

Board of Education Regular Meeting

Monday, July 11, 2016 8:00 PM

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  
Motion to approve the current month's board meeting agenda as presented passed with a motion by Raquel Felzien and a second by Scott Herrick.  
Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea, Les Sidlo: Yea, John Siel: Yea
6. Visitor Comments
7. Action Items
  - 7.1. Consent Agenda  
Motion to approve consent agenda passed with a motion by Raquel Felzien and a second by Scott Herrick.  
Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea, Les Sidlo: Yea, John Siel: Yea
    - 7.1.1. Minutes of previous meetings
    - 7.1.2. Monthly Financial Report
    - 7.1.3. Claims
    - 7.1.4. Consider and approve renewing membership in Nebraska Rural Community Schools Association (NRCSA)
    - 7.1.5. Consider and Approve 2016-17 Student/Parent Handbooks
    - 7.1.6. Consider and Approve the 2016-17 Activities Handbook
    - 7.1.7. Consider and Approve 2016-2017 Substitute Pay
  - 7.2. Consider and approve payment to R & R Sales & Service in the amount of \$38.01 for filters.  
Motion to approve payment to R & R Sales & Service in the amount of \$38.01 for filters. passed with a motion by James Haussermann and a second by Kim Molzahn.  
Scott Herrick: Abstain (With Conflict), Raquel Felzien: Yea, James Haussermann: Yea, Kim Molzahn: Yea, Les Sidlo: Yea, John Siel: Yea
  - 7.3. Consider and approve \$50,000 transfer from the general fund to the depreciation fund  
Motion to approve \$50,000 transfer from the general fund to the depreciation fund passed with a motion by Raquel Felzien and a second by Les Sidlo.  
Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea, Les Sidlo: Yea, John Siel: Yea
  - 7.4. Consider and approve a payment of \$50,000 to Magnum Roofing for roof repairs from the Depreciation Fund.  
Motion to approve a payment of \$50,000 to Magnum Roofing from the Depreciation Fund. passed with a motion by Raquel Felzien and a second by James Haussermann.  
Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea, Les Sidlo: Yea, John Siel: Yea

8. Discussion Items

8.1. Professional Development and Back to School

9. Superintendent's Report

10. Positive Comments

11. Adjournment

Motion to adjourn at 8:19 pm. passed with a motion by Raquel Felzien and a second by Scott Herrick.

Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea, Les Sidlo: Yea, John Siel: Yea

# ***Franklin Public Schools Board Of Education Meeting Minutes***

## **Board of Education Regular Meeting**

June 13, 2016 @ 8:00 PM

Franklin Public Schools Media Center

### **Board Members Present & Absent**

#### **Attendance Taken at 8:00 PM:**

##### Present Board Members:

James Haussermann  
Scott Herrick  
Kim Molzahn  
Les Sidlo  
John Siel

##### Absent Board Members:

Raquel Felzien

#### **1. Call the meeting to order**

##### Discussion:

The regular, meeting of the Franklin Public School Board was opened at 8:00 PM.

#### **2. Roll Call**

#### **3. Verification of Open Meetings Act Notice**

Board Member Kim Molzahn verified that the Open Meetings Notice was posted in the Franklin Public School's Media Center.

#### **4. Verification of publication of meeting notice**

Board Member Les Sidlo verified that the meeting notice was published in the Franklin Chronicle.

#### **5. Consider and approve the current board meeting agenda**

**Motion Passed:** Motion to approve the current month's board meeting agenda as presented passed with a motion by Kim Molzahn and a second by Scott Herrick.

Raquel Felzien	Absent
James Haussermann	Yes
Scott Herrick	Yes
Kim Molzahn	Yes

Les Sidlo	Yes
John Siel	Yes

## **6. Visitor Comments**

## **7. Action Items**

### **7.1. Consent Agenda**

**Motion Passed:** Motion to approve consent agenda passed with a motion by Kim Molzahn and a second by James Haussermann.

Raquel Felzien	Absent
James Haussermann	Yes
Scott Herrick	Yes
Kim Molzahn	Yes
Les Sidlo	Yes
John Siel	Yes

#### **7.1.1. Minutes of previous meetings**

#### **7.1.2. Monthly Financial Report**

#### **7.1.3. Claims**

#### **7.1.4. Consider and approve declaring items as surplus for immediate disposal or sale**

#### **7.1.5. Consider and approve agreement with Sparq Data Solutions, Inc., previously known as NETS, Inc. (online meetings)**

#### **7.1.6. Consider and approve Memorandum of Understanding with Two Rivers Public Health Department**

#### **7.1.7. Consider and approve a Special Education Contract for the 2016-17 school year with ESU 10, Kearney**

#### **7.1.8. Consider and approve proposed school lunch prices for the 2016-17 school year**

#### **7.2. Consider and approve payment to H & Y Leveling for May grass removal in the amount of \$150.00.**

**Motion Passed:** Motion to approve payment to H & Y Leveling for May grass removal in the amount of \$150.00. passed with a motion by James Haussermann and a second by Kim Molzahn.

Raquel Felzien	Absent
James Haussermann	Yes
Scott Herrick	Abstain
Kim Molzahn	Yes
Les Sidlo	Yes
John Siel	Yes

### **7.3. Consider and approve providing financial support to the Franklin Public Schools Color Guard in the amount of \$100**

**Motion Passed:** Motion to approve providing financial support to the Franklin Public Schools Color Guard in the amount of \$100 per student passed with a motion by Scott Herrick and a second by Kim Molzahn.

Raquel Felzien	Absent
James Haussermann	Yes
Scott Herrick	Yes
Kim Molzahn	Yes
Les Sidlo	Yes
John Siel	Yes

**7.4. Consider and approve budgeted transfer from the general fund to the lunch fund in the amount of \$20,000**

**Motion Passed:** Motion to approve budgeted transfer from the general fund to the lunch fund in the amount of \$20,000 passed with a motion by James Haussermann and a second by Kim Molzahn.

Raquel Felzien	Absent
James Haussermann	Yes
Scott Herrick	Yes
Kim Molzahn	Yes
Les Sidlo	Yes
John Siel	Yes

**7.5. Consider and approve the proposed School Wellness Policy # 5417A**

**Motion Passed:** Motion to approve the Proposed School Wellness Policy #5417A passed with a motion by Scott Herrick and a second by Kim Molzahn.

Raquel Felzien	Absent
James Haussermann	Yes
Scott Herrick	Yes
Kim Molzahn	Yes
Les Sidlo	Yes
John Siel	Yes

**7.6. Consider and approve purchasing a Cell Booster from CEI Security & Sound**

**Motion Passed:** Motion to approve the purchase of a cell Booster with Unlimited users from CEI Security and Sound for \$5,873.00 passed with a motion by Scott Herrick and a second by Les Sidlo.

Raquel Felzien	Absent
James Haussermann	Yes
Scott Herrick	Yes
Kim Molzahn	Yes
Les Sidlo	Yes
John Siel	Yes

**7.7. Consider and approve \$30,000 payment from General Fund to Magnum Builders for partial work completed on roofing project**

**Motion Passed:** Motion to approve payment of \$30,000 from General Fund to Magnum Builders for partial work on the roofing project passed with a motion by James Haussermann and a second by Kim Molzahn.

Raquel Felzien	Absent
James Haussermann	Yes
Scott Herrick	Yes
Kim Molzahn	Yes
Les Sidlo	Yes
John Siel	Yes

**7.8. Consider and approve \$200/student financial support for 2 students to attend Washington Leadership Conference in July**

**Motion Passed:** Motion to approve \$200/student for 2 students to attend Washington Leadership Conference in July passed with a motion by Scott Herrick and a second by James Haussermann.

Raquel Felzien	Absent
James Haussermann	Yes

Scott Herrick	Yes
Kim Molzahn	Yes
Les Sidlo	Yes
John Siel	Yes

**8. Discussion Items**

**9. Elementary Principal's Report**

**10. Secondary Principal/Activities Director's Report**

**11. Superintendent's Report**

**12. Positive Comments**

Discussion:

Mr. Boettcher gave congratulations to Trent Colby for qualifying for State Golf, he finished 16th this year a good improvement over last year and to Skyler Saathoff for making it to State Track in the long jump.

**13. Adjournment**

**Motion Passed:** Adjournment at 8:27 pm passed with a motion by James Haussermann and a second by Scott Herrick.

Raquel Felzien	Absent
James Haussermann	Yes
Scott Herrick	Yes
Kim Molzahn	Yes
Les Sidlo	Yes
John Siel	Yes

**Franklin Public Schools Board Of Education Meeting Minutes**  
**Board of Education Retreat Workshop**  
June 27, 2016 @ 5:00 PM  
Franklin Public Schools Media Center

**Board Members Present & Absent**

**Attendance Taken at 5:20 PM:**

Present Board Members:

Raquel Felzien  
James Haussermann  
Kim Molzahn  
Les Sidlo  
John Siel

Absent Board Members:

Scott Herrick

**1. Call the meeting to order**

Discussion:

The Retreat/Workshop of the Franklin Public School Board was called to order at 5:20 pm

**2. Roll Call**

**3. Verification of Open Meetings Act Notice**

Discussion:

Board Member Raquel Felzien verified that the Open Meetings Act Notice was posted in the Franklin Public School's Media Center.

**4. Verification of publication of meeting notice**

Discussion:

Board Member Les Sidlo verified that the meeting notice was published in the Franklin Chronicle.

**5. Consider and approve the current board meeting agenda**

**Motion Passed:** Motion to approve the current board meeting agenda as presented passed with a motion by Kim Molzahn and a second by James Haussermann.

Raquel Felzien	Yes
James Haussermann	Yes
Scott Herrick	Absent
Kim Molzahn	Yes
Les Sidlo	Yes
John Siel	Yes

## **6. Action Items**

### **6.1. Board Workshop facilitated by Ms. Marcia Herring, NASB.**

Discussion:

Ms. Marcia Herring, NASB, facilitated the board retreat/workshop which included discussion and identifying key topics that Superintendent Conradt and building Principals should focus time and energy on during the 2016-17 year. Elementary priorities are: low student-teacher ratios, instructional learning styles & life skills. MS/HS priorities are: life skills, technology and instructional learning styles. Other topics discussed was effective use of committees and continued communication between board and superintendent.

## **7. Adjournment**

**Motion Passed:** Motion to adjourn at the meeting at 7:40 p.m. passed with a motion by Raquel Felzien and a second by Kim Molzahn.

Raquel Felzien	Yes
James Haussermann	Yes
Scott Herrick	Absent
Kim Molzahn	Yes
Les Sidlo	Yes
John Siel	Yes

**General Fund**

**June 30, 2016**

Check Beginning Balance	5/31/16	<b>\$1,127,222.14</b>		
	Claims for 6/13/16 Meeting	(\$186,452.74)		
	May Local PPD Claims	(\$24,150.90)		
	Payroll	(\$296,237.04)	Inc. Lunch Transfer	
	Lunch Fund Reim for Payroll	\$5,318.20		
	Dir Dep's, Deposits & Int	\$639,694.22		
	NPERS rounding adjustment	(\$0.98)		
	End of Month Checking Balance		\$1,265,392.90	
	5/31/16	\$923,503.88		
	06/2016 Interest	\$109.28		
	6/30/16		\$923,613.16	
	<b>Total General Fund 6/30/16</b>		<b>\$2,189,006.06</b>	
	Checking FSB	\$1,313,125.46		
	Less Outstanding checks	(\$47,732.56)		
	Plus Outstanding Deposits	\$0.00		
	6/30/16		\$1,265,392.90	
FSB	CD # 33723	\$107,143.80		8/1/16 3 Mths
FSB	CD # 34032	\$317,618.68		9/1/16 6 Mth
FSB	CD # 34800	\$300,788.91		8/26/16
SCSB	CD # 402352	\$123,626.28		7/1/16 Mthly
SCSB	CD # 402354	\$74,435.49		7/1/16 Mthly
	Investment Total 6/30/16		\$923,613.16	
<b>Recon Total</b>	<b>6/30/16</b>		<b>\$2,189,006.06</b>	

