies and Procedures Regarding Certified Staff**

### **Section 23 Guest Lecturers**

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

### **Section 24 Hall Duty**

All Middle School and High School classroom teachers are on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

### **Section 25 Homework Policy**

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

### **Section 26 Instructional Materials**

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

### **Section 27 Lesson Plans**

Teachers will submit prepared written lesson plans to the online system which cover at least a week in advance instruction. The lesson plans must be linked to the standards, sufficiently clear in establishing objectives, and contain related activities. Lesson plans are due before Monday morning at 7 a.m. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

**Lesson plans must identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

### **Section 28 Paraeducators**

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to work with and supervise students. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

## Article 4 – Policies and Procedures Regarding Certified Staff

### Section 29 Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

### Section 30 Parking

Staff members have the front parking lot reserved for them to park. **Students are not to park their cars in the staff lot.** Staff are required to obtain from the high school office a school parking sticker for each vehicle they may drive. Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

### Section 31 Parties

1. Due to health and safety concerns of our students, **edible treats are not allowed into the school building or school events.** Classrooms will recognize birthdays and celebrations in a variety of other ways.
2. No activities or picnics shall be held by an organization of the school without permission of the building principal the presence of the sponsor or sponsors.
3. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
4. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
5. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
6. Cleaning up after the activity is the responsibility of the sponsor.

### Section 32 Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

### Section 33 PowerSchool

## **Article 4 – Policies and Procedures Regarding Certified Staff**

All teachers will be required to use PowerSchool. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each class period. Lunch count will also be taken at the beginning of the day.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Certified staff who have trouble/problems with PowerSchool should contact Jaxn Kobza.

### **Section 34 Private Tutoring**

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

### **Section 35 Professional Growth**

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth. Refer to Board Policy 4032 for more details.

### **Section 36 Pupils' Records**

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
  - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
  - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
  - c) Each classroom teacher is responsible for distribution of class cards on time.
  - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

## **Article 4 – Policies and Procedures Regarding Certified Staff**

### **Section 37 Rights of Certified and Probationary Teachers**

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

### **Section 38 Sponsors**

Certified staff members are assigned by the building principal as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. Purchasing of supplies must be approved by the superintendent.

### **Section 39 Student Activities**

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

### **Section 40 Student Aides**

Student Aides will only be allowed for students who are going into the education field. Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

### **Section 41 Student Attendance**

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

## Article 4 – Policies and Procedures Regarding Certified Staff

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

### Section 42 Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

- (1) Student Appearance: Students at Franklin Public Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
  - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
  - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
  - e. Head wear including hats, caps, bandannas, and scarves;
  - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double.
  - g. Clothing or jewelry that is gang related.
  - h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by

## **Article 4 – Policies and Procedures Regarding Certified Staff**

law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student may be allowed to leave campus to change clothes or will be given clothes to change into for the remainder of the day. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

### **Section 43                      Student Illness**

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

### **Section 44                      Student Medication**

All student medication must be turned into the medical office.

No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

### **Section 45                      Student Searches**

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff

## **Article 4 – Policies and Procedures Regarding Certified Staff**

member.

### **Section 46                    Substitute Teaching During Planning Period**

Certified staff may be required to substitute during their planning period.

### **Section 47                    Teaching Controversial Issues**

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

### **Section 48                    Textbooks**

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

## Article 5 – Policies and Procedures Regarding Classified Staff

### **Section 1 At-Will Employment**

Classified staff members are employed “at-will.” Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

### **Section 2 Hours**

Work hours vary with the classified staff member’s department and position. Meetings will occasionally be scheduled before or after normal working hours, and you will be expected to attend.

It is vital that the district’s employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

### **Section 3 Inclement Weather**

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

### **Section 4 Overtime Time**

All classified staff members must clock in and out of work. Classified staff should not work more than the hours listed on their work contract in a given week without the express permission of their immediate supervisor. Those who will accrue more than forty hours in a given workweek will need permission and then will receive overtime pay.

### **Section 5 Sick, Personal, Vacation, Bereavement, and Holiday Leaves**

Classified employee leaves vary with their employment contracts. Please read your contract to understand your benefits.

## Article 6 – Academic Matters

### **Section 1 Purpose and Goals of Academic Achievement**

The Franklin Public Schools' Board of Education is committed to providing a quality education for all Franklin Public Schools' students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

### **Section 2 Teaching to Student Understanding to Assure Learning**

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

### **Section 3 Instruction in the Curriculum**

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

### **Section 4 Measuring and Reporting Academic Achievement**

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

Recording Grades. Each teacher shall record grades in Power School. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each

## Article 6 – Academic Matters

student. Please keep grades up-to-date, consistent and complete. Teachers must be able to support and justify the grades that each individual student earns.

### Grading System

With the understanding that there are distinct differences between elementary and secondary students, Franklin Public Schools' Teachers will employ age appropriate grading practices at the K-6 level and at the 7-12 grade level.

### K-6 Grading System

The grading system of Franklin Public Schools shall be as follows:

- a. Grading periods of approximately nine (9) weeks shall be used four (4) times per year.
- b. Achievement marks shall be given on a standards basis/numerical basis for all grades K-6.
- c. The grading and conversion scale are as follows:

A= 90-100	E - Exceeds the Standards
B = 80-89	M- Meets the Standards
C = 70-79	P - Progressing
D = 60-69	B - Below Standards
F = 0-59	

Each teacher will define the grading procedures to be used in their classes.

- d. All grade reports will contain a standard based/numerical grade for each subject, as well as the following: absences, tardiness, conduct, comments (if instructor desires).
- e. On all absences, students will not receive zeros but will be expected to make up their work according to the discretion of their teacher.
- f. Classroom behaviors will not be included or affect academic grades.

### 7-12 Grading System

Grading periods of approximately nine weeks shall be used four times per year along with semester grades twice a year and shall be determined as follows:

1. Grades shall be based on achievement, and achievement marks shall be given on a standards basis/numerical basis for all grades 7-12.
2. No student shall receive a permanent zero for missing assignments or late work until the

## Article 6 – Academic Matters

appropriate teacher has made parent/guardian contact and reasonable time has been given for completion of work (reasonable time shall be a minimum 1-10 days with constant teacher redirection).

3. Students who miss school for excused absences will be given a minimum of two school days per missed day with a maximum of 10 make-up days to complete all classroom assignments. Missed work accumulated due to an unexcused absence(s) will be addressed according to item two.
4. Grades will be based primarily on summative assessments while formative assessments shall be used to check for student understanding and growth.
5. Grading will be an exercise in professional judgment wherein classroom teachers will seek to ensure that the grade each student receives is an accurate representation of his or her academic achievement within subject areas.
6. Students will be informed of grading practices in individual classrooms at the beginning of the year/semester.
7. Classroom behaviors will not be included or have an effect on academic grades.

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

The grading scale is as follows:

### 7-12 Grading System:

A	=	4.0	90-100
B+	=	3.5	88-89
B	=	3.0	80-87
C+	=	2.5	78-79
C	=	2.0	70-77
D+	=	1.5	68-69
D	=	1.0	60-67
F	=	0.0	0-59

## Article 6 – Academic Matters

### **Section 5 Parent-Teacher Conferences**

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

## Article 7 - State and Federal Programs

### Section 1 Notice of Nondiscrimination

Franklin Public Schools District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Dr. Candace Conradt  
Title: Superintendent  
Address: 1001 M Street  
Telephone: 308-425-6283 Ext. 30  
E-mail: candace.conradt@fpsflyers.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination

### Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Activities Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at: 1001 M Street, Franklin, Nebraska 68939, telephone number (308) 425-6283.

### **Section 3      Multicultural Education**

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

Philosophy, Mission, and Program Goals The school district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The school district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures. Policy 6020

### **Section 4      Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or

placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).

11. File a local grievance.

### **Section 5 Family Education Rights and Privacy Act ("FERPA")**

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates 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 awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes 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 student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information

disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than August 25, 2020.

#### Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

#### **Transfer of Records Upon Student Enrollment**

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

#### **Complaints**

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Section 6 Protection of Students Privacy Rights**

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy 5015 in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Occasionally during the school year a survey may request personal information as defined in the Protection of Pupil Rights policy. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

#### ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

### **Section 7 Parent and Guardian Involvement In Education Practices**

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
  - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
  - c. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NSCAS assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure

## Article 7 - State and Federal Programs

tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
  - b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
  - a. Building principals may excuse a student from any single school experience at the parent's written request.
  - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
  - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
  - b. State Assessments  
The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
  - c. National Assessment of Educational Progress  
As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

### Section 8 Homeless Students

General Policy. The District will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless and shall have access to the same services offered to other students. It is the intent of this policy to remove barriers to the enrollment and retention of homeless children and youth in the District.

Homeless Liaison. The District's homeless liaison is Superintendent. Students in homeless situations who require assistance should contact the Superintendent, then homeless liaison at 308-425-6283 or in person at 1001 M Street Franklin, Ne 68939. The liaison's responsibilities include:

- a. Ensuring homeless children and youth are identified through coordination with the Nebraska Department of Education, community groups, and other school personnel;
- b. Receiving training regarding state and federal law governing homeless children and youth;
- c. Ensuring homeless children and youth and their families are referred to appropriate health care, housing, and other relevant service providers and programs available in the community;
- d. Assisting other District personnel to work with homeless children and youth and their families on regular attendance, participation in programs and activities of the District, and completing academic work to meet academic standards of the District;
- e. Assisting homeless children and youth and working with other District employees to prepare for and improve college readiness, including assistance with applications, selection, financial aid, and status verification for purposes of the Free Application for Federal Student Aid; and
- f. Carrying out other aspects of this policy.

