

## Regular Meeting

Monday, August 14, 2023 7:00 PM

1. Call the Meeting to Order

2. Pledge of Allegiance

3. Roll Call

Attendance Taken at 7:02 PM. **Absent:** Brandon Herrick, **Present:** Michael Bartels, Derek Fouts, Angie Grube, Windy Ingram, Harley Scott. Present: 5, Absent: 1.

4. Excuse Absent Board Members

Motion to excuse who is absent from the meeting passed with a motion by Derek Fouts and a second by Michael Bartels.

Brandon Herrick: Absent, Michael Bartels: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea, Harley Scott: Yea

5. Verification of Open Meetings Act Notice

6. Verification of Publication of Meeting Notice

7. 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 Michael Bartels and a second by Windy Ingram.

Brandon Herrick: Absent, Michael Bartels: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea, Harley Scott: Yea

8. Action Items

8.1. Consent Agenda

Motion to approve consent agenda passed with a motion by Windy Ingram and a second by Derek Fouts.

Brandon Herrick: Absent, Michael Bartels: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea, Harley Scott: Yea

8.1.1. Minutes of Previous Meeting

8.1.2. Monthly Financial Report

8.1.3. Claims

8.2. Consider, discuss and approve the 2023-2024 Student/Parent Handbook.

Motion to approve the 2023-2024 Student/Parent Handbook as presented passed with a motion by Harley Scott and a second by Angie Grube.

Brandon Herrick: Absent, Michael Bartels: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea, Harley Scott: Yea

8.3. Consider, discuss and approve purchasing Rooms service from Apptegy.

Motion to approve implementing Apptegy Rooms service passed with a motion by Harley Scott and a second by Derek Fouts.

Brandon Herrick: Absent, Michael Bartels: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea, Harley Scott: Yea

9. Activities Director's Report / Technology Director's Report

10. Elementary Principal's Report

11. Secondary Principal's Report

12. Superintendent's Report

13. Executive Session - To discuss personnel for the protection of public interest and/or the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting.

14. Positive Comments

15. Adjournment

Meeting to adjourn at 8:06 PM passed with a motion by Derek Fouts and a second by Michael Bartels.

Brandon Herrick: Absent, Michael Bartels: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea, Harley Scott: Yea

## Regular Meeting

Monday, July 17, 2023 7:00 PM

### 1. Call the Meeting to Order

The regular meeting of the Franklin Public School Board was opened at 7:00 PM.

### 2. Pledge of Allegiance

### 3. Roll Call

Attendance Taken at 7:00 PM. **Present:** Michael Bartels, Derek Fouts, Angie Grube, Brandon Herrick, Windy Ingram, Harley Scott. Present: 6.

### 4. Excuse Absent Board Members

### 5. Verification of Open Meetings Act Notice

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

### 6. Verification of Publication of Meeting Notice

Board Member Derek Fouts verified that the meeting notice was published in the Franklin Chronicle.

### 7. 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 Brandon Herrick and a second by Derek Fouts.

Michael Bartels: Yea, Derek Fouts: Yea, Angie Grube: Yea, Brandon Herrick: Yea, Windy Ingram: Yea, Harley Scott: Yea

### 8. Visitor Comments

6 man vs 8 man football was discussed amongst the present school staff members and the school board.

### 9. Action Items

#### 9.1. Consent Agenda

Motion to approve consent agenda passed with a motion by Derek Fouts and a second by Windy Ingram.

Michael Bartels: Yea, Derek Fouts: Yea, Angie Grube: Yea, Brandon Herrick: Yea, Windy Ingram: Yea, Harley Scott: Yea

9.1.1. Minutes of Previous Meeting

9.1.2. Monthly Financial Report

9.1.3. Claims

9.2. Consider, discuss and approve on first reading, updates to the attached board of education policies

**Policies Updated:**

3001

Budget and Property Tax Request

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

3003.1

Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

3033

Lending Textbooks to Children Enrolled in Private Schools

3036

Purchasing (Credit) Card Program

3059

Audio and Video Recording

4003

Drug Policy Regarding Drivers

4045

Milk Expression

4059

Behavioral and Mental Health Training

5003

Admission of Part-Time Students

5004

Option Enrollment

5035

Student Discipline

5045

Student Fees

5049

Firearms and Weapons

5052

Wellness Policy

5062

Lice and Nits

5064

Supplement, Not Supplant

6003

Instructional Program

6004

Curriculum Development

6038

Artificial Intelligence Motion to approve on first reading, updates to the attached board of education policies. passed with a motion by Angie Grube and a second by Harley Scott. Michael Bartels: Yea, Derek Fouts: Yea, Angie Grube: Yea, Brandon Herrick: Yea, Windy Ingram: Yea, Harley Scott: Yea