**Revenue Summary Report**  
Processing Month: 06/2016  
Regular; Processing Month 06/2016

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1110	LOCAL PROPERTY TAX	4,637,500.00	561,280.69	3,926,767.39	84.67	710,732.61
01 1115	CARLINE TAX	0.00	0.00	158.00	0.00	(158.00)
01 1125	MOTOR VEHICLE TAX	135,000.00	7,428.74	127,859.59	94.71	7,140.41
01 1240	TUITION REC FROM INDIVID - SP ED	2,500.00	0.00	0.00	0.00	2,500.00
01 1270	PRE-SCHOOL TUITION	0.00	0.00	2,510.00	0.00	(2,510.00)
01 1410	INTEREST	5,000.00	397.00	5,091.26	101.83	(91.26)
01 1610	LOCAL LICENSES AND FEES	1,000.00	250.00	1,328.00	132.80	(328.00)
01 1620	POLICE COURT FINES	0.00	(200.00)	1,100.00	0.00	(1,100.00)
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	1,500.00	0.00	(1,500.00)
01 1990	OTHER LOCAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: LOCAL RECIEPTS		4,781,000.00	569,164.43	4,066,314.24	85.05	714,685.76
01 2110	COUNTY FINES AND LIC. FEES	5,000.00	1,089.96	8,590.12	171.80	(3,590.12)
01 2130	OTHER COUNTY RECEIPTS	0.00	860.16	860.16	0.00	(860.16)
01 2210	ED SERVICE UNIT RECEIPTS	0.00	0.00	3,585.00	0.00	(3,585.00)
Subtotal: COUNTY AND ESU RECEIPTS		5,000.00	1,950.12	13,035.28	260.71	(8,035.28)
01 3110	STATE AID	45,959.00	4,595.81	45,958.55	100.00	0.45
01 3120	S.P.E.D.	200,000.00	37,322.00	242,419.00	121.21	(42,419.00)
01 3125	SPECIAL ED TRANSPORTATION SCHOOL AGE	0.00	0.00	19,864.00	0.00	(19,864.00)
01 3130	HOMESTEAD EXEMPTION	0.00	5,872.91	23,075.84	0.00	(23,075.84)
01 3131	RELIEF TO PROPERTY TAX	0.00	0.00	296,257.22	0.00	(296,257.22)
01 3135	HIGH ABILITY LEARNERS	4,256.00	0.00	4,326.00	101.64	(70.00)
01 3180	PRO-RATE MOTOR VEHICLE	5,000.00	0.00	6,641.93	132.84	(1,641.93)
01 3200	STATE APPORTIONMENT	35,000.00	0.00	33,967.91	97.05	1,032.09
01 3300	IN-LIEU OF SCH. LAND TAX	0.00	330.85	11,030.91	0.00	(11,030.91)
01 3500	STATE CATEGORICAL PROGRAMS	9,000.00	0.00	0.00	0.00	9,000.00
01 3510	EDUC INNOVATION FUNDS-Coor School Health	0.00	0.00	0.00	0.00	0.00
01 3512	DISTANCE EDUCATION INCENTIVE PAYMENTS	0.00	0.00	4,000.00	0.00	(4,000.00)
01 3540	EARLY CHILDHOOD	0.00	0.00	8,989.00	0.00	(8,989.00)
01 3990	OTHER STATE RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: STATE RECEIPTS		299,215.00	48,121.57	696,530.36	232.79	(397,315.36)
01 4200	TITLE I	149,592.00	0.00	71,933.00	48.09	77,659.00
01 4310	TITLE IIA	12,500.00	13,427.00	13,427.00	107.42	(927.00)
01 4315	TITLE II, PART B NCLB	0.00	0.00	0.00	0.00	0.00
01 4320	Innovation Ed Prog(Include NCLB TitleV)	0.00	0.00	0.00	0.00	0.00
01 4404	IDEA BASE	125,000.00	0.00	0.00	0.00	125,000.00
01 4406	IDEA PRESCHOOL(619) BASE ALLOCATION	0.00	0.00	0.00	0.00	0.00
01 4410	IDEA ENROLLMENT/POVERTY	0.00	0.00	0.00	0.00	0.00
01 4450	MEDICAID IN SCHOOLS	10,000.00	2,338.71	9,789.12	97.89	210.88
01 4455	MEDICAID ADMIN. ACTIV.	15,000.00	1,756.58	5,127.55	34.18	9,872.45
01 4593	IDEA ENROLLMENT POVERTY	0.00	0.00	0.00	0.00	0.00
01 4599	FED STIMULUS/STATE AID	0.00	0.00	0.00	0.00	0.00
01 4610	ARRA: IDEA PART B(611) ENROLL/POV	0.00	0.00	0.00	0.00	0.00
01 4630	ARRA: IDEA PRESCHOOL(619) ENROLL/POV	0.00	0.00	0.00	0.00	0.00
01 4690	OTHER FEDERAL NON-CATEGORICAL RECEIPTS	22,890.00	0.00	12,278.52	53.64	10,611.48
01 4810	ARRA TITLE I PART D	0.00	0.00	0.00	0.00	0.00
01 4850	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	680.00	0.00	(680.00)
01 4940	HEAD START	0.00	0.00	350.00	0.00	(350.00)
01 4960	DRUG FREE SCHOOLS	0.00	0.00	0.00	0.00	0.00
01 4985	TITLE II PART D	0.00	0.00	0.00	0.00	0.00
01 4990	OTHER FEDERAL CATEGORICAL RECEIPTS	0.00	0.00	4,610.28	0.00	(4,610.28)
01 4992	REAP	26,778.00	0.00	4,645.00	17.35	22,133.00
Subtotal: FEDERAL RECEIPTS		361,760.00	17,522.29	122,840.47	33.96	238,919.53

**Revenue Summary Report**  
Processing Month: 06/2016  
Regular; Processing Month 06/2016

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 5200	LONG TERM LOANS	0.00	0.00	0.00	0.00	0.00
01 5300	INSURANCE ADJUSTMENTS	0.00	0.00	2,280.46	0.00	(2,280.46)
01 5400	SALE OF PROPERTY	500.00	0.00	352.00	70.40	148.00
01 5500	TRANSFERS FROM FUNDS (INCOMING)	0.00	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE REC.	0.00	149.50	2,202.65	0.00	(2,202.65)
Subtotal: NON-REVENUE RECEIPTS		500.00	149.50	4,835.11	967.02	(4,336.11)
Fund Total:		5,447,475.00	636,897.91	4,903,555.46	90.02	543,919.54

**General Fund- Cornerstone**  
**June 30, 2016**

**Payroll**

5/31/16	<b>\$100.00</b>	
Payroll	\$146,452.09	
Payroll Transfer from FSB	(\$146,452.09)	
End of Month Checking Balance		\$100.00
Total General Fund-Payroll 6/28/16		\$100.00
Checking Cornerstone Bank	\$100.00	
Less Outstanding checks	\$0.00	
Plus Outstanding Deposits	\$0.00	
6/28/16		\$100.00
6/28/16		\$100.00

**Lunch Fund****June 30, 2016**

Balance on hand:	5/31/16	\$26,645.47
Receipts:	Meals, milk & juice	\$0.00
	Transfer from General Fund	\$20,000.00
	Fed Reim	\$0.00
	State Reim	\$0.00
	Interest Checking	\$4.16
	Misc Deposits AF Reim's to Lunch	
	Disbursements	(\$4,443.93)
	Payroll Reim to GF	(\$5,318.20)
	NSF	\$4.00

<b>Balance on hand:</b>	<b>6/30/16</b>	<b>\$36,891.50</b>
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Reconciliation:		
FSB	Super Now Acct Ckg	\$36,898.25
	plus outstanding deposits	\$0.00
	less outstanding checks	(\$6.75)

<b>Recon Total</b>	<b>6/30/16</b>	<b>\$36,891.50</b>
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	O/S claims, estimate due	\$0.00
	Payroll Estimates	(\$5,500.00)
	outstanding Receipts	
	Net Estimate Cash Resource	<b>\$31,391.50</b>

**Building Fund**

		<b>June 30, 2016</b>	
Balance on hand:	5/31/16	\$6,931.34	
Receipts:	Interest	\$0.85	
	Misc	\$1.61	
Disbursements:		<u>\$0.00</u>	
<b>Balance on hand:</b>	<b>6/30/16</b>	<b>\$6,933.80</b>	

Reconciliation:		\$6,933.80	
FSB	Super Now Acct Ckg	\$0.00	
	less outstanding cks	<u>\$0.00</u>	
<b>Recon Total</b>	<b>6/30/16</b>	<b>\$6,933.80</b>	

**Depreciation Fund**

		<b>June 30, 2016</b>	
Balance on hand:	5/31/16	\$5,932.43	
Receipts:		\$0.00	
Disbursements:	Claims	\$0.00	
<b>Balance on hand:</b>	<b>6/30/16</b>	<b>\$5,932.43</b>	
<b>End Balance</b>		<b>\$5,932.43</b>	

Reconciliation:		\$5,932.43	
FSB Checking		\$5,932.43	
	plus outstanding dep	\$0.00	
	less outstanding cks	\$0.00	
<b>Recon Total</b>	<b>6/30/16</b>	<b>\$5,932.43</b>	
<b>End Balance</b>		<b>\$5,932.43</b>	

**Employee Benefit/Unemployment Ins Fund**

		<b>June 30, 2016</b>	
Balance on hand:	5/31/16	\$3,462.94	
Receipts:	Interest	\$0.28	
Disbursements:		<u>\$0.00</u>	
<b>Balance on hand:</b>	<b>6/30/16</b>	<b>\$3,463.22</b>	
	5/31/16	\$3,930.61	
	Interest	<u>\$4.41</u>	
	6/30/16 Investments	<u>\$3,935.02</u>	
<b>Recon Total</b>	<b>6/30/16</b>	<b>\$7,398.24</b>	

Reconciliation:			Matures	Next Mature
FSB	Checking Account	\$3,463.22		
	Less Outstanding Ck	\$0.00		
	Plus Outstanding Deposits	<u>\$0.00</u>		
	<b>6/30/16</b>	<b>\$3,463.22</b>		
FSB	CD#33386	\$3,935.02	6 Mths	10/1/16
	Investment 6/30/16	\$3,935.02		
<b>Recon Total</b>	<b>6/30/16</b>	<b>\$7,398.24</b>		

# Cafeteria Plan

**June 30, 2016**

Balance on hand:	5/31/16	\$19,817.13
Receipts:	Transfer frm General Fund for 2015-16 SY	
	Reim from Employees Payroll-June	\$1,939.98
	Reim from Employees Non-Qualified Exp	\$0.00
	Debit Card Expense Reimb	\$0.00
Disbursements:	Claims Checks for 2015-2016 SY	( <u>\$1,678.70</u> )
	Reimb GF for 2015-16 Start-up	\$0.00
	Check Supply Order	\$0.00
AMGL & Employees	Non-Qualified fee	\$0.00
	Claims Debit Cards	\$0.00
<b>Balance on hand:</b>	<b>6/30/16</b>	<b>\$20,078.41</b>
Reconciliation:		
FSB Checking		\$20,207.39
	less outstanding receipts	\$0.00
	less outstanding chks	<u>(<u>\$128.98</u>)</u>
<b>Recon Total</b>	<b>6/30/16</b>	<b>\$20,078.41</b>

**Activity Fund**

**June 30, 2016**

Balance on hand:	5/31/16	\$59,871.88
Receipts:	Dep/Interest	\$12,597.51
	NSF	\$0.00
Disbursements:		(\$18,970.57)

<b>Checking Account Balance</b>	<b>6/30/16</b>		<b>\$53,498.82</b>
	6/30/16 Investments	\$21,060.97	
	Interest	\$0.00	
	6/30/16		\$21,060.97

<b>Total Activity Fund Balance</b>			<b>\$74,559.79</b>
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Reconciliation:		
FSB	Now Acct Ckg	\$60,112.23
	Plus Outstanding Dep	\$0.00
	Less Outstanding Ck	(\$6,613.41)

<b>Recon Total</b>	<b>6/30/16</b>		<b>\$53,498.82</b>
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	CD #404519	\$21,060.97
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<b>Recon Total</b>	<b>6/30/16</b>		<b>\$74,559.79</b>
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Regular; Beginning Month 06/2016; Processing Month 06/2016; Active Chart of Account Number True; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0001	ATHLETICS	(10,747.03)	9,296.65	1,002.10	0.00	(19,040.88)
05 704 0002	CAMPS	5,370.00	0.00	0.00	0.00	6,370.00
05 704 0003	CROSS COUNTRY	533.56	0.00	0.00	0.00	533.56
05 704 0004	BASKETBALL/BOYS	1,025.52	275.00	0.00	0.00	750.52
05 704 0005	BASKETBALL/GIRLS	258.27	6.00	190.00	0.00	442.27
05 704 0006	Football	2,696.60	0.00	0.00	0.00	2,696.60
05 704 0007	GOLF	1,072.75	0.00	0.00	0.00	1,072.75
05 704 0008	TRACK/GIRLS	1,842.24	54.25	14.00	0.00	1,801.99
05 704 0010	VOLLEYBALL	7,167.15	0.00	0.00	0.00	7,167.15
05 704 0011	WRESTLING	2,488.83	0.00	0.00	0.00	2,488.83
05 704 0015	ANNUAL	(3,953.53)	35.00	90.00	0.00	(3,898.53)
05 704 0016	BAND	4,071.96	172.98	0.00	0.00	3,898.98
05 704 0017	CHEER SQUAD	492.96	3,258.00	4,756.00	0.00	1,990.96
05 704 0019	CONCESSIONS	(1,690.33)	0.00	940.13	0.00	(750.20)
05 704 0020	FCCLA	3,681.10	2,397.52	2,736.40	0.00	4,018.98
05 704 0021	FFA	8,092.85	293.85	1,130.00	0.00	8,929.20
05 704 0022	FOREIGN LANGUAGE	1,613.91	0.00	0.00	0.00	1,613.91
05 704 0023	FRESHMAN	745.57	0.00	0.00	0.00	745.57
05 704 0024	JUNIORS	2,363.12	126.04	0.00	0.00	2,236.08
05 704 0025	SENIOR BANNERS	(302.07)	0.00	0.00	0.00	(302.07)
05 704 0026	NHS	7,400.56	786.00	0.00	0.00	6,615.56
05 704 0027	OM/GIFTED	(229.62)	20.46	0.00	0.00	(250.08)
05 704 0028	SCIENCE CLUB	320.10	0.00	0.00	0.00	320.10
05 704 0029	SENIORS	780.36	75.00	0.00	0.00	705.36
05 704 0030	SOPHMORES	505.11	0.00	0.00	0.00	505.11
05 704 0031	STUDENT COUNCIL	(545.72)	0.00	0.00	0.00	(545.72)
05 704 0032	VOCAL	321.18	1,368.00	1,712.00	0.00	667.16
05 704 0034	CAPS/GOWNS	2,125.96	96.29	0.00	0.00	2,029.67
05 704 0037	GREENHOUSE	12,082.67	0.00	0.00	0.00	12,082.67
05 704 0038	COURTESY	1,718.00	87.00	0.00	0.00	1,631.00
05 704 0039	ELEMENTARY TEACHERS	2,714.69	0.00	0.00	0.00	2,714.69
05 704 0040	INDUSTRIAL ARTS	1,283.72	0.00	20.00	0.00	1,303.72
05 704 0041	INVESTMENTS	21,060.97	0.00	0.00	0.00	21,060.97
05 704 0043	LIBRARY	103.99	0.00	0.00	0.00	103.99
05 704 0046	SPECIAL PROJECTS	7,779.76	400.00	7.88	0.00	7,387.64
05 704 0047	SPEECH/DRAMA	(3,002.11)	227.73	0.00	0.00	(3,229.84)
05 704 0048	ENTREPRENEURSHIP	73.86	0.00	0.00	0.00	73.86
05 704 0049	ACE, 40 Dev Assets	(54.57)	0.00	0.00	0.00	(54.57)
05 704 0050	IND ARTS/DONATIONS	246.54	0.00	0.00	0.00	246.54
05 704 0051	QUIZ BOWL	(376.01)	0.00	0.00	0.00	(376.01)
Fund Total: 05		80,932.86	18,970.57	12,597.51	0.00	74,559.79