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### Definitions

- a. "Homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:
  - i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
  - ii. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - iii. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - iv. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).
- b. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an act of Congress or by state law.
- c. "Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.
- d. The term "unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.
- e. "School of origin" means the school that the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.

School Stability and Enrollment. Generally, the District presumes that keeping a homeless child or youth in their school of origin is in the child's best interest unless it is contrary to a request of the child's parent, guardian, or in the case of an unaccompanied youth, the youth. The District will also consider factors including, but not limited to: the impact of mobility on achievement, education, health, and safety of the child.

Strategies to Address Enrollment Delays. In order to address enrollment delays resulting from homelessness, the school district shall immediately enroll homeless students even if they are unable to produce records normally required for enrollment such as immunization and medical records, residency documents, birth certificates, school records, or other documentation, or guardianship documents. The school district shall immediately contact the school last attended by the student to obtain academic and other records. The school district's homeless liaison shall assist in obtaining necessary immunizations, or immunization or medical records.

## Article 7 - State and Federal Programs

Transportation. Transportation shall be provided to homeless students to the extent required by law and comparable to that provided to students who are not homeless. At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation shall be provided to and from the school of origin as follows:

If the homeless child or youth continues to live in the area served by the school district, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the school district.

If the homeless child's or youth's living arrangements in the area served by the school district terminate and the child or youth, though continuing his or her education in the school district, begins living in an area served by another school district, the school district and the new school district in which the homeless child or youth is living shall negotiate to agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school district. If the districts are unable to agree, the responsibility and cost for transportation shall be shared equally.

Records. The District will maintain and respond to requests for enrollment records for homeless children or youth consistent with its record policies and state and federal record laws. Any information about a homeless child's or youth's living situation shall be treated as a confidential education record and shall not be deemed directory information.

Dispute Process. If a dispute arises over school selection or enrollment in a school:

The child or youth shall be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute;

The child, youth, parent, or guardian shall be referred to the district's homeless liaison who shall carry out the dispute resolution process within (30) thirty calendar days after receiving notice of the dispute;

The parent or guardian of the child or youth or, in the case of an unaccompanied youth, the youth, shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or unaccompanied youth to appeal the decision within (30) thirty calendar days of the time such complaint or dispute is brought.

In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought pending resolution of the dispute.

### Appeal Process

Nebraska Department of Education. If the Complainant is not satisfied with the

## Article 7 - State and Federal Programs

written decision of the District after the dispute resolution process, the Complainant may appeal the decision of the District to the Commissioner of the Nebraska Department of Education within (30) thirty calendar days of receipt of the decision from the District, pursuant to Nebraska Department of Education Rule 19.

State Board of Education. If the Complainant is not satisfied with the decision of the Commissioner, the Complainant may file a Petition with the State Board of Education within (30) thirty calendar days of the receipt of the decision of the Commissioner pursuant to Nebraska Department of Education Rule 19.

### **Section 9 Breakfast and Lunch Programs**

The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

Meal Charge Policy The district will notify students and their families of the policy for Charged Meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is:

If a student has no funds available to pay for a meal, the student will be provided up to five limited "courtesy meals," such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

## Article 7 - State and Federal Programs

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

### Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

### Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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

# **Franklin Public School Activities Handbook**

## **Rules and Regulations 2020-2021**

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## **Introduction**

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Franklin Public Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, students, or staff. 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. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

**Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.**

**Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.**

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

## **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Dr. Candace Conradt  
Title: Superintendent  
Address: 1001 M Street, Franklin, NE 68939  
Telephone: 308-425-6283 ext. 30  
E-mail: candace.conradt@fpsflyers.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy **5401** – Nondiscrimination

## **SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM**

### **Academic Eligibility**

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 10 credit hours per semester (minimum of one Core Class, and one other class per semester) and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

### **Attendance at Practices and Contests**

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

**Activity Day Attendance:** Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity. On the day before a

weekend contest or on the day before a contest occurring over a school break, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity. The activities director can make exception to these rules in instances where there are extenuating circumstances.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

### **Closings**

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration. Unless the administration determines that it is permissible for the activity to continue as scheduled.

### **Colors**

The Franklin School colors are Red, Black, and White.

### **Complaint Procedure**

To reduce conflicts in the school's activities program, students and/or their parents should use district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: [www.fpsflyers.org](http://www.fpsflyers.org)

### **Concussion Awareness**

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
  - Heads UP Concussions in Youth Sports
  - Concussion in Sports—What You Need to Know
  - Sports Safety International
  - ConcussionWise
  - ACTive™Athletic Concussion Training for Coaches; and

- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
  - 1 The signs and symptoms of a concussion;
  - 2 The risks posed by sustaining a concussion; and
  - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

### **School Dances:**

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

**General Rules of Student Conduct at Dances.** In addition to all rules of student conduct in the Student Handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Franklin Public Schools and their guests may attend.
  - a. Students currently attending Franklin High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Franklin High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 16, not in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade, or who are older than 20 years of age and not attending high school are generally considered not to be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specific grade levels at Franklin Public Schools. For any dances at the middle school level, only students attending Franklin Public Schools in the grade(s) for which the dance is being held may attend.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.
  - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without parental permission on a form provided or until phone contact can be made with the parent allowing the student to leave the dance.
  - g. **Students who leave the dance will not be readmitted.**
  - h. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using these or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents and/or law enforcement may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for the dance. Teachers or administration will make final decisions as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

## **Homecoming and Prom**

The Homecoming dance is open to students and guests of Franklin High School.

The Junior/Senior Prom is open to students and guests of the Franklin High School. The Junior/Senior Prom Banquet is only open to students in the Franklin High School junior class, senior class, sophomore servers, and their guests. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dance for Prom.

**Eligibility for Selection as Royalty.** Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

1. Achievement, Citizenship, and Conduct Qualifications:
  - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
  - c. The student must not have had excessive violations of school policies and procedures during their high school career.
  - d. The student may not, within twenty-four months of the dance, have engaged in criminal violations involving: (i) alcohol, drugs, or tobacco; (ii) driving law violation in which the penalty is a loss of four points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
2. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected ("Royalty Candidate Eligibility and Selection Committee"). The committee will ordinarily include the Principal, Activity Director and the certificated sponsors.

3. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for the dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student's eligibility for the honor of being nominated for or awarded dance royalty.
4. Specific Dance Eligibility and Selection Requirements:
  - a. Homecoming Queen & King:
    - i. Only a senior girl shall be eligible to be Queen and only a senior boy shall be eligible to be King.
    - ii. The student body will nominate three queen and three king candidates subject to a determination of eligibility by the Royalty Eligibility Committee.
    - iii. To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
    - iv. The queen and king will be chosen from qualified nominees by secret vote of the student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.
  - b. Prom King and Queen:
    - i. Only a senior girl shall be eligible to be Queen and only a senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance.
    - ii. The juniors and seniors will nominate three queen and king candidates subject to determination of eligibility by the Royalty Eligibility Committee.
    - iii. To be eligible, a candidate must agree to attend the entire Prom dance and represent the school properly.
    - iv. The queen and king will be chosen from the qualified nominees by secret vote of the junior and senior students.

### **Electronic Communication**

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

## **Equipment**

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been check out to him/her and is lost, damaged, or stolen.

**Fundraising:** All teachers shall earnestly seek to educate students in the services performed by humanitarian agencies, and shall encourage students to participate in their financial support as a social and community project, but no fund-raising drives are to be conducted by non-school agencies or for non-school activities among the student population. Students may engage in raising funds, under the control of school officials, for certain approved activities, provided the project has approval of the principal of the school involved. Use of the school mascot shall not be permitted unless approved by the superintendent.

Students or student groups desiring to raise money through fund drives in one form or another will present their written requests to the elementary and/or secondary principal for their approval. The approval will be based on the following criteria:

- A. Where the funds will be used. Preference will be given to those activities in which usage of tax money would be doubtful or illegal, such as trips and awards of a personal nature. Any drive which seeks or tends to circumvent a Board decision will be rejected. A definite goal for the expenditure of the funds received must be established and indicated in the request submitted by the staff member.
- B. Quality of the product or suitability of the product sold. Items which are overpriced or of an embarrassing or controversial nature to the school will be rejected. Items which are in direct competition with local businesses shall be avoided where practicable.
- C. The number of fund drives per organization is limited to (2) per year. One fundraiser shall be for the purpose of raising funds for the student group or organization's expenses. The second fundraiser may be approved by the administration for the purpose of the group or organization raising funds for the purpose of using those funds to make a charitable donation.
- D. One additional fundraiser per organization can be added per year if that organization qualifies for National or International competition, but must be approved by the school board.
- E. Students will not be required to meet a quota to maintain good standing within the activity or organization as part of any fundraising activity. Students may be encouraged to set goals in respect to fundraising activities, but never be

required to meet specified goals as a condition of membership or status within the activity.