9.3. Consider, discuss and approve new breakfast and lunch pricing as presented.

All students will eat for free for first servings because we have qualified for the CEP (Community Eligibility Provision) program. Second serving will be paid for by the student's family. Motion to approve new breakfast and lunch pricing as presented passed with a motion by Derek Fouts and a second by Michael Bartels.

Michael Bartels: Yea, Derek Fouts: Yea, Angie Grube: Yea, Brandon Herrick: Yea, Windy Ingram: Yea, Harley Scott: Yea

9.4. Consider, discuss and approve activity pricing as follows: \$6 single game entrance for adults and students, yearly family pass increasing to \$175 and yearly single adult pass increasing to \$150.

Cost of officials is at an all-time high. Increasing the admissions fee will help offset some of the expenses of the officials. The NSAA has also increased their pricing at events and our conference is increasing to \$6 for adults and students at all conference-sponsored events. Motion to approve activity pricing as follows: \$6 single game entrance for adults and students, yearly family pass increasing to \$175 and yearly single adult pass increasing to \$150. passed with a motion by Derek Fouts and a second by Michael Bartels.

Michael Bartels: Yea, Derek Fouts: Yea, Angie Grube: Yea, Brandon Herrick: Yea, Windy Ingram: Yea, Harley Scott: Yea

9.5. Consider, discuss and approve retaining the hail damaged (total loss) 2007 GMC, 2011 Ford Econoline and 2018 Dodge Grand Caravan with payment to be made to FPS from insurance for the damage.

The high price and lack of used vehicles right now makes it difficult to let current vehicles go. We can replace windshields and a couple of taillights and continue to drive the vans. We have an opportunity to get a big upgrade to the truck for very little capital outlay. Motion to approve retaining the hail damaged (total loss) 2007 GMC, 2011 Ford Econoline and 2018 Dodge Grand Caravan with payment to be made to FPS from insurance for the damage passed with a motion by Michael Bartels and a second by Windy Ingram.

Michael Bartels: Yea, Derek Fouts: Yea, Angie Grube: Yea, Brandon Herrick: Yea, Windy Ingram: Yea, Harley Scott: Yea

9.6. Consider, discuss and approve purchasing a 2010 Ford F-150 4x4 to replace the total loss from hail damage 2007 GMC from Eagle Chevrolet for \$17,085.00 from the General Fund.

The 2010 Ford F-150 has only 51,000 miles. The district will also receive \$8,252.00 from insurance for the damage on the 2007 GMC so the total trade will cost the district \$8,833.00. Motion to approve purchasing a 2010 Ford F-150 4x4 to replace the total loss from hail damage 2007 GMC from Eagle Chevrolet for \$17,085.00 from the General Fund passed with a motion by Harley Scott and a second by Brandon Herrick.  
Michael Bartels: Yea, Derek Fouts: Yea, Angie Grube: Yea, Brandon Herrick: Yea, Windy Ingram: Yea, Harley Scott: Yea

#### 10. Activities Director's Report / Technology Director's Report

8 man vs 6 man football discussion continued. Results of the survey and additional informative information was provided. A decision to switch to 8 man or to remain as a 6 man football team will be made at a later date.

The technology damage fee percentages were discussed. The cost of repairing technology is high. If the damage fee percentages were increased, it might help the students be more responsible with the laptops. In turn, fewer repairs needed.

#### 11. Elementary Principal's Report

#### 12. Secondary Principal's Report

Mrs. Shelley Kahrs, Elementary Principal and Mrs. Christie Stratman, Junior High / High School Principal, have been working hard on various tasks such as updating the school handbooks, attending meetings/presentations and assigning staff to the new school year schedule.

#### 13. Superintendent's Report

Mr. Lecher has been working on the budget for the upcoming school year. The school continues to get quotes and inspections done concerning the hail damage. The shop's welding exhaust project has been completed. We are looking into different options to improve the parking lot areas where there are drainage issues. The Back to School Bash will be held Tuesday, August 15th.