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>	
Checking		1		
Checking		<b>Fund: 01 GENERAL FUND</b>		
145Renee	204117	ABDO-SPOTLIGHT-MAGIC WAGON	06/15/2016	467.00
01 2222 430 0		LIBRARY BOOKS, Haussermann	467.00	
		<b>Vendor Total:</b>		<b>467.00</b>
	006773-195344	ALMQUIST M.G. & LUTH, P.C.	06/15/2016	146.00
01 2510 660 0		DATA PROCESSING, June Flex	146.00	
		<b>Vendor Total:</b>		<b>146.00</b>
	1241	ALPHA REHABILITATION PC	06/30/2016	1,096.38
01 4450 313 2		Puch Srvs, PUPIL SERVICES, OT Riley	24.80	
01 4450 313 2		Puch Srvs, PUPIL SERVICES, PT Riley	81.12	
01 4450 313 2		Puch Srvs, PUPIL SERVICES, ST Riley	259.09	
01 4450 313 2		Puch Srvs, PUPIL SERVICES, ST A Wagner	259.09	
01 4450 313 2		Puch Srvs, PUPIL SERVICES, PT A Wagner	83.52	
01 4450 313 1		Puch Srvs, PUPIL SERVICES, OT B Wagner	147.41	
01 4450 313 1		Puch Srvs, PUPIL SERVICES, ST B Wagner	241.35	
		<b>Vendor Total:</b>		<b>1,096.38</b>
134Janet	6163294	BLICK ART MATERIALS LLC	06/09/2016	99.75
01 1100 414 2		ART, Guge	99.75	
132Janet	6166761	BLICK ART MATERIALS LLC	06/10/2016	475.68
01 1100 414 2		ART, Guge	475.68	
133Janet	6166800	BLICK ART MATERIALS LLC	06/10/2016	731.67
01 1100 414 2		ART, Guge	731.67	
131Janet	6177855	BLICK ART MATERIALS LLC	06/13/2016	475.00
01 1100 414 2		ART, Guge	475.00	
		<b>Vendor Total:</b>		<b>1,782.10</b>
259Kelly	104846	BOULDEN PUBLISHING	06/25/2016	50.90
01 2120 410 2		SUPPLIES, Career Portfolio Simmons	50.90	
		<b>Vendor Total:</b>		<b>50.90</b>
152Renee	935249	BTSB-BOUND TO STAY BOUND	06/13/2016	189.41
01 2222 430 0		LIBRARY BOOKS, Haussermann	189.41	
		<b>Vendor Total:</b>		<b>189.41</b>
115Dianna	RI 1638053	CAMBIUM LEARNING GROUP	06/10/2016	651.78
01 4200 410 0		SUPPLIES, DeJonge	651.78	
		<b>Vendor Total:</b>		<b>651.78</b>
	00054660	CAMELOT TRANSPORTATION INC.	06/14/2016	1,615.00
01 2760 331 0		CONTRACTED PUPIL TRANSPORT,	1,615.00	

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>	
		Riley		
<b>Vendor Total:</b>				<b>1,615.00</b>
238Kathy	728008	CARSON-DELLOSA PUBLISHING CO, LLC	06/23/2016	77.89
01 1100 410 2		SUPPLIES, Schmidt	77.89	
<b>Vendor Total:</b>				<b>77.89</b>
	20160624	CHARTER COMMUNICATIONS	06/24/2016	550.00
01 1100 382 2		DISTANCE EDUCATION, MBPS Optical Ethr	514.26	
01 1100 382 2		DISTANCE EDUCATION, NE Universal Srv	35.74	
<b>Vendor Total:</b>				<b>550.00</b>
	20160626-GF	CHASE CARD SERVICES	06/26/2016	1,851.86
01 2310 690 0		MISCELLANEOUS, Retreat	69.01	
01 1100 670 1		TRAVEL, Marks/Largent NDE conf	173.01	
01 1100 410 1		SUPPLIES, locker magnets	61.19	
01 2510 341 0		POSTAGE	1,442.00	
01 2120 410 2		SUPPLIES, Simmons	69.33	
01 1200 410 0		SUPPLIES, 4950Katie	20.33	
01 1200 410 0		SUPPLIES, 4950Katie	16.99	
<b>Vendor Total:</b>				<b>1,851.86</b>
	20160630	CITY OF FRANKLN	06/30/2016	6,252.49
01 2610 322 0		ELECTRICITY, 05/15-06/15	5,417.29	
01 2610 323 0		WATER & SEWER, 05/15-06/15	385.20	
01 2610 324 0		GARBAGE DISPOSAL, 05/15- 06/15	450.00	
<b>Vendor Total:</b>				<b>6,252.49</b>
	2016July	DEARBORN NATIONAL LIFE INSURANCE COMPANY	06/15/2016	252.00
01 1100 260 1		LIFE INSURANCE	45.30	
01 1100 260 2		LIFE INSURANCE	92.70	
01 1160 260 1		LIFE INSURANCE	6.00	
01 1190 260 0		LIFE INSURANCE	3.00	
01 1200 260 1		LIFE INSURANCE	15.00	
01 1200 260 2		LIFE INSURANCE	6.00	
01 1310 260 0		LIFE INSURANCE	1.20	
01 2120 260 1		LIFE INSURANCE	3.00	
01 2120 260 2		LIFE INSURANCE	3.00	
01 2222 260 0		LIFE INSURANCE	4.80	
01 2320 260 0		LIFE INSURANCE	18.00	
01 2410 260 1		LIFE INSURANCE	6.00	
01 2410 260 2		LIFE INSURANCE	6.00	
01 2610 260 0		LIFE INSURANCE	18.00	
01 4200 260 0		LIFE INSURANCE	6.00	
01 4310 260 0		LIFE INSURANCE	6.00	
01 4404 260 0		LIFE INSURANCE	3.00	

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>	
01 4410 260 1		LIFE INSURANCE	3.00	
01 9001 260 0		LIFE INSURANCE	6.00	
<b>Vendor Total:</b>				<b>252.00</b>
162Renee	5897167	DEMCO, INC.	06/15/2016	251.37
01 2222 410 0		SUPPLIES, Haussermann	251.37	
<b>Vendor Total:</b>				<b>251.37</b>
262Polly	106761	DIDAX, INC	06/29/2016	238.00
01 1200 410 0		SUPPLIES, P Sindt	238.00	
<b>Vendor Total:</b>				<b>238.00</b>
	Deposit	EAKES INC.	07/07/2016	3,796.00
01 5000 610 0		REDEMP OF PRINCIPAL, new copier pymt/dep	3,796.00	
<b>Vendor Total:</b>				<b>3,796.00</b>
191Shannette	161346	EDVOTEK	06/22/2016	196.90
01 1100 416 2		SCIENCE, Kahrs	196.90	
<b>Vendor Total:</b>				<b>196.90</b>
127Julie	0772952	ERIC ARMIN INC	06/14/2016	167.58
01 1100 410 2		SUPPLIES, Einspahr	167.58	
<b>Vendor Total:</b>				<b>167.58</b>
	2016May	ESU #9	06/09/2016	3,098.83
01 1219 313 2		Purch Serv, PUPIL SERVICES, +18 Jackson	1,407.72	
01 3540 313 0		Early Chldhd Purch PUPIL SERVICES, Guinn	1,691.11	
	Final15-16	ESU #9	06/28/2016	(1,007.86)
01 1219 313 2		Purchased Serv, PUPIL SERVICES, +18 Jack	(413.59)	
01 3540 313 0		Early Chldhd Purch PUPIL SERVICES, Guinn	(594.27)	
<b>Vendor Total:</b>				<b>2,090.97</b>
	20160630	ESU 10	06/30/2016	216.91
01 1200 313 0		Purchased Serv, PUPIL SERVICES, deaf edu	216.91	
<b>Vendor Total:</b>				<b>216.91</b>
	2016NCERefun	ESU 11	06/29/2016	98.95
01 1100 670 2	d	TRAVEL, McDowell refund reimb	98.95	
	2905	ESU 11	06/24/2016	2,585.00
01 2510 690 0		MISC, Erate filing on Charter	400.00	
01 1100 467 0		WEB/CLOUD BASED SOFTWARE, Nearpod Lic	960.00	
01 1100 467 0		WEB/CLOUD BASED SOFTWARE, IXL Math Lic	1,225.00	

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>	
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>		
					<b>Vendor Total: 2,683.95</b>
	8035	ESU 6	06/27/2016	400.00	
01 1100 319 0		PROF. DEV., Marks/Largent	400.00		
					<b>Vendor Total: 400.00</b>
221Lizzy	206705	EVERBIND MARCO BOOKS CO INC.	06/22/2016	579.31	
01 1100 420 2		TEXTBOOKS, L Miller	579.31		
					<b>Vendor Total: 579.31</b>
234Sara	223883	FITNESS FINDERS INC.	06/22/2016	217.15	
01 1100 410 1		SUPPLIES, Roether	217.15		
					<b>Vendor Total: 217.15</b>
175Ryan	PO7077190101	FLAGHOUSE INC.	06/16/2016	18.10	
01 1100 410 2	1	SUPPLIES, R Hoffman	18.10		
					<b>Vendor Total: 18.10</b>
193Shannette	1982964	FLINN SCIENTIFIC, INC	06/23/2016	335.86	
01 1100 416 2		SCIENCE, Kahrs	335.86		
					<b>Vendor Total: 335.86</b>
	20160629GF	FRANKLIN AUTO PARTS	06/29/2016	297.13	
01 2750 690 0		MISC, towels, wash , funnel	154.40		
01 2610 410 0		SUPPLIES, bldg towels/squeegee	80.50		
01 2750 336 0		GAS & OIL, filters	62.23		
					<b>Vendor Total: 297.13</b>
	20160531	FRANKLIN COUNTY CHRONICLE	05/31/2016	253.82	
01 2510 350 0		ADVERTISING/PRINTING, May	253.82		
					<b>Vendor Total: 253.82</b>
	2016May/June	FRANKLIN COUNTY HOSPITAL & POOL MEDICAL CLINIC	06/16/2016	290.00	
01 2750 690 0		MISC, Goosic/Schmidt	290.00		
					<b>Vendor Total: 290.00</b>
	20160621	FRONTIER	06/21/2016	543.19	
01 2510 342 0		TELEPHONE, 05/21-06/20	543.19		
					<b>Vendor Total: 543.19</b>
176Ryan	9174384	GOPHER	06/14/2016	97.80	
01 1100 410 2		SUPPLIES, R Hoffman	97.80		
					<b>Vendor Total: 97.80</b>
4949Jan	002961	GORDON BERNARD CO., LLC	06/14/2016	1,018.80	
01 1100 410 2		SUPPLIES, Assignment Keepers	1,018.80		
4949Jan	01100142	GORDON BERNARD CO., LLC	06/14/2016	2,849.50	
01 1100 410 1		SUPPLIES, Calendars	1,424.75		

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>	
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>		
01 1100 410 2		SUPPLIES, Calendars	1,424.75		
		<b>Vendor Total:</b>			<b>3,868.30</b>
101Melody	34111356	HAL LEONARD	06/17/2016	195.00	
01 1100 412 2		VOCAL MUSIC, Antholz	195.00		
		<b>Vendor Total:</b>			<b>195.00</b>
157ReneeH	2016-17	HASTINGS TRIBUNE	06/10/2016	70.00	
01 2222 440 0		PERIODICALS, Haussermann	70.00		
		<b>Vendor Total:</b>			<b>70.00</b>
	2015-16Gold	HEAD START CHILD & FAMILY DEVELOPMENT PROGRAM, INC.	06/16/2016	135.85	
01 1190 690 0		MISC, 2015-16 GOLD Pymt	135.85		
		<b>Vendor Total:</b>			<b>135.85</b>
263Polly	214562	HIGH NOON BOOKS/ANN ARBOR PUB	06/29/2016	174.95	
01 1200 410 0		SUPPLIES, P Sindt	174.95		
		<b>Vendor Total:</b>			<b>174.95</b>
	21801	HOLIDAY INN EXPRESS HOTEL & SUITES	06/15/2016	89.00	
01 1100 670 1		TRAVEL, Corr Conference lodging	89.00		
		<b>Vendor Total:</b>			<b>89.00</b>
122Angel	952313701	HOUGHTON MIFFLIN HARCOURT	06/09/2016	18.80	
01 1100 410 1		SUPPLIES, Dreher	18.80		
128Julie	952314811	HOUGHTON MIFFLIN HARCOURT	06/09/2016	501.70	
01 1100 410 2		SUPPLIES, Einspahr	501.70		
166Lacey	952319145	HOUGHTON MIFFLIN HARCOURT	06/11/2016	774.94	
01 1100 410 1		SUPPLIES, L Hoffman	774.94		
202Holly	952345503	HOUGHTON MIFFLIN HARCOURT	06/23/2016	938.48	
01 1160 410 1		SUPPLIES, Largent	938.48		
237Kathy	952347619	HOUGHTON MIFFLIN HARCOURT	06/24/2016	42.50	
01 1100 410 2		SUPPLIES, Schmidt wkbk	42.50		
215Brittany	952347620	HOUGHTON MIFFLIN HARCOURT	06/24/2005	479.63	
01 1100 410 1		SUPPLIES, Marks refill	479.63		
254Jamie	952350308	HOUGHTON MIFFLIN HARCOURT	06/27/2016	197.25	
01 1100 410 1		SUPPLIES, Silas 4th	197.25		
		<b>Vendor Total:</b>			<b>2,953.30</b>
218Theresa	870343	HUBERT COMPANY	06/22/2016	110.84	
01 1100 418 2		FCS, McDowell	110.84		
		<b>Vendor Total:</b>			<b>110.84</b>
226Dave	26641	HUMMERT INTERNATIONAL	06/24/2016	461.67	
01 1100 418 2		Vo Ag, Rocker	461.67		
		<b>Vendor Total:</b>			<b>461.67</b>
155Renee	2016-17	HUSKERS ILLUSTRATED	06/20/2016	62.95	

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>	
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>		
01 2222 440 0		PERIODICALS, Haussermann	62.95		
				<b>Vendor Total:</b>	<b>62.95</b>
156Renee	50842	JENSEN PUBLISHING, INC	06/30/2016	60.10	
01 2222 440 0		PERIODICALS, Huskerland Prep	60.10		
				<b>Vendor Total:</b>	<b>60.10</b>
	5835-43744	KT HEATING & AIR CONDITIONING INC.	06/17/2016	1,988.51	
01 2620 310 0		REPAIR SERVICE, roof project	1,988.51		
				<b>Vendor Total:</b>	<b>1,988.51</b>
199Carlie	3272390616	LAKESHORE LEARNING MATERIALS	06/23/2016	378.76	
01 1100 410 1		SUPPLIES, Carlie 1st	378.76		
204Holly	3272410616	LAKESHORE LEARNING MATERIALS	06/23/2016	487.51	
01 1160 410 1		SUPPLIES, Largent	487.51		
213Brittany	3281880616	LAKESHORE LEARNING MATERIALS	06/23/2016	68.98	
01 1100 410 1		SUPPLIES, Marks	68.98		
				<b>Vendor Total:</b>	<b>935.25</b>
	164General	MAGNUM BUILDERS	06/26/2016	9,500.00	
01 2620 310 0		REPAIR SERVICES, roof repairs	9,500.00		
				<b>Vendor Total:</b>	<b>9,500.00</b>
227Dave	13578484	MATHESON TRI-GAS, INC	06/23/2016	87.15	
01 1100 418 2		Vo Ag, Rocker	87.15		
	51020092	MATHESON TRI-GAS, INC	06/30/2016	37.60	
01 1100 413 2		INDUSTRIAL ARTS, Vetter	18.80		
01 1100 418 2		Vo Ag, Rocker	18.80		
				<b>Vendor Total:</b>	<b>124.75</b>
103Linea	92360332001	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LLC	06/11/2016	402.68	
01 1100 410 1		SUPPLIES, Bonham	402.68		
121Angel	92360332002	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LLC	06/11/2016	205.68	
01 1100 410 1		SUPPLIES, Dreher	205.68		
116Dianna	92361451001	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LLC	06/10/2016	253.57	
01 4200 410 0		SUPPLIES, DeJonge	253.57		
167Lacey	92377215001	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LLC	06/12/2016	366.14	
01 1100 410 1		SUPPLIES, L Hoffman	366.14		
206Holly	92494966001	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LLC	06/24/2016	232.66	
01 1160 410 1		SUPPLIES, Largent	232.66		
				<b>Vendor Total:</b>	<b>1,460.73</b>
270Clark	22890	Mid-West 3D Solutions, LLC	06/27/2016	3,235.00	
01 1100 413 2		INDUSTRIAL ARTS, laser base/filteration	3,235.00		