- F. The Board will not be responsible for any losses incurred. Principals will need to approve locations and subject matter of all posters posted in the drive.
- G. Activities and groups will be expected to pay for expenses from activity fund monies generated from fundraisers prior to requesting any additional, unbudgeted money for attendance at state, national, or international conventions, conferences, competitions or for the purpose of purchasing additional equipment, services or goods. The following scale will be in effect for supporting activities attendance at such conventions:
  - a. State Conventions: \$100 per activity participant, staff sponsor, or adult sponsor
  - b. National Conventions: \$200 per activity participant, staff sponsor, or adult sponsor
  - c. International Conventions: \$300 per activity participant, staff sponsor, or adult sponsor
  - d. The maximum amount paid will be \$800 per student and \$1,000 per sponsor. Based on:
    - i. \$200 Registration Fee
    - ii. \$120 Meals (3 X \$40)
    - iii. \$231 Room (3 X \$77)
    - iv. \$250 Travel
    - v. Total \$801

Adult Sponsors. Adult sponsors must be in attendance at all school sponsored activities.

Adult Drivers. The district does not sponsor activities involving driving vehicles unless a school employee or sponsor or an adult is driving.

### **Individual Training Rules and Rules of Conduct**

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

### **Initiations and Hazing**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of

initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

## **Injuries**

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

If an athlete is injured, the athlete is expected to attend practices, when able, even though they cannot actually participate. Their respective coaches may excuse the athlete.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

## **Insurance**

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

## **Lettering Requirements**

The following guidelines will be used in determining students' eligibility for lettering:

**Football:** A participant must play in  $\frac{1}{4}$  of the total quarters of a varsity season. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

**Volleyball:** A participant must play for any length of time on  $\frac{3}{4}$  of the varsity games. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

**Cross Country:** Your score/time counts at the varsity level in at least 5 of the 7 meets (meaning your time must qualify for a varsity team score). Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

**Basketball:** A participant must play in at least one varsity quarter per every varsity game played. If the person is on the Varsity team and plays on JV then every four JV quarters will equal one varsity quarter for lettering purposes. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

**Wrestling:**

1. A participant must earn 16 points during the season by doing the any of the following:
  - 1 point for a varsity match loss.
  - 2 points for a varsity match draw.
  - 3 points for a varsity match win.
  - 3.5 points for a varsity match superior decision.
  - 4 points for a varsity match pin.
  - .5 point for a junior varsity match loss.
  - 1 point for a junior varsity match draw or win.
  - 1.5 points for a junior varsity match pin or superior decision.
2. A person may earn a letter if he is injured while wrestling as a varsity team member, providing he has shown a consistently competitive spirit.
3. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

**Golf:** A participant must have their score count in any two tournaments and/or if they participate as a varsity member in 5 or more meets. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

**Track:** A participant must make one point in any major meet or four points in any number of minor meets. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

**Student Managers:** A participant must complete the season and attend each event asked of them. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

**Cheerleaders:** A participant must complete the following criteria:

1. Attend both Cheer Camps
2. Attend and work at the Franklin Invitational Wrestling Tournament

3. Attend and Cheer at  $\frac{3}{4}$  of the sporting events that the cheerleaders must attend.
4. Attend and actively participate in  $\frac{3}{4}$  of the scheduled practices.
5. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

**Speech:** A participant must meet the following criteria:

1. Speaker must compete at 3 or more major meets including TVC or Districts.
2. Speaker must place at one or more meets.
3. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

**Competitive One Acts:** A participant must meet the following criteria:

1. Cast or crewmember must participate at all performances and dress rehearsals.
2. Cast or crewmember must attend all practices unless excused in advance by the director.
3. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

**Band:** A participant must meet the following criteria:

1. Earn a 95% or higher in Band Class
2. Perform a solo or duet at District Music Contest – or – Be selected for an Honor Band (other than TVC).

**Quiz Bowl:** A participant must meet the following criteria:

1. Attend practices regularly, participate in at least 75% of the quiz bowl competitions, be a positive role model, and answer questions at meets. Discretion of the coach is also a determination.

**Senior Gold Medals:** These medals will be awarded to those seniors who have participated in a particular activity for three years and are currently taking an active part in the activity during the athlete's senior year. These awards are given out during the Activities Banquet. *The coach has the final say in all lettering matters.*

### **Mascot**

The official emblem for boys' and girls' athletic teams is the Bi-Plane. The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent or superintendent's designee.

### **Practices**

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the main office a signed physical form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs. The athlete's parents, and medical doctor must sign all copies, wherever a signature is required.
2. Furnish the main office with proof of insurance.

#### Practice regulations:

1. No athlete will work out using the school's facilities unless supervised by a sponsor.
2. All participants will wear the practice clothing and equipment required by the coach.
3. No practice will exceed 2 ½ hours on the court or field.
4. All athletes, including though on the down list are expected to attend all practice sessions. No unexcused absences. If an athlete cannot attend practice, the athlete must contact the coach in advance. Exception: If an athlete is absent from school, notification of the coach in advance is not needed. However, the coach would appreciate knowing the reason why the athlete is absent. Any penalty for missing practice will be handled by the individual coach.
5. Sometimes it will be necessary for an athlete to miss an excessive number of practices. For example: family vacation, travel, work, or illness. Athletes who miss practice have to understand that their position on the team may be jeopardized and may have to put forth additional effort and practice to gain their position back.
6. Junior High athletes will not scrimmage with high school athletes.
7. Junior High practices will begin at 2:51 (8<sup>th</sup> period) and will go no later than 4:25 pm on Monday through Thursday, and begin at 1:20 pm and go to no later than 2:30 pm on Friday's. For students not participating in sports one of the two PE teachers will be available during each season so that students may be able to participate in PE class.

#### **Sunday and Wednesday Night Activities**

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are headed to the locker room by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

### **Secret Organizations**

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

### **Student Manager, Helpers, or Activity Aids**

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

### **Transportation**

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult other than their parent/guardian, if the participant's parent/guardian has personally contacted the principal prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

### **No Cut Policy**

Franklin Public Schools has the policy that no athlete will be cut from an athletic squad unless they do not wish to follow the athletic guidelines.

### **Awards**

Patches for Conference Champs, State Play-Offs, District, etc. will not be purchased with school funds. If students wish to purchase awards of this nature, the service will be provided.

### **Locker Room Policy**

All students will be given a locker in which to store their equipment. Locks will be obtained from the coach. A fee will be assessed if the lock is not returned in working condition. The athlete is responsible for all clothes, equipment, and valuables stored in their lockers. Therefore, it should be locked at all times. Athletes will not put any other lock on the lockers. Athletes must not linger in the dressing room, be rowdy, or endanger the safety of others. The athlete assumes full responsibility for their actions while in the locker room. The principal must approve all items on the outside of lockers.

Locker Searches: The district shall comply with all applicable state and federal laws related to record maintenance and retention. When it is determined based on searches that a person has violated a Board Policy, administrative regulation, building rule, student conduct rule or personal expectation, or the law, the person shall be

subject to appropriate disciplinary action and a report to law enforcement may be made.

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

The following procedures will be used for conducting searches:

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 rule violation. The search must be conducted in a reasonable manner under the circumstances. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.
2. Items, which have been or are reasonably expected to be used to disrupt or interfere with the educational process, may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

### **Activity Passes (Cards)**

Student, adult, and family activity passes may be purchased through the office. The Board of Education will set the price at the beginning of each year. These passes will admit you to all school functions with the exception of tournaments, closed school activities, class plays, etc.

### **Policy for Games held in the building (Volleyball and Basketball)**

All students attending the game should be in the gym, seated in the bleachers, while the games are in progress. If not, they may be asked to leave the premises.

### **Weight Room**

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

## **SECTION TWO: AVAILABLE ACTIVITIES**

### **Athletic Teams**

Basketball (boys and girls)  
Cross County (boys and girls)  
Football  
Golf (boys season)  
Track (boys and girls)  
Volleyball  
Wrestling

### **Band**

The school district sponsors marching band and pep band in addition to concert band. Participants must be enrolled in band class in order to be eligible to participate in these groups.

### **Cheer Squad**

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

### **Family Career and Community Leadership of America (FCCLA)**

FCCLA is an integral part of the Family and Consumer Sciences department. Members should have taken or presently be taking a family and consumer sciences class. Program emphasis for FCCLA is on leadership development, family cooperation and communication, community service and peer education.

### **Future Farmers of America (FFA)**

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

### **National Honor Society**

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Student members shall be selected from the sophomore, junior and senior classes by the high school faculty. The results of the selection will be announced at an honors convocation. To be eligible for membership a student must:

1. Be a Sophomore, Junior or Senior
2. Must have and maintain a 93% or higher grade point average (GPA).
3. Eligible students who are interested in becoming members in the National Honor Society will complete an activity information packet.
4. Eligible students completing an activity information packet will be evaluated in the following manner:

- Total of 200 points will be possible with a possible 50 points in each area of evaluation. (Scholarship, Leadership, Service, Character) Students must score at least 150 points to be selected as member of the Franklin Chapter
- The Scholarship score will be determined by subtracting 50 points from the GPA. The student may score between a minimum of 43 points and a maximum of 50 points in the Scholarship area.
- The Leadership score will be determined by scoring each of the following criteria on a scale of 0-5 points. The student must score a minimum of 35 points and may score a maximum of 50 points.
  - The Student who exercises leadership:
    - Is resourceful in proposing new problems, applying principals, and making suggestions.
    - Demonstrates leadership in promoting school activities.
    - Contributes ideas that improve the student citizenship of the school.
    - Is able to delegate responsibilities
    - Exemplifies positive attitudes and inspires positive behavior in others.
    - Demonstrates academic initiative.
    - Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
    - Demonstrates leadership in the classroom, at work, and in school activities.
    - Is thoroughly dependable in any responsibility accepted.
- The Service score will be determined by scoring each of them criterion on a scale of 0-5 points. The student must score a minimum of 35 points and may score a maximum of 50 points.
  - The student who serves:
    - Is willing to uphold scholarship and maintain a loyal school attitude.
    - Participates in some outside activity: Girl Scouts; Boy Scouts; Church Groups; Volunteer services for the aged; Poor or Disadvantaged; Family Duties.
    - Volunteers dependable and with organized assistance.