14. Executive Session - To discuss personnel for the protection of public interest and/or the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting.

#### 15. Positive Comments

School board members have heard multiple compliments towards our custodial staff. Thank you Steve, Nate and Michelle! Keep up the hard work!

Thanks to Mr. Baumgart for organizing the football survey and presenting the information.

Thanks to Mrs. Kahrs and Mrs. Stratman for all the hours and hard work put into updating the handbooks.

## 16. Adjournment

Meeting to adjourn at 8:40 PM passed with a motion by Brandon Herrick and a second by Derek Fouts.

Michael Bartels: Yea, Derek Fouts: Yea, Angie Grube: Yea, Brandon Herrick: Yea, Windy Ingram: Yea, Harley Scott: Yea

# CAFETERIA PLAN -- FLEX BENEFITS PLAN

Statement Date: July 31, 2023

## FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	\$19,355.28
Cash Receipts:	
Transfer from Gen Fund to "Start Up" New School Year	\$0.00
Monthly Reimbursement from Gen Fund Employee Payroll	\$1,252.50
Expenses:	
Transfer to Gen Fund for "Start Up" Reimbursement	\$0.00
Employee Benefit Direct Deposit	-\$105.41
Employee DataPath Card Direct Pay	-\$332.46
<b>Checking Account End of Month Balance on Hand:</b>	<b>\$20,169.91</b>

**Grand Total: \$20,169.91**

## Bank Statement -- Account Balance

Checking Account Balance this Statement:	\$20,169.91
Cash Receipts Outstanding	\$0.00
Expenses Outstanding	\$0.00
<b>Checking Account End of Month Balance on Hand:</b>	<b>\$20,169.91</b>

**Grand Total: \$20,169.91**

# 01 -- GENERAL FUND

Statement Date: July 31, 2023

## FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand: \$1,322,362.57

Cash Receipts:

Franklin County Treasurer \$62,885.14

Harlan County Treasurer \$4,185.14

Miscellaneous \$80,950.06

Voided Checks \$0.00

Interest \$256.92

Expenses:

Transfer to Cafeteria Plan for "Start Up" New School Year \$0.00

Invoice Checks Written this Month -\$62,903.69

Payroll Employees -\$149,517.29

Payroll Payees -\$172,535.38

**Checking Account End of Month Balance on Hand: \$1,085,683.47**

CD Account Beginning of Month Balance on Hand: \$1,243,980.56

Interest \$12,709.02

**CD Account End of Month Balance on Hand: \$1,256,689.58**

**Grand Total: \$2,342,373.05**

## Bank Statement -- Account Balance

Checking Account Balance this Statement: \$1,104,489.13

Cash Receipts Outstanding \$0.00

Checks Outstanding -\$18,805.66

**Checking Account End of Month Balance on Hand: \$1,085,683.47**

**CD Account Balance this Statement: \$1,256,689.58**

**Grand Total: \$2,342,373.05**

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	LOCAL PROPERTY TAXES, TRANSFERS	3,953,677.00	41,148.89	3,949,312.92	99.89	4,364.08
01 1115	CARLINE TAX	100.00	0.00	105.92	105.92	(5.92)
01 1120	PUBLIC POWER DIST SALES TAX 5% GROSS	12,000.00	425.67	12,447.22	103.73	(447.22)
01 1125	MOTOR VEHICLE TAX	122,500.00	14,399.58	137,125.31	111.94	(14,625.31)
01 1140	PENALTIES AND INTEREST ON TAXES	11,000.00	589.36	11,705.07	106.41	(705.07)
01 1370	PRESCHOOL TUITION AND FEES	13,000.00	0.00	13,450.00	103.46	(450.00)
01 1510	INTEREST ON INVESTMENTS	15,000.00	12,965.94	28,162.84	187.75	(13,162.84)
01 1911	LOCAL LICENSE FEE	1,400.00	0.00	1,406.75	100.48	(6.75)
01 1920	CONTRIBUTIONS & DONATIONS	2,500.00	0.00	2,500.00	100.00	0.00
	Subtotal: LOCAL RECIEPTS	4,131,177.00	69,529.44	4,156,216.03	100.61	(25,039.03)
01 2110	COUNTY FINES & LICENSES	2,800.00	150.68	2,973.56	106.20	(173.56)
01 2210	ESU RECEIPTS	700.00	0.00	750.00	107.14	(50.00)
	Subtotal: COUNTY AND ESU RECEIPTS	3,500.00	150.68	3,723.56	106.39	(223.56)
01 3110	STATE AID	141,000.00	0.00	141,213.00	100.15	(213.00)
01 3120	SPED (SCHOOL AGE)	354,000.00	0.00	354,152.00	100.04	(152.00)
01 3125	SPED TRANSPORTATION SCHOOL AGE	16,500.00	0.00	16,635.00	100.82	(135.00)
01 3130	HOMESTEAD EXEMPTION	29,000.00	7,211.14	36,609.72	126.24	(7,609.72)
01 3131	PROPERTY TAX CREDIT	327,500.00	131.07	327,804.49	100.09	(304.49)
01 3180	PRO-RATE MOTOR VEHICLE	6,500.00	2,153.73	8,834.71	135.92	(2,334.71)
01 3400	STATE APPORTIONMENT	37,000.00	0.00	37,210.95	100.57	(210.95)
01 3535	HIGH ABILITY LEARNERS	3,500.00	0.00	3,851.00	110.03	(351.00)
01 3540	STATE EARLY CHILDHOOD	9,386.00	0.00	9,386.00	100.00	0.00
01 3990	OTHER STATE RECEIPTS (GAME & PARKS)	75.00	860.16	935.16	1,246.88	(860.16)
	Subtotal: STATE RECEIPTS	924,461.00	10,356.10	936,632.03	101.32	(12,171.03)
01 4309	HEAD START	1,000.00	0.00	1,000.00	100.00	0.00
01 4310	REAP	24,500.00	0.00	24,571.00	100.29	(71.00)
01 4421	IDEA PART B (611) ARP BASE POVERTY BIRTH-21 YRS	6,725.00	0.00	6,750.00	100.37	(25.00)
01 4516	IDEA PRESCH(619) BASE IDEA ENROLL/POVERT	1,000.00	0.00	1,122.00	112.20	(122.00)
01 4518	IDEA PART B (611) BASE POVERTY ALLOCATION	57,800.00	0.00	57,849.00	100.08	(49.00)
01 4525	FED VOC & APPLIED TECH ED (CARL PERKINS)	3,600.00	0.00	3,650.20	101.39	(50.20)
01 4708	MEDICAID IN PUBLIC SCHOOLS	8,500.00	0.00	8,572.14	100.85	(72.14)
01 4709	MEDICAID ADMINISTRATIVE ACTIVITIES	5,500.00	0.00	5,519.08	100.35	(19.08)
01 4998	ESSER III - ARP	102,500.00	51,570.00	154,298.00	150.53	(51,798.00)
	Subtotal: FEDERAL RECEIPTS	211,125.00	51,570.00	263,331.42	124.73	(52,206.42)
01 5300	PROCEEDS FROM DISPOSAL OF REAL/PERS PROPERTY	4,500.00	0.00	4,520.00	100.44	(20.00)
01 5301	INSURANCE ADJUSTMENTS	100.00	29,296.06	29,296.06	29,296.06	(29,196.06)
	Subtotal: NON-REVENUE RECEIPTS	4,600.00	29,296.06	33,816.06	735.13	(29,216.06)
	Fund Total:	5,274,863.00	160,902.28	5,393,719.10	102.25	(118,856.10)

## 02 -- DEPRECIATION FUND

Statement Date: July 31, 2023

### FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	\$181,341.92
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Cash Receipts:

Transfer from General Fund	\$0.00
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Miscellaneous	\$0.00
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Expenses:

Invoice Checks Written this Month	\$0.00
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<b>Checking Account End of Month Balance on Hand:</b>	<b>\$181,341.92</b>
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**Grand Total: \$181,341.92**

### Bank Statement -- Account Balance

Checking Account Balance this Statement:	\$181,341.92
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Cash Receipts Outstanding	\$0.00
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Checks Outstanding	\$0.00
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<b>Checking Account End of Month Balance on Hand:</b>	<b>\$181,341.92</b>
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**Grand Total: \$181,341.92**

## 03 -- UNEMPLOYMENT INSURANCE FUND

Statement Date: July 31, 2023

### FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	\$3,503.51
Cash Receipts:	
Miscellaneous	\$0.00
Interest	\$0.74
Expenses:	
Employee Benefit Checks Written this Month	\$0.00
<b>Checking Account End of Month Balance on Hand:</b>	<b>\$3,504.25</b>
CD Account Beginning of Month Balance on Hand:	\$4,121.67
Interest	\$0.00
<b>CD Account End of Month Balance on Hand:</b>	<b>\$4,121.67</b>
<b>Grand Total:</b>	<b>\$7,625.92</b>