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>	
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>		
					<b>Vendor Total: 3,235.00</b>
266Clark	2075437-00	MIDWEST TECHNOLOGY	06/20/2016	180.68	
01 1100 413 2		INDUSTRIAL ARTS, Vetter	180.68		
					<b>Vendor Total: 180.68</b>
	23681	MIERAU & CO PC	06/30/2016	350.00	
01 2510 660 0		DATA PROCESSING, June PR	350.00		
					<b>Vendor Total: 350.00</b>
130Angie	990976231	MOORE MEDICAL LLC	06/09/2016	51.76	
01 2130 410 1		SUPPLIES	25.88		
01 2130 410 2		SUPPLIES	25.88		
					<b>Vendor Total: 51.76</b>
102Melody	MA7642	MUSIC ALIVE	06/08/2016	215.00	
01 1100 412 2		VOCAL MUSIC	215.00		
					<b>Vendor Total: 215.00</b>
	2016-17	NAEA DIST 6	06/16/2016	155.00	
01 2190 633 2		Dues-FFA, 2016-17	155.00		
					<b>Vendor Total: 155.00</b>
185Cortney	984107	NASCO	06/17/2016	29.33	
01 1100 410 1		SUPPLIES, C James	29.33		
219Theresa	991179	NASCO	06/23/2016	1,310.02	
01 1100 418 2		FCS, McDowell	1,310.02		
219Theresa-1	998435	NASCO	06/29/2016	81.33	
01 1100 418 2		FCS, McDowell	81.33		
					<b>Vendor Total: 1,420.68</b>
	43823	NCSA	04/21/2016	200.00	
01 1100 319 0		PROF. DEV., Rocker NCE Conference	200.00		
	43824	NCSA	04/21/2016	80.00	
01 1100 319 0		PROF. DEV., Rocker NCE Conference	80.00		
	43825	NCSA	05/21/2016	269.00	
01 1100 319 0		PROF. DEV., McDowell/Rocker NCE Conf	269.00		
	44626	NCSA	06/10/2016	200.00	
01 1100 319 0		PROF. DEV., Vetter NCE Conference	200.00		
	44937	NCSA	06/13/2016	200.00	
01 2320 410 0		SUPPLIES, Student Hdbk Wksp, Conradt	200.00		
					<b>Vendor Total: 949.00</b>
4923Casy	2677	NDE EARLY CHILDHOOD TRAINING CENTER	06/28/2016	135.00	
01 1100 319 0		PROF. DEV., Corr	135.00		

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>	
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>		
				<b>Vendor Total:</b>	<b>135.00</b>
	48490	NEBRASKA LIFE	06/13/2016	24.00	
01 2222 440 0		PERIODICALS, Haussermann	24.00		
				<b>Vendor Total:</b>	<b>24.00</b>
163Renee	193890	NEBRASKALAND MAGAZINE	06/13/2016	18.00	
01 2222 440 0		PERIODICALS, Haussermann	18.00		
				<b>Vendor Total:</b>	<b>18.00</b>
	2016Summer	NEOFUNDS BY NEOPOST	06/27/2016	250.00	
01 2510 341 0		POSTAGE	250.00		
				<b>Vendor Total:</b>	<b>250.00</b>
	00045565	NWEA	07/01/2016	3,812.50	
01 1100 680 0		ON-LINE ASSESS FEES, MAPS renewal 16-17	3,812.50		
				<b>Vendor Total:</b>	<b>3,812.50</b>
	20160630	OK TIRE STORE	07/02/2016	1,266.50	
01 2750 337 0		TIRES & PARTS, 99 bus	1,204.00		
01 2760 337 0		TIRES & PARTS, SPED red van	17.50		
01 2610 410 0		SUPPLIESDolly cart tires	45.00		
				<b>Vendor Total:</b>	<b>1,266.50</b>
	2211- 20160630	ONE SOURCE THE BACKGROUND COMPANY	06/30/2016	35.00	
01 2320 690 0		MISC, Biesecker	35.00		
				<b>Vendor Total:</b>	<b>35.00</b>
186Cortney	678284447-01	ORIENTAL TRADING	06/15/2016	41.97	
01 1100 410 1		SUPPLIES, C James	41.97		
				<b>Vendor Total:</b>	<b>41.97</b>
189Cortney	0215448-IN	PAPER MILL STORE, INC., THE	06/16/2016	106.76	
01 1100 410 1		SUPPLIES, C James	106.76		
				<b>Vendor Total:</b>	<b>106.76</b>
	24162	PAULSEN AUTOMOTIVE	06/08/2016	343.62	
01 2750 338 0		VEHICLE REPAIRS, PU blower motor	343.62		
				<b>Vendor Total:</b>	<b>343.62</b>
	68771	PAVELKA TRUCK & TRAILER REPAIR	06/10/2016	518.41	
01 2750 338 0		VEHICLE RPR, 06 Bus intermittent throttl	518.41		
	68844	PAVELKA TRUCK & TRAILER REPAIR	06/21/2016	228.83	
01 2750 338 0		VEHICLE REPAIRS, 06 Bus fuel pump leak	228.83		
	7034	PAVELKA TRUCK & TRAILER REPAIR	06/29/2016	443.42	
01 2750 338 0		VEHICLE REPAIRS, 06 brake pressure/abs	443.42		

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>	
			<b>Vendor Total:</b>	<b>1,190.66</b>
	84	PERRY, GUTHERY, HAASE & GESSFORD, PC, LLO	06/23/2016	750.00
01 2330 317 0		LEGAL SERVICES, May	750.00	
			<b>Vendor Total:</b>	<b>750.00</b>
269Clark	648630-1	PITSCO	06/28/2016	181.59
01 1100 413 2		INDUSTRIAL ARTS, Vetter	181.59	
			<b>Vendor Total:</b>	<b>181.59</b>
	20160628	PLANK LUMBER & HARDWARE	06/28/2016	135.18
01 2610 410 0		SUPPLIES, bldg	32.97	
01 2610 410 0		SUPPLIES, grounds	102.21	
			<b>Vendor Total:</b>	<b>135.18</b>
	30886533	PRESTO-X	06/06/2016	119.81
01 2620 310 0		REPAIR SERVICES, June	119.81	
			<b>Vendor Total:</b>	<b>119.81</b>
	2016July	PRINCIPAL LIFE/DEPT. 900	06/17/2016	1,112.47
01 1100 290 1		DISABILITY INSURANCE	184.29	
01 1100 290 2		DISABILITY INSURANCE	377.75	
01 1160 290 1		DISABILITY INSURANCE	17.19	
01 1200 290 1		DISABILITY INSURANCE	36.40	
01 1200 290 2		DISABILITY INSURANCE	59.78	
01 1190 290 0		DISABILITY INSURANCE	12.32	
01 4404 290 0		DISABILITY INSURANCE	20.55	
01 1310 290 0		DISABILITY INSURANCE	6.31	
01 2120 290 1		DISABILITY INSURANCE	12.99	
01 2120 290 2		DISABILITY INSURANCE	13.00	
01 2222 290 0		DISABILITY INSURANCE	25.23	
01 2320 290 0		DISABILITY INSURANCE	97.76	
01 2410 290 1		DISABILITY INSURANCE	40.54	
01 2410 290 2		DISABILITY INSURANCE	52.12	
01 2610 290 0		DISABILITY INSURANCE	52.94	
01 2760 290 0		DISABILITY INSURANCE	6.55	
01 4200 290 0		DISABILITY INSURANCE	31.05	
01 4310 290 0		DISABILITY INSURANCE	25.10	
01 4410 290 1		DISABILITY INSURANCE	12.41	
01 9001 290 0		DISABILITY INSURANCE	28.19	
			<b>Vendor Total:</b>	<b>1,112.47</b>
ESU2016	S1317446.001	PYRAMID SCHOOL PRODUCTS	06/16/2016	960.27
01 1100 410 1		SUPPLIES, Dreher	28.32	
01 1100 410 1		SUPPLIES, Grube	234.49	
01 1100 410 2		SUPPLIES, Grube	33.98	
01 2222 410 0		SUPPLIES, Haussermann	31.02	
01 1100 410 1		SUPPLIES, L Hoffman	42.67	
01 1100 410 2		SUPPLIES, R Hoffman	1.49	

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>		<u>Amount</u>
01 1100 410 1		SUPPLIES, C James	177.03	
01 1100 416 2		SCIENCE, Sha Kahrs	16.20	
01 1160 410 1		SUPPLIES, Largent	52.80	
01 1100 418 2		FCS, Mc Dowell	28.47	
01 1100 410 2		SUPPLIES, L Miller	61.11	
01 1100 410 2		SUPPLIES, R Miller	114.10	
01 1100 410 2		SUPPLIES, Sidman	101.45	
01 4310 410 0		SUPPLIES, Silas	28.38	
01 1200 410 0		SUPPLIES, Stroup	2.04	
01 2410 410 0		SUPPLIES, Weiss	6.72	
<b>Vendor Total:</b>				<b>960.27</b>
99Melody	8905	QUAVER MUSIC,COM, LLC	06/15/2016	2,300.00
01 1100 412 2		VOCAL MUSIC, K-8	1,150.00	
01 1100 412 1		VOCAL MUSIC, K-8	1,150.00	
<b>Vendor Total:</b>				<b>2,300.00</b>
	20160531	R & R SALES & SERVICE	05/31/2016	38.01
01 2610 410 0		SUPPLIES, grounds	38.01	
<b>Vendor Total:</b>				<b>38.01</b>
207Brittany	5324	READING WITH TLC	06/23/2016	139.70
01 1100 410 1		SUPPLIES, Marks	139.70	
<b>Vendor Total:</b>				<b>139.70</b>
168Lacey	5544828	REALLY GOOD STUFF, INC.	06/15/2016	186.96
01 1100 410 1		SUPPLIES, L Hoffman	186.96	
184Cortney	5547771	REALLY GOOD STUFF, INC.	06/17/2016	234.51
01 1100 410 1		SUPPLIES, C James	234.51	
205Holly	5552260	REALLY GOOD STUFF, INC.	06/28/2016	125.17
01 1160 410 1		SUPPLIES, Largent	125.17	
198Carlie	5552414	REALLY GOOD STUFF, INC.	06/22/2016	505.53
01 1100 410 1		SUPPLIES, Kwiatkowski	505.53	
212Brittany	5552426	REALLY GOOD STUFF, INC.	06/22/2016	104.92
01 1100 410 1		SUPPLIES, Marks	104.92	
<b>Vendor Total:</b>				<b>1,157.09</b>
	20160624-376	RIGHTWAY INC.	06/24/2016	88.95
01 2610 410 0		SUPPLIES, Building	63.66	
01 2610 410 0		SUPPLIES, Grounds	19.47	
01 4404 410 0		SUPPLIES, Corr summer school	5.82	
<b>Vendor Total:</b>				<b>88.95</b>
	2016State Fair	ROCKER, DAVID	06/20/2016	14.00
01 2190 633 2		Fees-FFA, ST Fair DNA	14.00	
<b>Vendor Total:</b>				<b>14.00</b>
	20160630	S.E. SMITH & SONS	06/30/2016	790.45

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>	
01 2610 410 0		SUPPLIES, grounds/pklt paint	353.49	
01 2610 410 0		SUPPLIES, bldg	436.96	
		<b>Vendor Total:</b>		<b>790.45</b>
	2016renewal	SCHMIDT, CHAD	06/17/2016	7.68
01 2750 690 0		MISC, Schmidt renewal	7.68	
		<b>Vendor Total:</b>		<b>7.68</b>
142 Doyle	822715GF	SCHMITT MUSIC	06/10/2016	314.21
01 1100 411 2		BAND, Hanshaw	314.21	
		<b>Vendor Total:</b>		<b>314.21</b>
201Holly	M5817320	SCHOLASTIC MAGAZINES	06/22/2016	150.15
01 1160 410 1		SUPPLIES, Largent	150.15	
136Janet	M5864590	SCHOLASTIC MAGAZINES	06/09/2016	148.34
01 1100 414 2		ART, Guge	148.34	
165Lacey	M5864905	SCHOLASTIC MAGAZINES	06/09/2016	144.38
01 1100 410 1		SUPPLIES, L Hoffman	144.38	
216Brittany	M58726555	SCHOLASTIC MAGAZINES	06/24/2016	115.50
01 1100 410 1		SUPPLIES, Marks	115.50	
220Theresa	M58726647	SCHOLASTIC MAGAZINES	06/24/2016	118.67
01 1100 418 2		FCS, McDowell	118.67	
		<b>Vendor Total:</b>		<b>677.04</b>
135Janet	SA49543	SCHOOL ARTS	06/10/2016	24.95
01 1100 414 2		ART, Guge	24.95	
		<b>Vendor Total:</b>		<b>24.95</b>
120Angel	208116362290	SCHOOL SPECIALTY/CLASSROOM DIRECT	06/09/2016	141.09
01 1100 410 1		SUPPLIES, Dreher	141.09	
107Linea-1	208116362441	SCHOOL SPECIALTY/CLASSROOM DIRECT	06/09/2016	36.68
01 1100 410 1		SUPPLIES, Bonham	36.68	
170Lacey	208116367240	SCHOOL SPECIALTY/CLASSROOM DIRECT	06/10/2016	33.31
01 1100 410 1		SUPPLIES, L Hoffman	33.31	
169Lacey	208116367704	SCHOOL SPECIALTY/CLASSROOM DIRECT	06/10/2016	167.70
01 1100 410 1		SUPPLIES, L Hoffman	167.70	
169Lacey-1	208116370526	SCHOOL SPECIALTY/CLASSROOM DIRECT	06/13/2016	47.42
01 1100 410 1		SUPPLIES, L Hoffman	47.42	
253Jamie	208116425507	SCHOOL SPECIALTY/CLASSROOM DIRECT	06/27/2016	71.72
01 1100 410 1		SUPPLIES, Silas 4th	71.72	
169Lacey-2	208116436714	SCHOOL SPECIALTY/CLASSROOM DIRECT	06/29/2016	57.97
01 1100 410 1		SUPPLIES, L Hoffman	57.97	
		<b>Vendor Total:</b>		<b>555.89</b>
ESUKwiatkows kil	208116344913	SCHOOL SPECIALTY	06/06/2016	17.87
01 1100 410 1		SUPPLIES, Kwiatkowski	17.87	
ESUClvldInve ntl	208116362724	SCHOOL SPECIALTY	06/09/2016	55.49