- Is gladly available and is willing to sacrifice to offer assistance.
  - Works well with others
  - Is willing to take on difficult or inconspicuous responsibilities
  - Is willing to represent the class or school in inter-class and inter-scholastic competition.
  - Does committee and staff work uncomplainingly
  - Shows courtesy by assisting visitors, teachers and students.
- The Character score will be determined by scoring each of the following criterion on a scale of 0-5 points. The student must score a minimum of 35 points and may score a maximum of 50 points.
  - The Student of Character:
    - Takes criticism willingly and accepts recommendations graciously.
    - Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability)
    - Upholds principals of morality and ethics
    - Cooperates by complying with school regulations concerning property, programs, office halls, etc.
    - Demonstrates the highest standards of honesty and reliability
    - Shows courtesy, concern, and respect for others.
    - Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
    - Has powers of concentration and sustained attention as shown by perseverance and application to studies.
    - Actively helps to rid the school of bad influences or environment.

**National Honor Society Dismissal Policy:**

A National Honor Society member is never automatically dismissed for failing to maintain standards. Members are liable for dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as the basis for their selection. Members will be allowed a limited number of warnings during their membership, but in the case of a flagrant violation of school rules or civil laws, a warning is not necessarily required. A student who is dismissed or who resigns may never again become an Honor Society member.

The chapter adviser will periodically review the standing of members for compliance with Society standards. The adviser will inform the errant member in writing of the

nature of the violation, the time period given for improvement, and the possible consequence of non-improvement. The letter will be followed with a conference with the advisor. If the student does not make the improvement in the specified time, that student is liable for disciplinary measures determined by the faculty council.

If the faculty council decides that dismissal may be warranted, the member is allowed to present his/her case before the faculty council. In the case of a flagrant violation of school rules or civil laws, a member will not necessarily be warned. The faculty council will investigate thoroughly before any action is taken. If the council determines that the facts warrant consideration of dismissal, the member will be notified in writing of the violation and the possibility of dismissal. The member may appear before the faculty council to explain the situation.

If a member is dismissed, written notice of the decision will be sent to the member, his/her parents, and the principal who will inform the superintendent. The member must then surrender the NHS pin and membership card to the chapter adviser. The dismissed member may appeal the action through the right of due process as used in school disciplinary matters. The National Council and NASSP shall hear no appeals in dismissal cases.

### **Student Council**

The purpose of student government is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, good will, and better understanding with other schools. The organization, operation, and scope of the student government shall be administered by the Superintendent or designee.

### **Student Publications**

The yearbook is published by the Creative Arts class along with the help of its teacher. The annual is financed partially by funds raised from the sale of the books.

## **SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES**

### **Eligibility**

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty (20) credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty (20) hours of credit in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the NSAA Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. **Student eligibility related to domicile can be attained in the following manners:**
  - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending

and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

- b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
  - c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
  - d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
  11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2020-2021 school year prior to May 1, 2020; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2020. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, 2020, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
  12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
  13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. (\*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
  14. A student shall not participate on an all-star team while a high school undergraduate.

15. A student must maintain his/her amateur status.

### **NSAA Sportsmanship Rules**

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

## **SECTION FOUR: CODE OF CONDUCT**

### **Code of Conduct:**

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### **Scope of the Code of Conduct:**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities mean student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FFA, FCCLA, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply on school grounds, at a school function or

event, or in a school vehicle. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion and may also receive an extended activity suspension. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion and may also receive an extended activity suspension. Activity participants whose public actions poorly represent the school may be sanctioned from participating in extra-curricular activities for a period of time determined by superintendent of schools.

**“Team Selection” and “Playing Time”** - “Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner, which reflects the development of high ideals, and appropriate values, which shall include good citizenship in the school and in the community.

2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student’s: (1) talent or skill, (2) desire to improve the student’s own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

**Grounds for Extracurricular Activity Discipline:** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft

- involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
  5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
  6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
  7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia (including e-devices and/or vaped devices), or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (Note: Refer to "Drug and Alcohol Violations" for further information).
  8. Public indecency.
  9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
  10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
  11. Repeated violation of any of the school rules.
  12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
  13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. 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.
  14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

15. Willfully violating the behavioral expectations for those students riding Franklin Public School buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the coach or sponsor will determine the validity of the reason. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

**Option A (Calendar Year):** Such conduct is prohibited year-round regardless of whether it occurs on-campus or off-campus. However, punishment for violations that occur during the summer break shall be administered by the coach at his/her discretion.

**Option B (School Year):** Such conduct is prohibited during the school year, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.

**Option C (Activity Season):** Such conduct is prohibited during the activity season, regardless of whether it occurs on-campus or off-campus. Activity season means that period commencing on the first day of an activity practice through the last day of the season or the last scheduled event.

**Option A (NEW) Discipline.** Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary

action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

**Evaluation, Counseling, and Treatment.** Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the **administration's/coach's/sponsor's** discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

**Reporting of Incident.** Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

**Discipline Procedures.** Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

**Review of Investigator's Decision.** A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

**Misrepresentations.** Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

**Questions.** Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

**Assistance.** Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

#### **Option B (WHAT WE CURRENTLY DO)**

**Drug, Alcohol, and Tobacco (including e-devices and/or Vape devices) Violations:**

### Meaning of Terms:

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

### **Consequences:**

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the

self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

**Drugs, Alcohol, and Tobacco (including e-devices and/or vape devices):**

An activity participant who violates the drug, alcohol, or tobacco (including e-devices and/or vape devices) rules shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: Suspension from 2 Activity Events
2. Second Violation in Same Calendar Year: Suspension from 4 Activity Events
3. Third Violation in Same Calendar Year: Suspension from ALL activities for the remainder of the year. Proof of student's successful completion of a chemical dependency program, which has been approved by the activities director, is required before the student shall be reinstated to participate in activities.
4. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing and may be established in the good discretion of the administration.

**Steroid Offenses.** A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 Consecutive Days
2. Second or Any Subsequent Offense: One Calendar Year.

**When Suspensions Begin.** All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction imposed; provided that the school officials have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring WILL be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

**Letters and Post-Season Honors:** A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities

in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

**Self-Reporting.** A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

**Determining a Violation Has Occurred:** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and that citation has been reported to school officials by law enforcement. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
2. When a student admits to violating one of the standards of the Code of Conduct.
3. When a school staff member or school board member reports a student of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
4. When a parent reports to a school administrator or activity sponsor that their son or daughter has violated one of the standards of the Code of Conduct.

**Procedures for Extracurricular Discipline:** The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
  - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
  - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
  - c. If a hearing is requested:
    - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
    - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
    - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is

not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.

- iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

## **SECTION FIVE: Parent's Role in Interscholastic Athletics and Other Extracurricular Activities**

### **Communicating with your children**

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

### **Communicating with the coach**

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally, and physically
  - Ways to help your child improve
  - Concerns about your child's behavior
  - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to

limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.

- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice ((these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

## **A Parent's Guide to Concussions**

### **WHAT IS A CONCUSSION?**

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

### **CONCUSSION FACTS**

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

### **WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?**

#### Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

#### Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

## **WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?**

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

### **WHEN IN DOUBT – SIT THEM OUT!**

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

## **WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?**

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices**. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

*Step 1:* Light exercise, including walking or riding an exercise bike. No weight-lifting.

*Step 2:* Running in the gym or on the field. No helmet or other equipment.

*Step 3:* Non-contact training drills in full equipment. Weight training can begin.

*Step 4:* Full contact practice or training.

*Step 5:* Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

## **HOW CAN A CONCUSSION AFFECT SCHOOLWORK?**

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

## **WHAT CAN YOU DO?**

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

## **OTHER FREQUENTLY ASKED QUESTIONS:**

### **Why is it so important that an athlete not return to play until they have completely recovered from a concussion?**

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

### **Is a "CT scan" or MRI needed to diagnose a concussion?**

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based

upon the athlete's story of the injury and the health care provider's physical examination.

### **What is the best treatment to help my child recover more quickly from a concussion?**

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

### **How long do the symptoms of a concussion usually last?**

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

### **How many concussions can an athlete have before he or she should stop playing sports?**

There is no "magic number" of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete's risk for further and potentially more serious concussions. The decision to "retire" from sports is a decision best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

### **I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?**

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other

blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent's Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

## AUTHORIZATION AND ACKNOWLEDGEMENT

### **WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION**

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Date

### **ACKNOWLEDGEMENT OF CONDUCT CODE**

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **Option A: This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the calendar year. I understand that this policy applies both during the school year and in the summer.** **Option B: This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term.** **Option C: This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the activity season.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

I understand that my student is obligated by this handbook, including the statements above.

---

Signature of Parent

---

Printed Name of Parent

---

Date

**PAYMENT OPTION: LEASE**

Lease Payment	Lease Months
\$1,582.01	60

Agreement includes:

- **Mono pages are billed quarterly at \$0.00755 per page**
- **Color pages are billed quarterly at \$0.04184 per page**
- All parts, labor, toner and service calls
- Delivery, digital installation, training, and support
- FMAudit provided at no cost to manage page meters & auto toner replenishment
- Financials based on an August 2020 Implementation (Target on or before August 3<sup>rd</sup>)
- First Payment Due – September 2020 (No August Payment)

**UPGRADE SAVINGS SUMMARY (LEASE & MONTHLY PAGE AVERAGES = \$2,751.23)**

<b>Monthly Savings</b>	<b>\$755.82</b>
<b>Annual Savings</b>	<b>\$9,069.84</b>
<b>Contract Savings</b>	<b>\$45,349.20</b>

# MIDWAY AUTO DEALERSHIPS

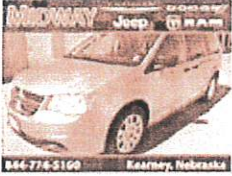
Date/Time: 7/6/2020 1:25:47 PM

Buyer: Stacey James  
 Home Phone: (308) 425-6283  
 Cell Phone: (308) 470-0682  
 Address: 1001 M St  
 Franklin, NE 68939

Trade 1: 2014 Dodge Grand Caravan  
 (194,844 mi.)  
 Trade 2: 2008 Dodge Grand Caravan  
 (194,631 mi.)

Salesperson: Mark Weinand

2020 Dodge Grand Caravan SE N6720



VIN: 2C4RDGBG3LR222069  
 Odometer: 4  
 Color: Billet Clearcoat  
 Body Type: Minivan

MSRP/Retail	\$29,940.00
Selling Price	\$29,200.00
Rebate	\$3,750.00
Total Savings + Rebate	\$4,490.00
Proc/Doc Fee	\$249.00
Trade Allowance	\$1,900.00
Amount Financed	\$23,799.00

With approved credit!

X \_\_\_\_\_  
 Customer Signature                      Date

X \_\_\_\_\_  
 Manager Signature                      Date

2 DODGE  
0  
2 GRAND CARAVAN SE

THIS VEHICLE IS MANUFACTURED TO MEET SPECIFIC UNITED STATES REQUIREMENTS. THIS VEHICLE IS NOT MANUFACTURED FOR SALE OR REGISTRATION OUTSIDE OF THE UNITED STATES.

MANUFACTURER'S SUGGESTED RETAIL PRICE OF THIS MODEL INCLUDING DEALER PREPARATION

Base Price: \$27,530

DODGE GRAND CARAVAN SE

Exterior Color: Billet Clear-Coat Exterior Paint  
Interior Color: Black / Lt Graystone Interior Colors  
Interior: Cloth Low-Back Buckle Seats  
Engine: 3.6L V6 24V VVT Engine  
Transmission: 6-Speed Automatic 62TE Transmission  
STANDARD EQUIPMENT (UNLESS REPLACED BY OPTIONAL EQUIPMENT)

FUNCTIONAL/SAFETY FEATURES

Advanced Multistage Front Air Bags  
Supplemental Side-Curtain All-Rows Air Bags  
Supplemental Front Seat Side Air Bags  
Driver Inflatable Knee-Bolster Air Bag  
LATCH Ready Child Seat Anchor System  
Daytime Running Lamps, Park/Turn  
Anti-Lock 4-Wheel Heavy-Duty Disc Brakes  
Electronic Stability Control  
CORAL Tire Pressure Monitoring Sensor  
ParkView® Rear Back-Up Camera  
Speed Control  
Keyless Entry with Immobilizer  
Sliding Door Alert Warning  
Power Locks  
20-Gallon Fuel Tank  
Fuel Optimizer Calibration  
Trailer Sway Damping  
Tire Inflation Kit

INTERIOR FEATURES

2nd-Row Bench with Rear Slow 'n Go® 60 / 40  
Steering Wheel Mounted Audio Controls  
8.5-inch Touchscreen Display  
6-Speakers  
Rear View Auto Dim Mirror  
Tilt / Telescope Steering Column  
12-Volt DC Front & Rear Power Outlets  
12-Volt Auxiliary Power Outlet  
Power Windows with Driver's One-Touch-Down Feature  
2nd-Row Power Windows  
Power Quarter Vented Windows  
Air Conditioning w/ 3-Zone Temperature Control  
Dual Glove Boxes  
Overhead Console  
Lower Instrument Panel Cubby Bin  
Passenger Assist Handle A-Pillar  
Interior Assist Handles 2nd-Row Overhead  
Assist Handles 2nd-Row B-Pillar  
Headlamp On Time Delay  
Driver Side Sun Visor with Mirror

Rear Dome Lamp  
Front Courtesy / Map Lamps  
EXTERIOR FEATURES  
17-inch x 6.5-inch Steel Wheels  
225/65R17 BSW Towing Tires  
Power-Heated Mirrors with Fold-Away  
Rear Window Wiper / Washer

OPTIONAL EQUIPMENT (May Replace Standard Equipment)

Customer Preferred Package 21S \$915  
Black Door Handles  
Uconnect® Hands-Free Group  
SiriusXM® Radio  
For More Info, Call 888-539-7474  
Bluetooth® Streaming Audio  
Uconnect® Voice Command with Bluetooth®  
Remote USB Port

Destination Charge \$1,495

TOTAL PRICE: \* \$29,940

WARRANTY COVERAGE

5-year or 60,000-mile Powertrain Limited Warranty.  
3-year or 36,000-mile Basic Limited Warranty.  
Ask Dealer for a copy of the limited warranties or see your owner's manual for details.

5 YEAR / 60,000 MILE  
POWERTRAIN WARRANTY

\$ 25,450

Assembly Point/Port of Entry: WINDSOR, ONTARIO, CANADA  
VIN: 2C4-RDGBG3LR-222069



THIS LABEL IS ADDED TO THIS VEHICLE TO COMPLY WITH FEDERAL LAW. THE LABEL CANNOT BE REMOVED OR ALTERED PRIOR TO DELIVERY TO THE LEGITIMATE PURCHASER.

\* STATE AND/OR LOCAL TAXES IF ANY, LICENSE AND TITLE FEES, AND DEALER SUPPLIED AND INSTALLED OPTIONS AND ACCESSORIES ARE NOT INCLUDED IN THIS PRICE. DISCOUNT, IF ANY, IS BASED ON PRICE OF OPTIONS IF PURCHASED SEPARATELY.

For more information visit: [www.dodge.com](http://www.dodge.com)  
or call 1-800-4ADODGE

FCA US LLC

EPA  
DOT

Fuel Economy and Environment

Gasoline Vehicle

Fuel Economy These estimates reflect new EPA methods beginning with 2017 models.

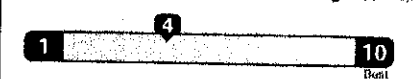
20 MPG  
combined city/hwy  
17 city  
25 highway  
5.0 gallons per 100 miles

Mileage range from 20 to 48 MPG.  
The best vehicle rates 136 MPG.

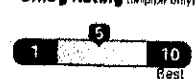
You spend  
\$2,500  
in fuel costs  
over 5 years  
compared to the  
average new vehicle.

Annual fuel COST  
\$2,000

Fuel Economy & Greenhouse Gas Rating (tailpipe only)



Smog Rating (tailpipe only)



This vehicle emits 445 grams CO2 per mile. The best emit 0 grams per mile (tailpipe only). Producing and distributing fuel also creates emissions; learn more at [fuelconomy.gov](http://fuelconomy.gov).

[fuelconomy.gov](http://fuelconomy.gov)

Calculate your vehicle's performance and compare vehicles.

GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score

★★★★

Based on the combined ratings of frontal, side, and rollover.  
Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash	Driver Passenger	★★★★
		★★★★

Based on the risk of injury in a frontal impact.  
Should ONLY be compared to other vehicles of similar size and weight.

Side Crash	Front seat Rear seat	★★★★★
		★★★★★

Based on the risk of injury in a side impact.

Rollover

★★★★

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars, with 5 being the highest.  
Source: National Highway Traffic Safety Administration, NHTSA.  
[www.safercar.gov](http://www.safercar.gov) or 1-888-327-4268

The safety ratings above are based on Federal Government tests of particular vehicles equipped with certain features and options. The performance of this vehicle may differ.

PARTS CONTENT INFORMATION

FOR VEHICLES IN THIS CARLINE:  
U.S./CANADIAN PARTS CONTENT: 74%

NOTE: PARTS CONTENT DOES NOT INCLUDE FINAL ASSEMBLY, DISTRIBUTION, OR OTHER NON-PARTS COSTS.

FOR THIS VEHICLE:  
FINAL ASSEMBLY POINT:  
WINDSOR, ONTARIO, CANADA  
COUNTRY OF ORIGIN:  
ENGINE: UNITED STATES  
TRANSMISSION: UNITED STATES



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# MIDWAY AUTO DEALERSHIPS

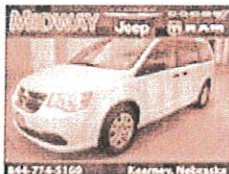
Date/Time: 7/6/2020 1:29:44 PM

Buyer: Stacey James  
 Home Phone: (308) 425-6283  
 Cell Phone: (308) 470-0682  
 Address: 1001 M St  
 Franklin, NE 68939

Trade 1: 2014 Dodge Grand Caravan  
 (194,844 mi.)  
 Trade 2: 2008 Dodge Grand Caravan  
 (194,631 mi.)