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>	
01 1100 410 1		SUPPLIES, Clevelend Inv Conv	55.49	
ESUSchmidt16 -3	208116366737	SCHOOL SPECIALTY	06/10/2016	142.90
01 1100 410 2		SUPPLIES, Schmidt	142.90	
ESUBonham16- 1b	208116367645	SCHOOL SPECIALTY	06/10/2016	1.94
01 1100 410 1		SUPPLIES, Bonham	1.94	
ESUCJames16- 3b	208116367658	SCHOOL SPECIALTY	06/10/2016	48.50
01 1100 410 1		SUPPLIES, C James	48.50	
			<b>Vendor Total:</b>	<b>266.70</b>
	2016-17	SOFTWARE UNLIMITED INC	06/27/2016	6,029.42
01 2510 465 0		COMPUTER SOFTWARE, 16-17 Renewal	3,429.42	
01 2510 467 0		WEB/CLOUD BASED SOFTWARE, 16-17 WL renew	2,600.00	
			<b>Vendor Total:</b>	<b>6,029.42</b>
	201359418445	SOURCE GAS	06/28/2016	331.84
01 2610 321 0		FUEL/NATURAL GAS, 5/27/6/27 Main	252.84	
01 2620 314 0		HEATING WORK	79.00	
	201359418446	SOURCE GAS	06/28/2016	153.65
01 2610 321 0		FUEL/NATURAL GAS, 5/27-6/27 Shop	38.15	
01 2620 314 0		HEATING WORK	115.50	
	201448399194	SOURCE GAS	06/28/2016	32.03
01 2610 321 0		FUEL/NATURAL GAS, 5/27-6/27 GrnHse	32.03	
			<b>Vendor Total:</b>	<b>517.52</b>
ESUMcDowl116 -2a	3304483071	STAPLES ADVANTAGE	06/02/2016	27.87
01 1100 418 2		FCS, McDowell	27.87	
			<b>Vendor Total:</b>	<b>27.87</b>
	1013955	STATE OF NEBRASKA	06/01/2016	227.47
01 1100 382 2		DISTANCE EDUCATION, May	227.47	
			<b>Vendor Total:</b>	<b>227.47</b>
235Schmidt	01128122	STENHOUSE PUBLISHERS	06/23/2016	25.50
01 1100 410 2		SUPPLIES, Schmidt	25.50	
			<b>Vendor Total:</b>	<b>25.50</b>
144Doyle	675504	STEVE WEISS MUSIC	06/13/2016	162.85
01 1100 411 2		BAND, Hanshaw	162.85	
			<b>Vendor Total:</b>	<b>162.85</b>
126Angel	176864	STUDIES WEEKLY, INC.	06/08/2016	157.08
01 1100 410 1		SUPPLIES, Dreher	157.08	
256Jamie	177964	STUDIES WEEKLY, INC.	06/28/2016	163.63

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>
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01 1100 410 1		SUPPLIES, Sials 4th	163.63	
		<b>Vendor Total:</b>		<b>320.71</b>
158Renee-16	6125081	SUBSCRIPTION SERV/AMERICA	06/16/2016	500.39
01 2222 440 0		PERIODICALS, Haussermann	500.39	
		<b>Vendor Total:</b>		<b>500.39</b>
252Jamie	5886726	TEACHER CREATED RESOURCES, INC.	06/27/2016	110.90
01 1100 410 1		SUPPLIES, Silas 4th	110.90	
		<b>Vendor Total:</b>		<b>110.90</b>
118Dianna	P46241630001	TEACHER DIRECT	06/09/2016	206.49
01 4200 410 0	6	SUPPLIES, DeJonge	206.49	
		<b>Vendor Total:</b>		<b>206.49</b>
109Becky	83709	TEACHERS DISCOVERY	06/08/2016	240.58
01 1100 410 2		SUPPLIES, Cleveland	240.58	
223Rebekah	84310	TEACHERS DISCOVERY	06/23/2016	111.34
01 1100 410 2		SUPPLIES, R Miller	111.34	
		<b>Vendor Total:</b>		<b>351.92</b>
108Becky	41468	TPRS PUBLISHING	06/08/2016	602.00
01 1100 410 2		SUPPLIES, Cleveland	602.00	
		<b>Vendor Total:</b>		<b>602.00</b>
	162-00403	UNIVERSITY OF OREGON	06/02/2016	7.00
01 1100 410 1		SUPPLIES, DDS Standard	7.00	
		<b>Vendor Total:</b>		<b>7.00</b>
154Renee	5894911	UPSTART	06/10/2016	87.40
01 2222 410 0		SUPPLIES, Haussermann	87.40	
		<b>Vendor Total:</b>		<b>87.40</b>
231Sara	98010066	US GAMES	06/24/2016	295.08
01 1100 410 1		SUPPLIES, Roether	191.80	
01 1100 410 2		SUPPLIES, ROETHER	103.28	
		<b>Vendor Total:</b>		<b>295.08</b>
	9767626703	VERIZON WIRELESS	06/23/2016	220.60
01 2510 342 0		TELEPHONE, 05/24-06/23	220.60	
		<b>Vendor Total:</b>		<b>220.60</b>
182Cortney	539264	VOCABULARYSPELLINGCITY.COM, INC.	06/23/2016	52.95
01 1100 410 1		SUPPLIES, CJames	52.95	
		<b>Vendor Total:</b>		<b>52.95</b>
	20160630	WEX BANK	06/30/2016	953.33
01 2750 336 0		GAS & OIL, June	587.48	
01 2760 336 0		GAS & OIL, June	365.85	

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<u>Account Number</u>		<u>Description</u>	<u>Amount</u>	
			<b>Vendor Total:</b>	<b>953.33</b>
129Julie	74764	WIESER EDUCATIONAL INC.	06/08/2016	774.35
01 1100 410 2		SUPPLIES, Einspahr Geom Wkbb/materials	774.35	
			<b>Vendor Total:</b>	<b>774.35</b>
	NO8679-1871	WOODWARD'S DISPOSAL SERV INC	06/27/2016	47.50
01 2510 690 0		MISCELLANEOUS, June	47.50	
			<b>Vendor Total:</b>	<b>47.50</b>
			<b>Fund Total:</b>	<b>84,784.42</b>
			<b>Checking Account Total:</b>	<b>84,784.42</b>

Franklin Public Schools  
Board of Education  
District 506  
Franklin, Nebraska 68939

**Regular July Meeting**

**Monday – July 11th, 2016  
8:00 Regular Meeting**

**Franklin Public Schools  
Media Center  
1001 M Street  
Franklin, NE 68939**

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**Bills Committee: June & July (Scott & Kim)**

**R & R Sales - \$38.01 - filters  
Magnum Roofing - \$50000.00 – Depreciation Fund**



Nebraska Rural Community Schools Association  
455 S.11th St, Ste B  
Lincoln, NE 68508

Invoice #: 2016-17 Member

Date: 6/21/2016

**Bill To:**

FRANKLIN PUBLIC SCHOOLS  
1001 M ST  
FRANKLIN NE 68939

For: NRCSA Membership Dues

Description	Amount
<i>2016-17 NRCSA Membership Dues Renewal</i>	<i>\$850.00</i>

**Total:**

*\$850.00*

Make all checks payable to **NRCSA**

If you have any questions concerning this invoice, contact Jeff Bundy at (402) 202-6028  
or e-mail: [jbundy@nrdsa.net](mailto:jbundy@nrdsa.net)

**FRANKLIN PUBLIC SCHOOLS**  
**STUDENT-PARENT HANDBOOK**  
**2016-2017**



**Franklin Public Schools**

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

# STUDENT - PARENT HANDBOOK OF FRANKLIN PUBLIC SCHOOLS 2016-2017

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**Franklin Public Schools Parent-Student Handbook  
2016-2017 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, regulations, and general information about Franklin Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” 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 and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise 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.

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

Name
John Siel, President
Raquel Felzien, Vice-President
Kim Molzahn, Secretary
Scott Herrick, Treasurer
James Haussermann, Trustee
Les Sidlo, Trustee

**Section 3 Administrative Staff**

Name	Position	Contact Information
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	High School/Middle School	Attendance
Kelly Simmons	High School/Middle School	Counselor
Renee Haussermann	High School/Middle School	Library/Gifted
Monica James	Business Office	Bookkeeper
Jeralynn Lucht	Elementary School	Medical Aide/Para
Gina Welsh	High School/Middle School	Kitchen
Amber Gibson	High School/Middle School	Tech Coordinator
Sara Roether	High School/Middle School	Assistant AD
Adam Boettcher	High School/Middle School	Athletic Director

# Franklin Public Schools 2016-2017 School Calendar

## Summary of Calendar

Days in classroom: 178

First Semester 84

Second Semester 94

**Total Teacher contract days 185**

## Calendar Legend

Parent/Teacher Conferences	△
Early Dismissal 12:00 pm	/
Early Dismissal 2:00 pm	/
End of Qtr/Sem	/
Prof. Development - No Students	/
No School - Students/Faculty	/

## Holidays

Labor Day	(9/5)
Thanksgiving Day	(11/24)
Christmas Day	(12/25)
New Year's Day	(1/1)
Easter Sunday	(4/16)
Memorial Day	(5/29)

State Cross Country	(10/21)
State Volleyball	(11/10-11/12)
State Football	(11/21-11/22)
State Wrestling	(2/16-2/18)
State GBB	(3/2-3/4)
State BBB	(3/9-3/11)
State Track	(5/19-5/20)
State Golf	(5/24-5/25)

August				
M	T	W	Th	F
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
September				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	△	23
26	27	28	29	30
October				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
November				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
December				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
January				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
February				
		1	2	3
6	7	8	△	10
13	14	15	16	17
20	21	22	23	24
27	28			
March				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
April				
3	/	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
May				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## Date

## Events

Aug 11	Professional Development
Aug 15-16	Professional Development
<b>Aug 17</b>	<b>No School – Faculty/Students</b>
<b>Aug 18</b>	<b>First Day of School</b>
<b>Sept 5</b>	<b>Labor Day (No School)</b>
Sept 22	2:00 pm Dismissal Parent/Teacher Conferences 2:30-8:30 pm
Oct 3	No School Staff Development
Oct 21	End 1 <sup>st</sup> Qtr. (.45_ days) – 2:00 pm Dismiss
Oct 27	PreSchool Parent/Teacher Conferences
<b>Oct 28</b>	<b>No School – Fall Break</b>
Nov 11	Veterans Day
<b>Nov 23-25</b>	<b>Thanksgiving Holiday (No School)</b>
Dec 21	End 2 <sup>nd</sup> Qtr. (.39_ days) – 2:00 pm Dismiss
Dec 21	End 1 <sup>st</sup> Semester (.84_ days)
<b>Dec 22-Jan 3</b>	<b>Holiday Break (No School)</b>
Jan 4	No School – Professional Development
Jan 5	Begin 2 <sup>nd</sup> Semester
Feb 9	2:00 pm Dismissal Parent/Teacher Conferences 2:30-8:30 pm
<b>Feb 17</b>	<b>Winter Break (No School)</b>
March 8	End 3 <sup>rd</sup> Qtr. (.44_ days) – 2:00 pm Dismiss
<b>March 9-10</b>	<b>No School – Spring Break</b>
March 13	No School – Professional Development
Apr 4	Franklin Track Invite – 11:30 am
<b>Apr 14</b>	<b>No School – Good Friday</b>
<b>Apr 17</b>	<b>No School</b>
Apr 18	Franklin MS Track Invite – 1:00 pm
May 13	Graduation 2 pm
May 24	End 4 <sup>th</sup> Qtr. (.50_ days) – 2:00 pm Dismiss
May 24	End 2 <sup>nd</sup> Semester (.94_ days)
May 25	No School – Professional Development
May 29	Memorial Day

## **Article 1 – Mission and Goals**

### **Section 1 School Mission Statement**

Welcome to Franklin Public Schools. The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

### **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 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

## Article 1 – Mission and Goals

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.

### **Section 4 Complaint Procedures**

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint procedure
  - Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
  - Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
  - Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.

## Article 1 – Mission and Goals

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

### 2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

## 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	11:15 – 11:45 a.m.	11:45 – 12:15 p.m.
3 <sup>rd</sup> Grade	11:15 – 11:45 a.m.	11:45 – 12:15 p.m.
4 <sup>th</sup> Grade	12:05 – 12:35 p.m.	12:35 – 1:05 p.m.
5 <sup>th</sup> Grade	12:05 – 12:35 p.m.	12:35 – 1:05 p.m.
6 <sup>th</sup> Grade	12:05 – 12:35 p.m.	12:35 – 1:05 p.m.

**Friday's for Grades 4-6 Lunch will be at 12:35 pm**

### MS/HS Class Schedule

Access Time	8:00 a.m. – 8:20 a.m.	MS – Lunch	11:45 a.m. – 12:15 p.m.
Period 1	8:22 a.m. – 9:11 a.m.	Period 5 (MS)	12:15 p.m. – 1:05 p.m.
Period 2	9:13 a.m. – 10:02 a.m.	HS – Lunch	12:35 p.m. – 1:05 p.m.
Period 3	10:04 a.m. – 10:53 a.m.	Period 6	1:08 p.m. – 1:57 p.m.
Period 4	10:55 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.

### Section 2 Shortened Schedule MS/HS 10:05 Schedule

Period 1	10:05 a.m. – 10:40 a.m.	Period 5	1:09 p.m. – 1:44 p.m.
Period 2	10:42 a.m. – 11:17 a.m.	Period 6	1:46 p.m. – 2:21 p.m.
Period 3	11:19 a.m. – 11:54 a.m.	Period 7	2:23 p.m. – 2:58 p.m.
Period 4	11:56 a.m. – 12:31 p.m.	Period 8	3:00 p.m. – 3:49 p.m.
Lunch	12:33 p.m. – 1:07 p.m.		

\*Bus Dismissal 3:35 p.m.