Salesperson: Mark Weinand

2020 Dodge Grand Caravan SE N6723



VIN: 2C4RDGBGXHR222070  
 Odometer: 4  
 Color: White Knuckle Clearcoat  
 Body Type: Minivan



Total Trade Allowance	\$500.00
Total Trade Adjustments	0.00
Net Trade Allowance	\$500.00

MSRP/Retail	\$29,940.00
Selling Price	\$29,200.00
Rebate	\$3,750.00
Total Savings + Rebate	\$4,490.00
Proc/Doc Fee	\$249.00
Trade Allowance	\$500.00
Amount Financed	\$25,199.00

Dodge Grand Caravan Adjustments:  
 Dodge Grand Caravan Adjustments:

With approved credit!

X \_\_\_\_\_  
 Customer Signature                      Date

X \_\_\_\_\_  
 Manager Signature                      Date

2  
0  
2  
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# DODGE GRAND CARAVAN SE

THIS VEHICLE IS MANUFACTURED TO MEET SPECIFIC UNITED STATES REQUIREMENTS. THIS VEHICLE IS NOT MANUFACTURED FOR SALE OR REGISTRATION OUTSIDE OF THE UNITED STATES.

MANUFACTURER'S SUGGESTED RETAIL PRICE OF THIS MODEL INCLUDING DEALER PREPARATION

Base Price: **\$27,530**

### DODGE GRAND CARAVAN SE

Exterior Color: White Knuckle Clear-Coat Exterior Paint  
Interior Color: Black / Lt. Graystone Interior Colors  
Interior: Cloth Low-Back Bucket Seats

Engine: 3.6L V6 24V VVT Engine

Transmission: 6-Speed Automatic 62TE Transmission

STANDARD EQUIPMENT (UNLESS REPLACED BY OPTIONAL EQUIPMENT)

#### FUNCTIONAL/SAFETY FEATURES

Advanced Multistage Front Air Bags  
Supplemental Side-Curtain Air Bags  
Supplemental Front Seat Side Air Bags  
Driver Inflatable Knee-Bolster Air Bag  
LATCH Ready Child Seat Anchor System  
Daytime Running Lamps, Park/Turn  
Anti-Lock 4-Wheel Heavy-Duty Disc Brakes  
Electronic Stability Control  
CORSA Tire Pressure Monitoring Sensor  
ParkView® Rear Back-Up Camera  
Speed Control  
Keyless Entry with Immobilizer  
Sliding Door Alert Warning  
Power Locks  
20-Gallon Fuel Tank  
Fuel Optimizer Calibration  
Trailer Sway Damping  
Tire Inflator Kit

#### INTERIOR FEATURES

2nd-Row Bench with Rear Slu™ in Go® 60/40  
Steering Wheel Mounted Audio Controls  
8.5-Inch Touchscreen Display  
6-Speakers  
Rear View Auto Dim Mirror  
Tilt / Telescope Steering Column  
12-Volt DC Front & Rear Power Outlets  
12-Volt Auxiliary Power Outlet  
Power Windows with Driver's One-Touch-Down Feature  
2nd-Row Power Windows  
Power Quarter Vented Windows  
Air Conditioning w/ 3-Zone Temperature Control  
Dual Glove Boxes  
Overhead Console  
Lower Instrument Panel Cubby Bin  
Passenger Assist Handle A-Pillar  
Interior Assist Handles 2nd-Row Overhead  
Assist Handles 2nd-Row B-Pillar  
Headlamp On Time Delay  
Driver Side Sun Visor with Mirror

Rear Dome Lamp

Front Courtesy / Map Lamps

#### EXTERIOR FEATURES

17-Inch x 6.5-Inch Steel Wheels  
225/65R17 BSW Touring Tires  
Power-Heated Mirrors with Fold-Away  
Rear Window Wiper / Washer

#### OPTIONAL EQUIPMENT (May Replace Standard Equipment)

Customer Preferred Package 295 \$915  
Black Door Handles  
Uconnect® Hands-Free Group  
SiriusXM® Radio  
For More Info, Call 888-530-7474  
Bluetooth® Streaming Audio  
Uconnect® Voice Command with Bluetooth®  
Remote USB Port

Destination Charge \$1,495

TOTAL PRICE: \* **\$29,940**

#### WARRANTY COVERAGE

5-year or 60,000-mile Powertrain Limited Warranty.  
3-year or 36,000-mile Basic Limited Warranty.  
Ask Dealer for a copy of the limited warranties or see your owner's manual for details.

**5 YEAR / 60,000 MILE**  
**POWERTRAIN WARRANTY**

\$25,450  
~~27,530~~

Assembly Point/Port of Entry: WINDSOR, ONTARIO, CANADA  
VIN: 2C4-RDGBGXLR-222070 LA-VON 4776 0602

THIS LABEL IS ADDED TO THIS VEHICLE TO COMPLY WITH FEDERAL LAW. THE LABEL CANNOT BE REMOVED OR ALTERED PRIOR TO DELIVERY TO THE ULTIMATE PURCHASER.

\* STATE AND/OR LOCAL TAXES IF ANY, LICENSE AND TITLE FEES AND DEALER SUPPLIED AND INSTALLED OPTIONS AND ACCESSORIES ARE NOT INCLUDED IN THIS PRICE. DISCOUNT, IF ANY, IS BASED ON PRICE OF OPTIONS IF PURCHASED SEPARATELY.

For more information visit: [www.dodge.com](http://www.dodge.com)  
or call 1-800-4ADODGE

FCA US LLC

EPA DOT Fuel Economy and Environment Gasoline Vehicle

**Fuel Economy** These estimates reflect new EPA methods beginning with 2017 models. **You spend \$2,500 in fuel costs over 5 years compared to the average new vehicle.**

**20** MPG combined city/hwy  
17 city 25 highway  
5.0 gallons per 100 miles

Mixing range from 20 to 48 MPG. The best vehicle rates 130 MPG.

**Annual fuel cost \$2,000**

**Fuel Economy & Greenhouse Gas Rating** (tailpipe only) **Smog Rating** (tailpipe only)

This vehicle emits 445 grams CO2 per mile. The best emits 0 grams per mile (tailpipe only). Producing and distributing fuel also creates emissions, learn more at [fuelconomy.gov](http://fuelconomy.gov).

**fuelconomy.gov**

Calculate personalized estimates and compare vehicles.

Smartphone QR Code

#### GOVERNMENT 5-STAR SAFETY RATINGS

##### Overall Vehicle Score ★★★★★

Based on the combined ratings of frontal, side, and rollover. Should ONLY be compared to other vehicles of similar size and weight.

<b>Frontal Crash</b>	<b>Driver Passenger</b>	★★★★★
----------------------	-------------------------	-------

Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.

<b>Side Crash</b>	<b>Front seat Rear seat</b>	★★★★★
-------------------	-----------------------------	-------

Based on the risk of injury in a side impact.

<b>Rollover</b>		★★★★★
-----------------	--	-------

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars, with 5 being the highest. Source: National Highway Traffic Safety Administration, NHTSA. [www.safercar.gov](http://www.safercar.gov) or 1-888-327-4276.

The safety ratings above are based on Federal Government tests of particular vehicles equipped with certain features and options. The performance of this vehicle may differ.

#### PARTS CONTENT INFORMATION

**FOR VEHICLES IN THIS CARLINE:**  
**U.S./CANADIAN PARTS CONTENT: 74%**

NOTE: PARTS CONTENT DOES NOT INCLUDE FINAL ASSEMBLY, DISTRIBUTION, OR OTHER NON-PARTS COSTS.

**FOR THIS VEHICLE:**  
**FINAL ASSEMBLY POINT:**  
**WINDSOR, ONTARIO, CANADA**  
**COUNTRY OF ORIGIN:**  
**ENGINE: UNITED STATES**  
**TRANSMISSION: UNITED STATES**



**VEHICLE PROTECTION**  
A PRODUCT OF FCA US LLC

Ask for Mopar Vehicle Protection for your vehicle. We Built It. We Back It.



Icon Improvements, LLC  
 1707 Cimarron Rd  
 McPherson, KS 67460

# Estimate

6/29/2020

Estimate #

001418

Name / Address

Franklin Public Schools

Job

Description of Work/Product	Qty	Rate	Total
The sewer in the elementary meets in the middle of the hallway and drains out to the north. The fitting configuration and limited slope impair proper drainage. To remedy, the sewer pipe would need to be replaced requiring us to remove concrete, trench out the existing sewer, and replace pipe through the exterior wall. Owner would be responsible to replace flooring in the hallways (1500 sq/ft) and one class room (1200 sq/ft). There is a possibility that the exterior sewer would need to be replaced, but is NOT included in this proposal.	1	94,500.00	94,500.00
Remodel (3) elementary bathrooms: -Replace all plumbing in floors and walls (except plumbing vents through the roof) -Replace walls with drywall and install tile up to 48" on the walls -Replace (4) doors and install new hardware including closers, kick plates, and hinges/handles -Repair/Replace roof vents -Replace floors with epoxy flooring similar to other bathrooms -Install all new auto plumbing fixtures and Corian countertops with (2) under-mount sinks - Install new drywall ceiling with LED lighting with motion switches	3	35,803.00	107,409.00

Subtotal

Sales Tax (0.0%)

**Total**

Licensed  
 Insured  
 BBB Member

Estimate valid for 30 days from date issued.