### MS/HS 2:00 p.m. 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 2 - School Day

### Section 3 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.

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 4 Open-Closed Campus

To encourage students to eat a nutritious lunch, students will not be permitted to leave school during the school day for the purpose of lunch. Exceptions: Students in grades 9-12 may leave at lunchtime with parent permission. Students are reminded that the privilege to leave for lunch is just that, a privilege, and not a right. This privilege may be revoked at any time, and for any reason. Students who leave campus for

## Article 2 - School Day

lunch may not bring any purchased meals or other food or drink back to school. Nor may they eat lunch if they have left the premises for lunch. The administration may grant special exceptions to the closed campus rule as needed (e.g. for students with special dietary needs).

### **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. School doors open at 7:30 AM. **Prior to that time, the school is not responsible for supervision of the students.** Students will be admitted to the school building 15 minutes prior to the first class. 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. 4<sup>th</sup>-6<sup>th</sup> grade students will exit through the elementary recess doors in the south wing. Students riding the bus will follow the north sidewalk to the buses. **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, to 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**

All of our school buildings and grounds are smoke and tobacco-free. 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     Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
  
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

### **Section 4     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 locks on lockers. They may not use their personal locks. 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.

## Article 3 - Use of Building and Grounds

### **Section 5 Searches of Lockers and Other Types of Searches**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked 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 in the discretion of the administration.

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

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

### **Section 6 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 to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property and in District owned vehicles. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Section 7 Use of Telephone**

Students are encouraged to use the office phone or hall phone rather than personal cell phones when they need to contact others. Students may use cell phones during the day with permission from office staff, teachers, and administration. Otherwise, cell phones should remain turned off and put away. Use of the office or hall phone is not an excuse to be tardy to class.

## Article 3 - Use of Building and Grounds

### **Section 8 Bicycles, Scooters, & Skateboards**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property. Skateboards, foot powered, electric, or gas scooters are not allowed on school property.

### **Section 9 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 10 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

### **Section 11 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 12 Laboratory Safety Glasses**

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

### **Section 13 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **Section 14 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. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

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

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship.

### Article 3 - Use of Building and Grounds

Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## Article 4 – Attendance

### Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual 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.

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 and any paperwork requested by the principal pertaining to the absence has been provided:
  - (A) Impossible or impracticable barriers outside the control of the parent or child prevent 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, death of a family member, or suspension.
  - (B) 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, vacations, and medical appointments.
  - (B) Other absences are those in which the parent has not communicated a reason for the student's absence.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

Tardy 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.

## Article 4 - Attendance

Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

### **Section 3      Absence Procedures**

A student will not be allowed to enter class after an absence until a written or verbal parental excuse is provided to the office of the principal. Work must be made up within the time allowed by the Principal. As a general rule, students will be given two (2) calendar days for each day they were absent to make up the work.

### **Section 4      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 5      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. 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.

## Article 4 - Attendance

### **Section 6 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 truanancies may include disciplinary action up expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (1) Illness related to physical or behavioral health of the child.
- (2) Educational counseling;
- (3) Educational evaluation;
- (4) Referral to community agencies for economic services;
- (5) Family or individual counseling; and
- (6) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

#### Article 4 - Attendance

Reporting Excessive Absenteeism to the County Attorney. The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

## 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  
B = 80-89  
C = 70-79  
D = 60-69  
F = 0-59

E - Exceeds the Standards  
M - Meets the Standards  
B - Below Standards

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
Social Sciences	40 semester hours
Science	30 semester hours
Math	30 semester hours
P.E. and Health	10 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

## Article 5 - Scholastic Achievement

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.

### **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.

### **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**

Parent-teacher conferences will be held at the end of the 1st quarter and mid-3rd quarter. There will also be a parent night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

## Article 5 - Scholastic Achievement

### **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.

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.

## Article 5 - Scholastic Achievement

- 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.
  - 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:

## Article 5 - Scholastic Achievement

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.
  - (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.

## Article 5 - Scholastic Achievement

- (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 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

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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.

## Article 6 - Support Services

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 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 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.

#### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the

## Article 6 - Support Services

parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR).

### 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.

### 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 foregoing 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  
For 2016-2017 School Year**

Student Age Group	Required Vaccines
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, *Hib not required after child reaches 5 yrs. 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. *Pneumococcal not required after child reaches 5 yrs. of age.
Students from Kindergarten through 12 <sup>th</sup> Grade, including all transfer students from outside the State of Nebraska and any foreign students	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV 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.
Additionally, for 7 <sup>th</sup> Grade Only	1 dose of Tdap (must contain Pertussis booster)

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

## Article 6 - Support Services

country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks as will be conducted as needed in order to control the condition at school.

\*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

### **Section 5      Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transported on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

#### **Behavior on School Buses**

**I. General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

#### **II. Special Conduct Rules for Riding School Buses.**

##### A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.

## Article 6 - Support Services

3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

### B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

**III. Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**IV. Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

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

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

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### **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.

### **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

## Article 7 - Drugs, Alcohol and Tobacco

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. Possession, use or distribution of any tobacco 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.

### **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

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

### Section 2 Forms of School Discipline

A. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the Franklin Public Schools 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.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon 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 the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator 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.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the

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parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

### C. 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 (a) the misconduct occurred within ten (10) 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) the misconduct occurred within ten (10) 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) 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. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed 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.
3. 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 in accordance with law.
4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. 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. As a

## Article 8 - Student Conduct Rules

condition of such suspended action, the student and parents will be required to sign a discipline agreement.

6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

D. Other Forms of Student Discipline. Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. 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.

## Article 8 - Student Conduct Rules

### **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.

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

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- 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
  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

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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.

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

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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. Dress leggings must be covered by a top that falls at or below hip level (Use fingertip rule as a guide). Sports/athletic spandex shorts, capris and pants are **NOT** allowed.
- d. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- e. 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).
- f. Head wear including hats, caps, bandannas, and scarves;
- g. Clothing or jewelry, which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double.
- h. Clothing or jewelry that is gang related.
- i. 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 Principal or Superintendent will make the final decision regarding attire and grooming. 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 will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. 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.

## Article 8 - Student Conduct Rules

### (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, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(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 phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). Administrators

## Article 8 - Student Conduct Rules

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).

### 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) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) 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; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(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

## Article 8 - Student Conduct Rules

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) Second 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 his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third 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, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

### e. Penalties for Prohibited Use of Electronic Devices:

Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
- (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

### f. 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

## Article 8 - Student Conduct Rules

Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

g. 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 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.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

- (4) Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

## Article 8 - Student Conduct Rules

- a. 1st Offense: Student will be confronted and directed to cease.
  - 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) 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. Candy, seeds, food or drink are not allowed in the school building or classrooms without permission of the principal. Pop is to be consumed outside, except for during extra curricular activities.
  - 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. Students are not to operate the mini-blinds or the windows without permission of the teacher.
  - f. 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.
  - g. Students are to be in their seats and ready for class on the tardy bell.
  - h. 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.
  - i. 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.
  - j. 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.
  - k. Snow handling is prohibited.
- (6) 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

## Article 8 - Student Conduct Rules

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 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.

## Article 8 - Student Conduct Rules

- (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.
  - (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.

## Article 8 - Student Conduct Rules

- (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 administering 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.
- (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.
- (7) 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. Your school administrators, your parents, and law enforcement may see the information. 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.

## Article 8 - Student Conduct Rules

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 networking 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 networking will delete your profile.

We urge all students to following these common sense guidelines.

### **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 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations**

### **Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

#### Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

#### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

### **Section 2 Extracurricular Activity Code of Conduct**

**Purpose of the 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.

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

### **Scope of the Code of Conduct.**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means 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 Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, 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 regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. 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.

**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:

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

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 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, 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. (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 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;
11. 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.
12. Repeated violation of any of the school rules.
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 a school employee, school volunteer, or student. Profane or

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

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.

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 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.
16. Willfully violating the behavioral expectations for those students riding Franklin Public School buses or vehicles used for activity purposes.
17. 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.
18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
20. 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.
21. 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.

### **Drug and Alcohol 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:

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

- (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, alcohol and tobacco violations on the student participants, other students and the school, the following consequences are established for such violations:

### **Drugs, Alcohol, and Tobacco**

An activity participant who violates the drug, alcohol, or tobacco rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

#### **Drugs and Alcohol.**

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: Suspension from two (2) activity events.
2. Second Violation in Same Calendar Year: Suspension from four (4) activity events.
3. Third Violation in Same Calendar Year: Suspension from all activities for

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remainder of year. Proof of the 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.

**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 to be imposed; provided that the school officials shall 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

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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 school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a conviction, a plea of no contest and an adjudication of delinquency by a juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

**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 can not 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.

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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 3 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. **Note beginning with the 2016-2017 school year students in Middle School that participate in sports will follow a**

**new practice schedule in terms of times of when practices will be held. Beginning with the 16-17 school year middle school students will practice Football, Volleyball, and/or Cross Country after school from 3:45 pm until dismissed during the fall. Basketball and Wrestling will still be during 8<sup>th</sup> period and last until 4:25 pm during the winter season, and Track and Field will be after school from 3:45 pm until dismissed during the spring season.**

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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.

### **Section 4 Academic Standards**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing shall be determined to be a student who has a “D” (69 or below) in two (2) or more classes at progress reporting times and will be ineligible to participate in extracurricular activity contests or performances. The “ineligibility period” will begin on Sunday of each week and end the following Saturday.
3. Maintain an overall “C” average to participate in extracurricular activities, except school dances.
4. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) Activities or events which are a considered in determining the student’s grade.

### **Section 5 “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:

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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.

### **Section 6 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.

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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 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,

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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 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 Prom Dance and represent the school properly.
    - The queen and king will be chosen from the qualified nominees by secret vote of the students.

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### **Section 7 Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

#### Parents' 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

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- 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.

### **Section 8 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 9 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.

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

(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 2016-2017 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.
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 2016-2017 school year.

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

Summer school courses	Classes offered during the summer, or at night, if any	
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.05) per page when charges apply.
School Meals		Breakfast—K-4 \$1.70, 5-12 \$1.85, Adult \$2.10 Lunch—K-4 \$2.50, 5-12 \$3.00, Staff \$3.50, Adult Vistor \$4.00 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—Optional 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.
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)	Five cents (.05) per page when charges apply.
School Meals		Breakfast--\$1.85 Lunch--\$3.00 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.

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

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: \$295.																												
Lock	Use of school padlock	Refundable damage deposit of \$6 per year will be required for 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	\$5.00 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>Baseball</td> <td>Baseball glove</td> </tr> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Tennis</td> <td>Tennis racquet</td> </tr> <tr> <td>Cross County</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag &amp; clubs</td> </tr> <tr> <td>Soccer</td> <td>Soccer shin guards</td> </tr> <tr> <td>Softball</td> <td>Softball glove</td> </tr> <tr> <td>Speech/Debate</td> <td>Dress attire; copies of research</td> </tr> <tr> <td>Swimming/ Diving</td> <td>Swim suit</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Volleyball</td> <td>Volleyball knee pads</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 &amp; skirt; jacket), poms and other accessories</td> </tr> </table>	Baseball	Baseball glove	Basketball	No additional	Tennis	Tennis racquet	Cross County	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Soccer	Soccer shin guards	Softball	Softball glove	Speech/Debate	Dress attire; copies of research	Swimming/ Diving	Swim suit	Track	No additional	Volleyball	Volleyball knee pads	Wrestling	Wrestling head gear	Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
Baseball	Baseball glove																													
Basketball	No additional																													
Tennis	Tennis racquet																													
Cross County	No additional																													
Football	Mouthpiece																													
Golf	Golf bag & clubs																													
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## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

4. Travel meals	Meals	Students are responsible for their own meals while traveling. Individual sports or activities may request students to pay up to \$50 per season to be used towards team travel meals.
5. Lock Use Fee	Padlock for gym locker	Refundable damage deposit of \$6 per season will be required.
6. 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.
7. 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. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	\$25.00 per event
3. Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$50.00 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.
4. 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. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.
5. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an

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

		<p>extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>
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## Article 10 - State and Federal Programs

### Section 1 Notice of Nondiscrimination

Franklin Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs or activities, treatment, or employment.

### 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	Superintendent
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 Anti-discrimination & Harassment Policy

Elimination of Discrimination. Franklin Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

#### Preventing Harassment and Discrimination of Students.

Purpose: Franklin Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Franklin Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

## Article 10 - State and Federal Programs

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you

## Article 10 - State and Federal Programs

feel you need immediate help for any reason, please report your complaint to the Superintendent of Franklin Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

### **Section 4      Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

### **Section 5      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.

## Article 10 - State and Federal Programs

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 6 Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney,

## Article 10 - State and Federal Programs

auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parent or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Franklin Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

## Article 10 - State and Federal Programs

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

### Notice Concerning Designation of Law Enforcement Unit:

The District designates the Franklin Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

### **Section 7 Notice Concerning Disclosure of Student Recruiting Information**

The No Child Left Behind Act requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

### **Section 8 Notice Concerning Staff Qualifications**

The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell

## Article 10 - State and Federal Programs

parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

### **Section 9 Student Privacy Protection Policy**

It is the policy of Franklin Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

## Article 10 - State and Federal Programs

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure,

## Article 10 - State and Federal Programs

or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

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1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **Section 10 Parental Involvement Policies**

#### **A. General - Parental/Community Involvement in Schools:**

Franklin Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.

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9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

### B. Title I Parental Involvement Policy:

The District's Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.

## Article 10 - State and Federal Programs

5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a schoolwide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's

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classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

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Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

### **Section 11 Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the

## Article 10 - State and Federal Programs

attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school or origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Franklin Public Schools based on it being the school of origin, the new school and Franklin Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

### **Section 12. Breakfast and Lunch Programs**

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: “This institution is an equal opportunity provider.”

2. The USDA “And Justice for All” poster must be displayed at each feeding site in a location that is visible to students during meal service.

3. Train staff on civil rights annually. Document the date of training and who attended. Specific subject areas to include:

- **COLLECTING AND USING DATA:** Data is collected on ethnicity and race. Parent self-declares. If they do not report, SFA staff will code based on perception. All program materials must be stored in an area of restricted access and retained for three years.
- **EFFECTIVE PUBLIC NOTIFICATION SYSTEMS:** Display the “And Justice for All” poster, include the nondiscrimination statement on program materials, provide information in other languages and alternative formats as needed and convey equal opportunity in all photos and other graphics on websites, publications, etc.
- **COMPLAINT PROCEDURES:** Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures. If there is a complaint, the SFA must contact the Nebraska Department of Education – Nutrition Services.

- COMPLIANCE REVIEW TECHNIQUES: Ensure civil rights requirements are being followed during review process.
- RESOLUTION OF NON-COMPLIANCE: Inappropriate actions must cease. A corrective action plan is required and appropriate procedures must be implemented.
- REQUIREMENTS FOR REASONABLE ACCOMMODATION OF PERSONS WITH DISABILITIES: Entrances and exits must exist to accommodate the disabled. Braille signage and alternative arrangements for service must be available, when needed.
- REQUIREMENTS FOR LANGUAGE ASSISTANT: Bilingual personnel and materials must be provided depending on need, resources available and cost.
- CONFLICT RESOLUTION: Use alternative dispute resolution techniques when necessary. Treat others with respect.
- CUSTOMER SERVICE: “Treat others the way they want to be treated (or at least be aware of what that is).”

4. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.

5. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program

I. Right to File a Complaint

Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

II. Acceptance

All complaints, written or verbal, shall be accepted by the School Food Authority (SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

III. Verbal Complaints

In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:

- Name, address and telephone number or other means of contacting the complainant.
- The specific location and name of the entity delivering the program service or benefit.
- The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor
- The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).
- The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
- The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

## AVAILABILITY OF HANDBOOKS

The 2016-2017 Student-Parent Handbook of Franklin Public Schools is available on the internet at <http://franklin.k12.ne.us/franklin.home.html>.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2016-2017 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to Jan Weiss in the school's front office by **August 19, 2016**. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

- Thank you for providing the 2016-2017 Student Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**
  
- I prefer a paper copy of the Handbook.**

\_\_\_\_\_  
Name

## RECEIPT OF 2016-2017 STUDENT - PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2016-2017 Student-Parent Handbook of Franklin Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date: \_\_\_\_\_

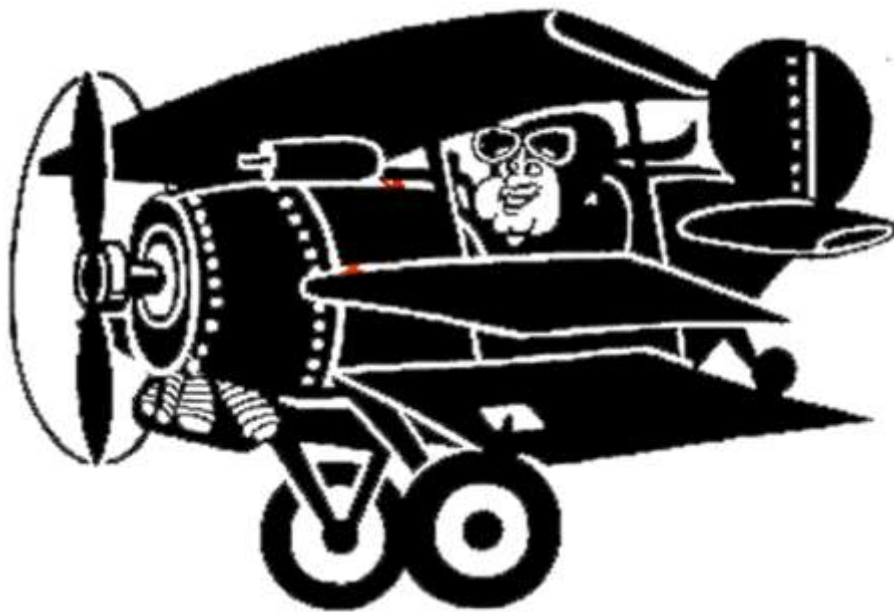
Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

# FRANKLIN HIGH SCHOOL

## ACTIVITIES HANDBOOK



**“Home of Flyer Pride”**

**RESPECT – RESPONSIBILITY – WORK ETHIC – SERVANT LEADERSHIP**

**Updated 2016-2017**

# **FRANKLIN FLYER ACTIVITIES HANDBOOK**

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**Philosophy:** Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge; skill and emotional patterns that they possess, thereby making them better individuals and citizens.

#### **Safety**

The District's philosophy is to maintain an activities program, which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

#### **Warning for Participants and Parents**

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

**Responsibility of the Athlete:** In order to be the best possible athlete and follow the athletic philosophy of the Franklin Public Schools, the athlete must assume the following responsibilities:

##### **Responsibility:**

1. Attend all practices and practice with intensity; thus improve as an individual and player.
2. Adhere to training rules.
3. Expect no favors from the coach or teammates. The athlete must earn the position.
4. Develop a competitive attitude. Be willing to compete against peers in practice as well as opponents in interscholastic completion.
5. Be honest about athletic skills.
6. Maintain respect in victory and defeat.

##### **Responsibility to the Team:**

1. Don't be selfish. The athlete should be willing to sacrifice personal achievement for team success.
2. Be able to separate personal matters from team matters.
3. Respect teammates.
4. Follow the coach's directions

5. Be loyal to the team. When the team needs athletic experiences and ability, be there!

Responsibility to the School and Community:

1. Recognize the leadership role both during and after athletic completion.
2. Realize a good athlete works to their ability in the classroom.
3. Respect the property of others.
4. Promote school spirit.

**Coach-Parent Responsibility and Communication:** In order for our student athletes to have the best possible experiences in Flyer Activities they can, everyone involved with their experience has the responsibility to be professional, while striving to communicate and have positive relationships. Parenting and coaching are extremely difficult vocations. Both parties want the best for their athletes/child, so expectation for proper communication is a vital part of the overall experience.

Communication on Parent Should Expect from the Coach:

1. Philosophy of the coach.
2. Expectations and goals the coach has for the team / season / individual.
3. Locations and schedules for practices and competitions.
4. Team rules, guidelines, and consequences for infractions.
5. Procedures for injury, development of the athlete and team requirements.

Communication Coaches Should Expect from Athletes and Parents:

1. Concerns expressed **directly** to the coach.
2. Notification of any schedule conflicts in advance.
3. Notification of illness or injury as soon as possible.

Appropriate Procedure of Discussion of Concerns:

1. Call the coach at school (not at home) to set up an appointment. If the coach cannot be reached, then contact the AD and he will set up the appointment.
2. Do not confront the coach before or after practice or competition.
3. If a satisfactory resolution cannot be reached with the coach/parent/athlete, then a meeting shall be made with the AD to discuss the situation.
4. Final Step: Contact the Principal/Superintendent to discuss the situation and possibly resolve the conflict.
5. In order to best solve a possible concern, the proper chain of command will be expected to be followed: 1) Coach, 2) Athletic Director/High School Principal; 3) Superintendent.

**Franklin Academic Standards:** Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing shall be determined as a student who has a "D" (69% or Lower) in two or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances. For the purpose of this policy, extracurricular eligibility will be from Sunday through Saturday.
3. Maintain an overall "C" average to participate in extracurricular activities, except school dances.

4. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) Activities or events which are a part of the student's grade requirements.
  - (C) School dances such as prom and homecoming, but student(s) must be in good standing with the Administration, as well as meet all of the other criteria under the "Dances" section of this handbook.

**NSAA Sponsored Activities Eligibility:** In order to represent a high school in interscholastic completion, a student must abide by eligibility rules of the Nebraska School Activities Association.

If the student does not understand a summary of these rules listed below or needs an explanation of other requirements, consult the high school principal or athletic director.

1. Student must be an undergraduate.
2. Student must be enrolled in at least 25 semester hours of instruction per week and regular in attendance in accordance with the adopted attendance policy of the Franklin School.
3. Student must be enrolled in some high school on or before the 11<sup>th</sup> school day of the current year.
4. Student is ineligible if nineteen years of age before August 1<sup>st</sup> of current school year.
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contest/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.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. 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 making a choice of high school, any subsequent transfer will cause the student to be ineligible for ninety school days.
12. When the parents of a student change their domicile from one school district which has a high school to another school district which has a high school, the student is ineligible for ninety days except:
  - 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.
  - If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at that high school and retain eligibility or

he/she is eligible at a high school located in the school district where his/her parents established their domicile.

- If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
  14. A student shall not participate in a contest under an assumed name.
  15. A student must maintain his/her amateur status.
  16. A student changing from one sport to the next within the same sports season (i.e. fall, winter, or spring seasons) may not participate in the new sport – practice or games – for 7 calendar days per the NSAA and is required to practice for 5 days before competing (after the original 7 days).

**Non-NSAA Sponsored Activities Eligibility:** All rules listed above for NSAA eligibility will be followed for all other school sponsored activities that are not included under NSAA, i.e. FFA, FCCLA, Science Club.

**The Principal shall reserve the right to withhold any student from participation due to disruptive behavior, incomplete assignments, and/or any other conduct deemed detrimental to the school/or program.** Eligibility is on a weekly basis. A letter will be sent to parents indicating a student's ineligibility. Students who are injured but otherwise are eligible to play will ride the bus as a team member.

#### **Fundamentals of Sportsmanship:**

##### Coaches

1. Coaches must remember that their influence will reflect in the actions taken by players, students and spectators in maintaining good crowd control.
2. Coaches must follow rules of the sport during the progress of the game, accept the decision of officials without showing emotions, keep players together in entering or leaving the playing area. Avoid public display of criticism before players or spectators.

##### Participants

1. Should display at all time the qualities of sportsmanship
2. Should display respect for opponents at all times, including injured players.
3. Should avoid unsportsmanlike gestures or language.
4. Should respect the judgment of game officials
5. Should concentrate on playing the game with as little regard for the spectators as possible.
6. Accept both victory and defeat with pride and compassion, being never boastful or bitter.

##### Students

1. Should not go onto the playing surfaces at any time including after the end of the game.
2. Should realize that school authorities will take the proper action against anyone who disobeys rules and regulations.
3. Should know and demonstrate the fundamentals of sportsmanship.
4. Should cooperate with cheerleaders.
5. Should exert peer pressure on fellow students whose conduct is unbecoming.
6. Should respect property

7. Should respect the judgment of the coach and game official.
8. Should avoid abusive and profane language and obnoxious behavior.
9. Should censure fellow students whose behavior is unbecoming.

#### Cheerleaders

1. Should cultivate an attitude of good sportsmanship and realize the leadership potential they have for upgrading sportsmanship among spectators.
2. Cheers are to be positive for their own team. No negative cheers, disparaging or insulting to opposing teams or fans are to be used.
3. Should be discretion in selecting type and timing of cheers so as to stimulate sportsmanlike crowd response.
4. Should give encouragement to injured players and recognize outstanding performance by either team.
5. The host cheerleaders should initiate efforts to be hospitable to visiting cheerleaders, teams and spectators.

**Unsportsmanlike Behavior:** Any participant ejected from a contest for unsportsmanlike conduct shall be ineligible for the next athletic contest at that level of competition and all other athletic contests at any level during the interim, in addition to the other penalties the NSAA or the school may assess. Any participant ejected a second time during a season from a contest for unsportsmanlike conduct shall be ineligible for the next two contests at that level of competition and all other athletic contests at any level during the interim, in addition to other penalties the NSAA or school may assess. Any participant ejected a third time shall be ineligible for the next three contests at that level of competition and all other athletic contests at any level during the interim, in addition to other penalties the NSAA or school may assess. When schools have students or coaches with multiple ejections, the school shall submit to the NSAA a written management plan on how they plan to remediate the problem.

#### **Franklin High School Lettering Requirements:**

##### **Football**

1. A participant must play in  $\frac{1}{4}$  of the total quarters of a varsity season.
2. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

##### **Volleyball**

1. To letter a girl must play for any length of time in  $\frac{3}{4}$  of the varsity games.
2. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

##### **Cross Country**

1. 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) or:
2. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

### **Girls Basketball**

1. A person may earn a letter by playing 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.
2. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

### **Boys Basketball**

1. A person may earn a letter by playing at least one varsity quarter per every varsity game played.
2. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

### **Wrestling**

1. A person may earn a letter by scoring 16 points during the season as follows:
  - 1 point for a varsity match loss.
  - 2 points for a varsity match draw.
  - 3 points for a varsity match win.
  - 3 ½ points for a varsity match superior decision.
  - 4 points for a varsity match pin
  - ½ point for a junior varsity match loss
  - 1 point for a junior varsity match win or draw
  - 1 ½ 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.

### **Track**

1. To letter in track, an athlete must make 1 point in any major meet or 4 points in any number of minor meets.
2. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

### **Golf**

1. A golfer may letter if his/her score counts in any two tournaments competitions or if he/she participates as a varsity member in 5 or more meets.
2. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

### **Student Trainers**

1. A student trainer may letter if he/she works a complete season and attends each event asked of them.
2. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

### **Cheerleaders**

A cheerleader may earn a letter if they complete the following criteria:

1. Attend both Cheer Camps
2. Attend and work at 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 Letters**

A student may earn a letter if they 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.

### **Competition One Acts**

A student may earn a letter if they 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 student may earn a letter if they meet the following criteria:

1. 95% in Band Class
2. Perform solo or duet at District Music Contest – OR – Be selected for an Honor Band (Other than TVC).

**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.*

### **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 means 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, 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.

#### **Drug, Alcohol, and Tobacco 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:**

An activity participant who violates the drug, alcohol, or tobacco 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.

**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.

### **Practice Regulations**

1. Before being permitted to practice, the athlete must have complete physical examination. The record of the physical examination will be kept on file in the medical doctor's office. A copy must be on file in the athletic director's office before the athlete is permitted to practice. The athlete's parents, and medical doctor must sign all copies, wherever a signature is required.
2. No practices will be scheduled on Sundays unless a varsity contest is scheduled on the following Monday, and is approved by the administration. No practices will be held after 6:00pm on Wednesday.
3. No athlete will work out using school facilities unless supervised by a sponsor.
4. All participants will wear the practice clothing and equipment required by the coach.
5. If an athlete suffers an injury, which requires a doctor's attention, there must be a written medical release to resume practice
6. If an athlete is injured, the athlete will be expected to attend practices even though they cannot actually participate. Their respective coach may excuse athletes.
7. No practice will exceed 2 ½ hours on the court or field.
8. All athletes, including those 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 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.
9. 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.
10. Middle school athletes will not scrimmage with high school athletes in football. Scrimmages may be allowed between middle school athletes and ninth graders in basketball with administration permission. All non-students must have board approval to assist in an activity.
11. **Note beginning with the 2016-2017 school year students in Middle School that participate in sports will follow a new practice schedule in terms of times of when practices will be held. Beginning with the 16-17 school year middle school students will practice Football, Volleyball, and/or Cross Country after school from 3:45 pm until dismissed during the fall. Basketball and Wrestling will still be during 8<sup>th</sup> period and last until 4:25 pm during the winter season, and Track and Field will be after school from 3:45 pm until dismissed during the spring season.**

**Transportation:** Franklin's athletic teams and other school activity groups shall travel to and from out of town activities by school bus or other school owned vehicles. Students will return from an activity by the same transportation provided for taking them to the contest with the following exceptions:

- The parents are going on to another location and not returning to Franklin.
- The student lives between the location of the activity and Franklin.
- The student would be unsupervised at home if required to ride the bus

The student's parents must obtain permission from the head sponsor by speaking to him/her personally or getting approval from the administration ahead of time. Parents must sign a permission slip in order for the coach/sponsor to release the student.