Icon Improvements, LLC  
 1707 Cimarron Rd  
 McPherson, KS 67460

# Estimate

6/29/2020

Estimate #

001418

Name / Address

Franklin Public Schools

Job

Description of Work/Product	Qty	Rate	Total
Remodel Bathroom at the SE end of elementary -New layout would be for a single-use ADA bathroom with (1) toilet and (1) lavatory -Replace walls and ceiling with drywall and paint -New epoxy flooring to match -Remove classroom door and frame in opening -Install new drywall ceiling with LED lighting with motion switches -Replace existing hallway door hardware with proper handles, kick plates, and closer -Use existing HVAC	1	19,812.00	19,812.00

Liscensed  
 Insured  
 BBB Member

**Subtotal** \$221,721.00

**Sales Tax (0.0%)** \$0.00

Estimate valid for 30 days from date issued.

**Total** \$221,721.00

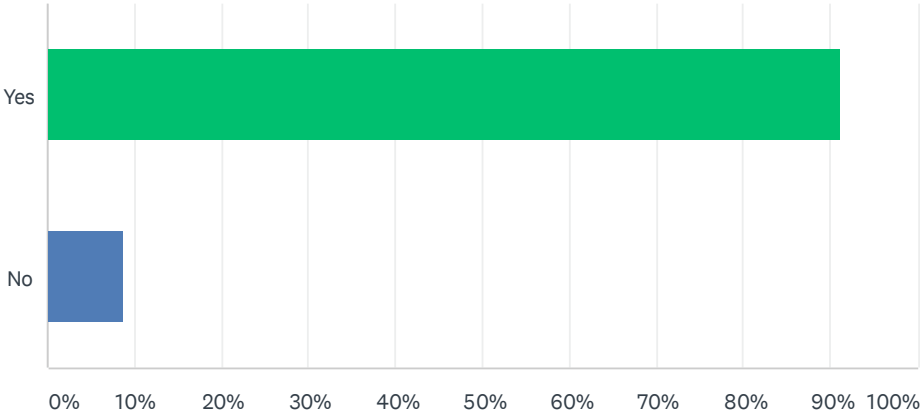
# Q1 Please let us know the names and grades of your students for the 2020-2021 school year:

Answered: 149 Skipped: 0

ANSWER CHOICES	RESPONSES	
Student, Grade	100.00%	149
Student, Grade	45.64%	68
Student, Grade	19.46%	29
Student, Grade	6.04%	9
Student, Grade	2.01%	3

## Q2 Do your students have access to wireless internet service at home?

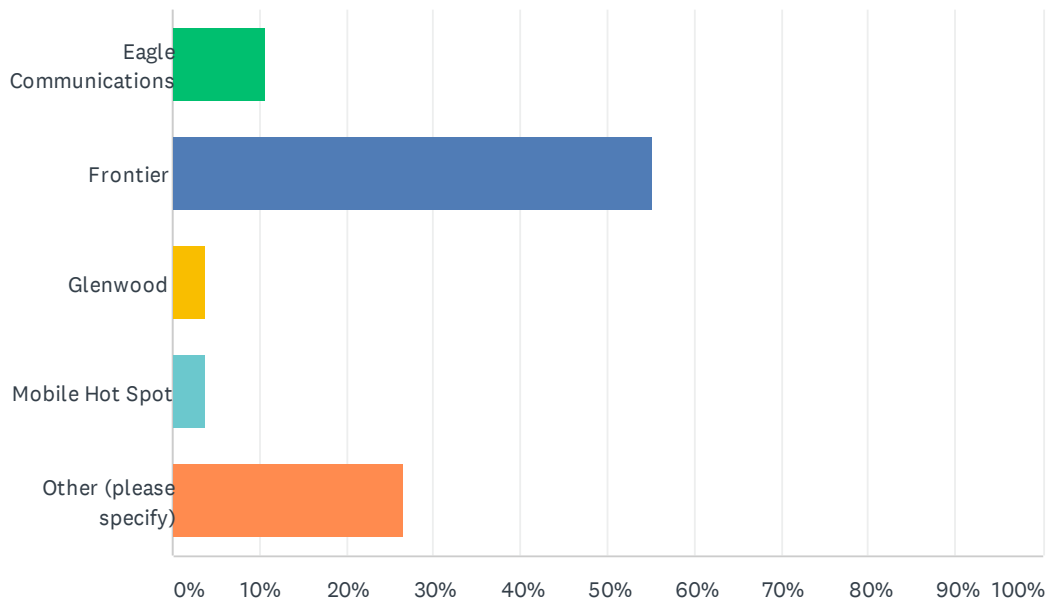
Answered: 149 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	91.28%	136
No	8.72%	13
TOTAL		149

### Q3 Please select which internet provider you are currently using:

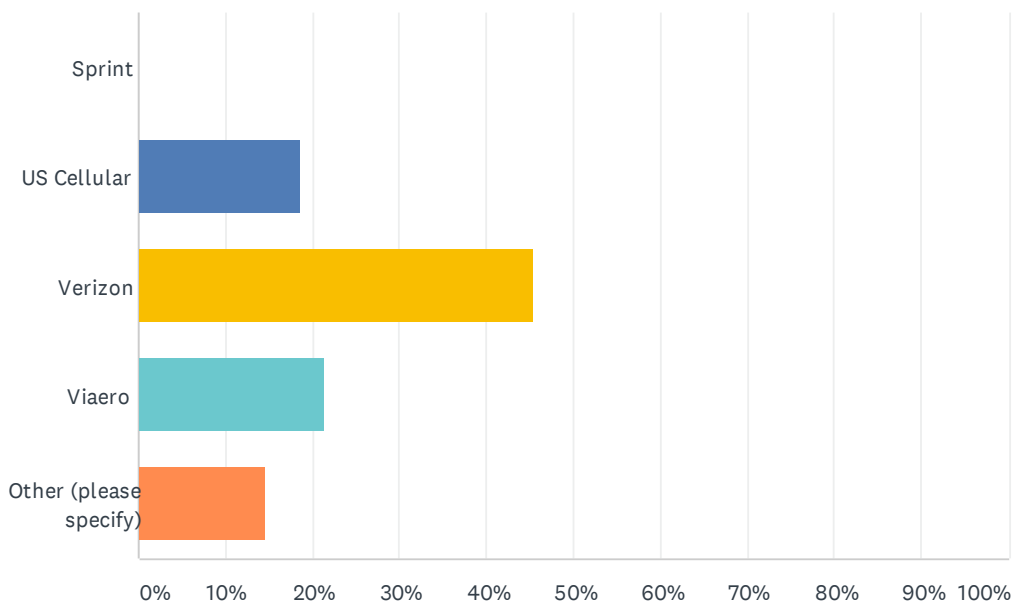
Answered: 132 Skipped: 17



ANSWER CHOICES	RESPONSES	
Eagle Communications	10.61%	14
Frontier	55.30%	73
Glenwood	3.79%	5
Mobile Hot Spot	3.79%	5
Other (please specify)	26.52%	35
<b>TOTAL</b>		<b>132</b>

### Q4 If you are using a mobile hot spot, please let us know which carrier you are using:

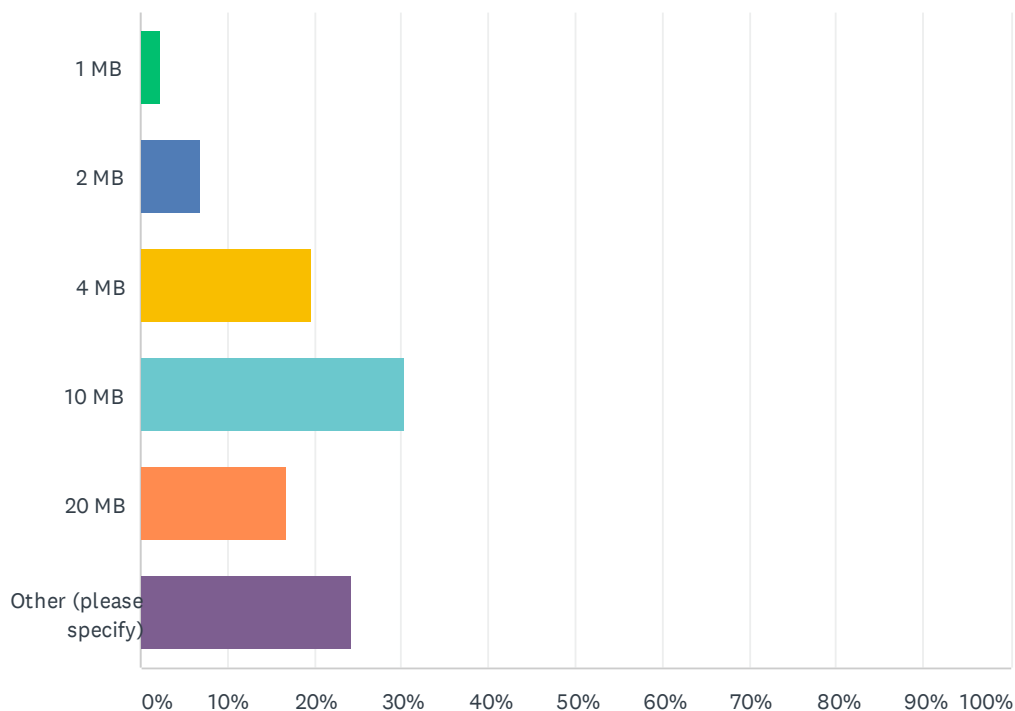
Answered: 75 Skipped: 74



ANSWER CHOICES	RESPONSES	
Sprint	0.00%	0
US Cellular	18.67%	14
Verizon	45.33%	34
Viaero	21.33%	16
Other (please specify)	14.67%	11
<b>TOTAL</b>		<b>75</b>

## Q5 What is the current internet speed that you are providing for at your home:

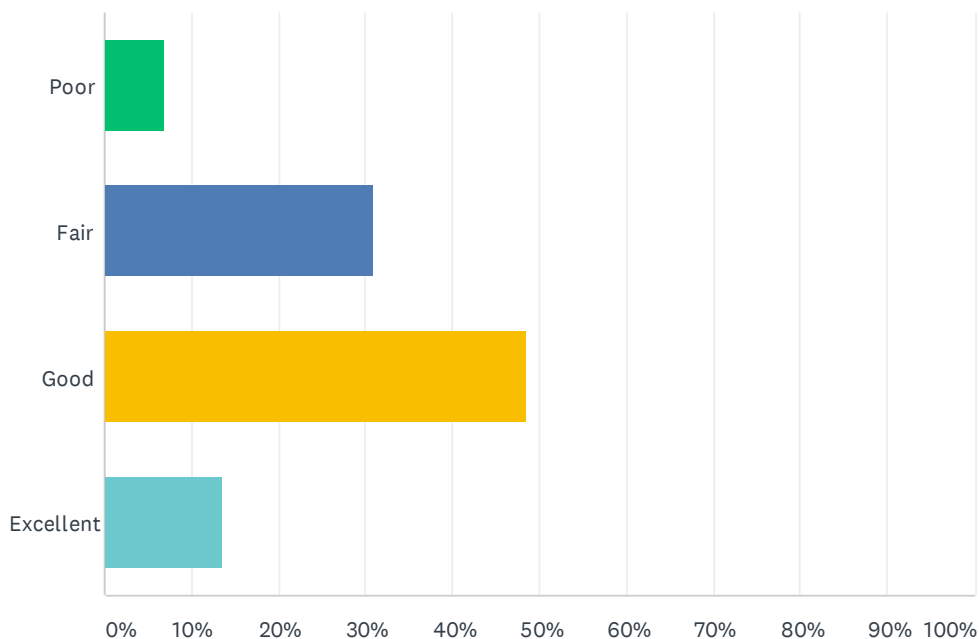
Answered: 132 Skipped: 17



ANSWER CHOICES	RESPONSES	
1 MB	2.27%	3
2 MB	6.82%	9
4 MB	19.70%	26
10 MB	30.30%	40
20 MB	16.67%	22
Other (please specify)	24.24%	32
<b>TOTAL</b>		<b>132</b>

## Q6 On any given day how would you rate your wireless internet connection at home:

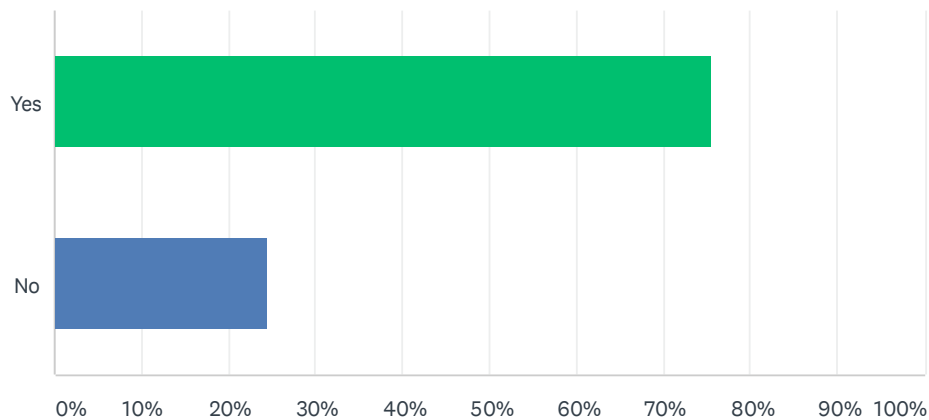
Answered: 132 Skipped: 17



ANSWER CHOICES	RESPONSES
Poor	6.82% 9
Fair	31.06% 41
Good	48.48% 64
Excellent	13.64% 18
TOTAL	132

### Q7 Does your child have access to a computer or tablet (i.e. desktop computer, laptop computer, Chromebook, iPad, etc.)?

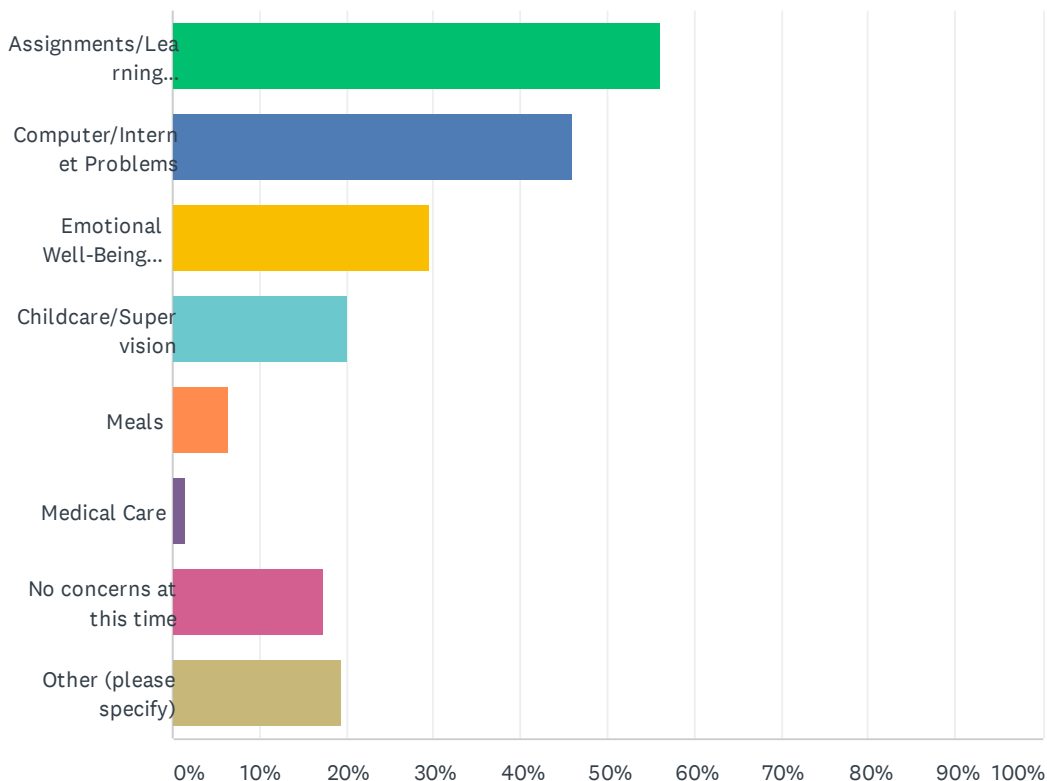
Answered: 139 Skipped: 10



ANSWER CHOICES	RESPONSES	
Yes	75.54%	105
No	24.46%	34
TOTAL		139

## Q8 What is your Primary Concern about your child learning remotely? Please select all that apply

Answered: 139 Skipped: 10



ANSWER CHOICES	RESPONSES	
Assignments/Learning Strategies	56.12%	78
Computer/Internet Problems	46.04%	64
Emotional Well-Being (i.e. depression, anxiety, bullying, loneliness, stress, etc.)	29.50%	41
Childcare/Supervision	20.14%	28
Meals	6.47%	9
Medical Care	1.44%	2
No concerns at this time	17.27%	24
Other (please specify)	19.42%	27
Total Respondents: 139		

**Superintendent's Report**  
**July 13, 2020**

**Candy's Contact Information**  
**E-mail: [candace.conradt@fpsflyers.org](mailto:candace.conradt@fpsflyers.org)**  
**Cell Phone: 402-340-6103**

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### **Hiring Timeline for New Superintendent**

Email from NRCSA

Jack Moles told me yesterday that you asked for some search materials from NRCSA for your Board. Thanks for giving NRCSA a chance to offer our services. We enjoyed working with Franklin in 2015. Not sure when you want to start the search, but I talked to Jack today about a couple of ideas and am making a couple of sample timelines for him to pass on to you. The first one starts with a planning meeting with the Franklin Board the third week of September and anticipates a hiring date in the second week of November. I would hesitate to recommend starting a search much earlier than that. The second sample starts in the first week of October and ends either the Monday before Thanksgiving or the Monday after. By avoiding December, it prevents a lot of date conflicts. Naturally, these are just samples. One of the purposes of the initial planning meeting with the Board is to come up with dates that work for them. I'll ask Jack to send these out to you after he reviews them on Monday, but let me know your thoughts if you'd like to see something different. I'd be glad to make some more drafts. Thanks.

Jim Havelka,  
NRCSA Superintendent Search Service

Do we want NASB to present or send info?

### **PLC Conference**

Twenty-two faculty will attend live at Omaha

Fifteen will have the conference live-streamed to the school building at Franklin

### **Tuckpointing**

The job was completed on Sunday, July 12, 2020.

### **Shortage of Substitutes**

Limit number of activities that take teachers away from teaching. This is also a good plan in case we need to go remote or a hybrid schedule for part of the school year. We often have 7-12 grade students gone in the spring more days than they are present in the building.