Students and parents are reminded of the need for a team concept for success and should not request release from school transportation and the activity group unless necessary.

**Lodging and Meals:** When lodging is required, the school shall pay the expense. The activities director and administration will make all accommodation. Four or more individuals will stay in a room whenever possible. Meals will be provided only on overnight trips. The activities director and administration will determine the meal allowance. Receipts will support all meal expenditures.

**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.

**Equipment:** All equipment will be checked out to the athlete at the beginning of the season by the coach in charge. This equipment is expected to be checked in at the end of the season or immediately if the athlete quits a sport. The equipment is expected to show no more than normal wear and tear. The cost of any flagrant or intentional destruction of this equipment will be billed to the student at replacement cost. At no time should an athlete wear equipment checked out to him/her except for practices and contests.

**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 personnel 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.
2. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a noninvestigatory work-related purpose, such as to retrieve a file.
3. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

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.

**National Honor Society Selection Policy:** The local Selection Committee is made up of the chapter advisor and five faculty members will conduct selection of members into the National Honor Society. The Franklin Selection Policy adopted on October 3, 1984 will govern the Selection Committee in their selection.

The Committee will disseminate all material to prospective members, conduct all evaluations involving staff members, tabulate and interpret all written forms submitted by prospective members or staff, and announce the names of students selected for membership in the Franklin High School chapter of the National Honor Society. The selection Committee will survey the school faculty (K-12) for information concerning the students wishing to be considered for membership. The Committee will consider this confidential information before selections are made. All selection decisions made by the Selection Committee will be final. Selection of students for membership in the national Honor Society will be made in September with the induction ceremony-taking place in early October.

The National Honor Society Selection Policy shall be posted on the bulletin board in the high school wing, published in the school newsletter, given to each eligible student, and given to each teacher on staff.

### **Eligibility and Selection Criteria**

1. To be eligible for membership in the Franklin Chapter of the National Honor Society, a student must be a senior, junior, or sophomore. He or she must have 93% grade point average (GPA).
2. Eligible Students who are interested in becoming members in the National Honor Society will complete an activity information packet.
3. 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.

**Title IX:** Title IX also applies to Franklin Public Schools' employment practices and prohibits discrimination on the basis of sex in recruitment, advertising, and application for employment, as well as hiring, promotion, demotion, layoff, termination, nepotism policies, job description, leaves of absence, fringe benefits, except when discrimination based on sex is when sex is a bona fide occupational qualification.

Any questions or grievances should be brought to the attention of: Dr. Kenneth Schroeder, Franklin Public Schools, 1001 M Street, Franklin, NE 68939-1199. Phone 308-425-6283, ext. 24.

**Grievance Procedure Title VI, Title IX, Section 504:**

A grievance is a written allegation by a student of the Franklin Public Schools of a violation of any of the rules or regulations of Title IX of the 1972 Education Amendments by the Franklin Public School District.

**Procedure:**

1. **Informal:** If a student has a grievance or a complaint, the student should first discuss the matter with the principal in an effort to resolve the problem informally. The principal shall render the decision within three working days after the informal discussion. If the student is not satisfied with the decision of the principal, the student shall have the right to have a representative assist the student in further informal efforts to resolve the problem, or the students may represent themselves.
2. **Formal:** If the problem is not resolved through the informal procedure, then within fifteen working days of the incident, the aggrieved student/s must submit the alleged grievance, in writing to the principal. The person to whom the alleged grievance has been submitted for decision must, within ten working days, render the decision and the reasons therefore, in writing to the aggrieved student(s).
3. If the aggrieved student/s is not satisfied with the disposition of the alleged grievance under #2 then the student shall, in writing, to the Superintendent of Schools within five working days of receipt of the #2 decision. Within five working days after receipt of the written appeal, the Superintendent shall meet with the aggrieved student. The Superintendent shall, within five working days after the meeting with the aggrieved student(s) render a decision and the reasons therefore, in writing, to the aggrieved teacher.
4. If the aggrieved student is not satisfied with the #3 disposition of the alleged grievance, such student shall file within three working days after receipt of the #3 decision a written appeal and a request for a hearing before the Board of Education. Within twenty-five days after receiving the written decision and the reasons therefore within ten working days of such hearing. At such hearing, the aggrieved student shall be allowed to present the alleged grievance, personally or by a representative(s). Both administration and the aggrieved student shall be allowed to call witnesses and present evidence relevant to the alleged grievance, but the rules of evidence applicable in the courts shall not apply in the Board hearing. The Board hearing and decision shall constitute the not be construed by either party to bar appeal to the duly constituted courts.

**Activity Tickets:** Student, adult and family activity tickets may be purchased through the office. The Board of Education will set the price at the beginning of each year. These tickets will admit you to all school functions with the exception of tournaments, closed school activities, class plays, etc.

**Sports:** Any student wishing to participate in athletics must have parental consent and must have a physical examination. The school does not carry any insurance for any participant in any sport.

**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 is generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 16, not in 9th, 10th, 11th, or 12th grade, or who are 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. Franklin students who wish to bring dates over age 20 may request to do so. The administration will have sole discretion on whether or not to allow dates who are over age 20 to attend 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 that apply to our students.
  - f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written 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 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 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 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 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 body 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. Crowning will be held at the fall sports event deemed to have the largest attendance.

**b. Prom Queen & King:**

- 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 juniors and seniors 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 Prom Dance and represent the school properly.
- The queen and king will be chosen from the qualified nominees by secret vote of the junior and senior students.

**Policy for Basketball Games:** 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.

**School Funds:** Disbursement of school funds by any organization, class, club, etc. will be done after being the result of a majority vote of said organization's members, approved by sponsor, and approval by an administrator. Under no circumstance will students commit school funds without permission. Violators will pay for all financial commitments made that were not approved in the proper manner.

**Activity Participation:** Students and parent must select participation in activities very carefully. Due to many activities moved outside the school day and academics being paramount, it can become difficult to fulfill multiple obligations at once.

**Student Activities, Hazing, Fund-Raising and Supervision:**

**Secret Organization:** No student shall participate in or be a member of any secret fraternity or secret organization that is in any degree a school organization. Students who violate this rule may be denied any or all school privileges and may be expelled.

**Initiation & Hazing Activities:** Initiations and hazing activities are not permitted. Students who violate this rule may be denied any or all school privileges and may be expelled.

**Fund-raising:** All teachers shall earnestly seek to educate students in the services performed by the 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 student activities, and provided the project has the approval of the principal of the school involved.

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 that 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 have 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 two (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. 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 should never be required to meet specified goals as a condition of membership or status within the activity.
  - E. 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.
  - F. 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 activity's 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

**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.

### **Parents' 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.

### **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.
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.

**Magnum Builders**  
17207 Harney St  
Omaha, NE 68118



# INVOICE

**BILL TO**

Franklin Public School  
1001 M Street  
Franklin, NE 68939

**INVOICE #** 164  
**DATE** 06/26/2016  
**DUE DATE** 07/11/2016  
**TERMS** NET 15 Days

DESCRIPTION	QTY	RATE	AMOUNT
<b>Job Location</b> Areas A and B	1	0.00	0.00
<b>Metal roof with steel framework</b> Final billing for steel framework over existing roof and installing standing seam galvalume roof panels to cover.	1	89,500.00	89,500.00
<b>Flashing</b> Flashing, wall panels, gutter and downspouts to be lightstone color. (included)	1	0.00	0.00
<b>Warranty</b> Includes manufacturers 25 year warranty on steel and Magnum Builders 20 year weather tight warranty.	1	0.00	0.00
<b>Services</b> Less initial progress billing		-30,000.00	-30,000.00

Thank you for your business.

BALANCE DUE

**\$59,500.00**

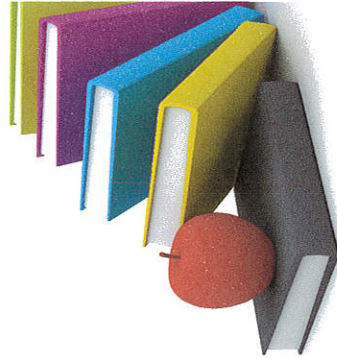
Phone: 402.727.8539  
Email: [magnumbuilder@gmail.com](mailto:magnumbuilder@gmail.com)  
Website: [magnumbldrs.com](http://magnumbldrs.com)

Wednesday, August 17, 2016

NO SCHOOL— Students & Teachers

Thursday, August 18, 2016

First Day of Classes



"A teacher  
takes a hand,  
opens a mind,  
touches a  
heart, shapes  
the future."

Friday, August 19, 2016

2:00 pm Early Dismissal

**Casual summer attire  
is acceptable clothing  
on in-service days.**

# WELCOME!

Dear Faculty & Staff,

It is hard to believe that the beginning of school is just around the corner. It is an exciting time for all of us in the field of education. This year presents opportunities for various beginnings—new students, new staff and new educational resources.

As we begin a new school year, we all need to be reminded how significant our role is and how important we are and will be to the students we teach this year. Outside of their parents, no one is likely to be more influential in students' lives than their teachers. Stop and think about the significance of this reality. Then take it to heart. It's true, and it has powerful and profound ramifications.

We are a part of a very special profession. We help mold minds and human beings. Our students will be impacted by what and how well we teach them—and by how well we relate to them.

We must never forget that each and every student entrusted to us is important—no matter what his or her flaws or difficulties. Each will have a role in the future of our world. Therefore, it's up to us to help each student become their best.

A new year gives us the opportunity to make new plans, design new strategies and implement new programs. There is a special kind of joy and satisfaction in planning for a new group of students. Whether one's responsibility is supervising, teaching, preparing lunches, aiding students, maintaining buildings, driving busses, managing an office or administering, there is always room for improvement and utilizing new methods to improve your work.

You can be proud of what has been achieved at Franklin Public Schools. Our school is what it is because a staff of dedicated men and women have a common goal—to do what is best for students and are always looking for ways to achieve that goal. You have an important and long-lasting effect on our young people and their future.

This year we will continue on the processes that allow us to better meet the needs of our students. I look forward to working with each of you in the year ahead. Let's make this year the best yet as we serve FPS students, parents, and communities.

Sincerely,

Dr. Candace Conradt  
Superintendent

**Thursday, August 11, 2016**  
FPS Media Center

7:30-8:00 Social Committee Meeting (Mrs. Kahrs, Mr. Boettcher, Mrs. Miller, Mrs. Simmons, Mrs. Antholz, Mrs. Haussermann, & Mrs. Hoffman)

8:00-8:25 Rolls, Juice & Coffee

8:25-8:30 Introduction of New Staff

8:30-3:30 *A Framework to Poverty: Understanding Poverty*

Lunch provided by the school.

3:45-4:30 Eakes Copier Training School Office

4:30 End of Work Day  
Students may enter building for extra curricular activities

**Required Attendance: 8:00-4:30:**  
Teachers, Paraprofessionals, Secretary, Bookkeeper, Food Service Personnel, Technology Coordinator & Custodians

back to  
School



**Monday, August 15, 2016**  
FPS Media Center

8:00-8:15 Rolls, Juice & Coffee  
(Rolls provided by Chamber of Commerce)

8:15-9:15 Chamber of Commerce Welcome  
Superintendent Welcome  
Introduction of New Staff  
General Expectations  
Handbooks

9:00-9:30 Secretarial / Bookkeeper Update

9:30-11:00 Elementary Staff Meeting - Mrs. Kahrs Office  
Secondary Staff Meeting - Media Center

11:00-11:30 AFLAC - All Staff - Media Center

12:00-1:00 Lunch @ Methodist Church

1:00-2:00 Sports Coaches Meeting (All Athletic Coaches  
Need to Attend) - Media Center

1:00-2:00 Elementary Para Mtg. - Mrs. Kahrs Office

2:00-3:00 Activity Sponsors Meeting (All Activity Coaches  
and Sponsors need to attend) - Media Center

2:00-3:00 Medical Presentation - K-2 Teachers, Title, PE,  
Music, Library, Paras, Medical Aide, Guidance  
Counselor, Bookkeeper, Secretary, Custodians,  
Food Service, Heather B, & Janet K. - Mrs.  
Kahrs Office

3:00-4:00 403b Presentation - Media Center

4:00 End of Work Day  
Students may enter building for extra  
curricular activities.

**Required Attendance 8:00-4:00:**  
Teachers & Paraprofessionals

**Required Attendance 8:00-1:00:**  
Secretary, Bookkeeper, Food Service Personnel, Technology  
Coordinator & Custodians

**All staff are invited to attend the  
Methodist Church luncheon.**

**Tuesday, August 16, 2016**

8:00-8:15 Rolls, Juice & Coffee

8:15-11:00 Secondary Staff Mtg. - Media Center

8:15 -9:15 K-2 /SPED/Title Mtg. - Mrs. Kahrs Office

9:15-10:15 3-6/Title Mtg. - Mrs. Kahrs Office

10:15-11:00 K-6 Teachers - Mrs. Kahrs Office

\*10:30 -Noon K-12 SPED Teachers & Paras - Polly Sindt's  
High School Classroom

Noon-1:00 Lunch Provided by School—Cafeteria

\*1:00-3:30 All Staff - Presentation by Karen Haase  
Media Center

3:30-4:30 Elementary Music, Art, PE, & Media - Mrs.  
Kahrs Office

**\* Paraprofessionals must attend**

**Back to School Bash**  
**August 16, 2016**

5:30 -7:00 PK-6 Open House

5:30-6:20 Drug Dog Presentation for 7-12 Students  
& Parents - Practice Gym

6:30-7:20 Presentation by Karen Haase for 7-12  
Students & Parents (Mandatory Attendance  
for 7-12 students)  
Main Gym

6:30-8:00 Cookout



**Superintendent's Report**  
**July 11, 2016**

**Candy's Contact Information**

E-mail: [candace.conradt@fpsflyers.org](mailto:candace.conradt@fpsflyers.org)

Cell Phone: 402-340-6103

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**Mtgs./Activities Attended**

June 9 & 10 School Law Conference @ Kearney  
June 27 School Board Retreat/Workshop  
June 29 School Finance Mtg @ Lincoln  
July 7 Nebraska Cattlemen "Beef in Schools Meeting" @ Orleans  
July 8 Franklin County Fair – Supporting FFA & 4H students

**Candy's Summer Work**

Created "*Back to School Letter*" for all faculty, staff and board members  
Wrote response letters and gathering evidence for 2 appeals for the marketplace insurance  
Working on the 2016-17 school year budget  
Organizing personnel files  
Organize professional growth points  
Creating my presentation for faculty & staff professional development on August 15

Congratualtions to all the FFA & 4H students for entering and showing their projects at the Franklin County Fair. I was very impressed with their projects and showmanship.