### Bank Statement -- Account Balance

Checking Account Balance this Statement:	\$3,504.25
Cash Receipts Outstanding	\$0.00
Checks Outstanding	\$0.00
<b>Checking Account End of Month Balance on Hand:</b>	<b>\$3,504.25</b>
CD Account Balance this Statement:	\$4,121.67
<b>Grand Total:</b>	<b>\$7,625.92</b>

## 05 -- ACTIVITY FUND

Statement Date: July 31, 2023

### FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand: \$152,350.41

Cash Receipts:

Transfer from General Fund Replenishing Activity Fund \$0.00

Contributions, Miscellaneous \$1,454.20

Voided Checks \$286.00

Interest \$30.23

Expenses:

Prepaid Invoice Checks Written this Month \$0.00

Invoice Checks Written this Month -\$27,924.27

**Checking Account End of Month Balance on Hand: \$126,196.57**

CD Account Beginning of Month Balance on Hand: \$22,359.58

Interest \$236.92

**CD Account End of Month Balance on Hand: \$22,596.50**

**Grand Total: \$148,793.07**

### Bank Statement -- Account Balance

Checking Account Balance this Statement: \$136,637.42

Cash Receipts Outstanding \$0.00

Checks Outstanding -\$10,440.85

**Checking Account End of Month Balance on Hand: \$126,196.57**

**CD Account Balance this Statement: \$22,596.50**

**Grand Total: \$148,793.07**

**Franklin Public School -- 05 Activity Fund Balance Report - Summary - July 2023**

COA	COA Description	Begin Balance	Expenses	Revenues	Balance
05 704 0001	ACTIVITIES	7,013.78	14,669.50	133.20	(7,522.52)
05 704 0003	CROSS COUNTRY	1,089.42	0.00	0.00	1,089.42
05 704 0004	BASKETBALL BOYS	1,497.88	0.00	0.00	1,497.88
05 704 0005	BASKETBALL GIRLS	950.55	0.00	0.00	950.55
05 704 0006	FOOTBALL	4,367.83	209.00	0.00	4,158.83
05 704 0007	GOLF	5,181.05	0.00	0.00	5,181.05
05 704 0008	TRACK	876.17	0.00	0.00	876.17
05 704 0010	VOLLEYBALL	2,891.09	1,750.00	800.00	1,941.09
05 704 0011	WRESTLING	3,932.07	0.00	0.00	3,932.07
05 704 0012	FPS SIGNWORX	221.19	0.00	0.00	221.19
05 704 0013	E-SPORTS	166.25	0.00	0.00	166.25
05 704 0015	YEARBOOK	3,458.87	1,649.20	0.00	1,809.67
05 704 0016	BAND / FLAGS	10,263.13	0.00	0.00	10,263.13
05 704 0017	CHEERLEADERS	9,676.32	8,844.60	351.00	1,182.72
05 704 0018	FPS COFFEE CART	685.37	0.00	0.00	685.37
05 704 0019	CONCESSIONS	6,853.88	0.00	0.00	6,853.88
05 704 0020	FCCLA	7,882.49	503.04	0.00	7,379.45
05 704 0021	FFA	16,569.04	0.00	0.00	16,569.04
05 704 0022	FOREIGN LANGUAGE	1,244.61	0.00	0.00	1,244.61
05 704 0023	CLASS OF 2023	1,446.49	12.93	0.00	1,433.56
05 704 0024	CLASS OF 2027	819.62	0.00	0.00	819.62
05 704 0025	SENIOR BANNERS	0.00	0.00	0.00	0.00
05 704 0026	NHS	3,591.35	0.00	0.00	3,591.35
05 704 0028	SCIENCE CLUB	653.43	0.00	0.00	653.43
05 704 0029	CLASS OF 2026	2,015.10	0.00	0.00	2,015.10
05 704 0030	CLASS OF 2028	715.75	0.00	0.00	715.75
05 704 0031	STUDENT COUNCIL	1,713.66	0.00	0.00	1,713.66
05 704 0032	VOCAL	1,208.25	0.00	0.00	1,208.25
05 704 0035	SKILLS USA	1,641.18	0.00	0.00	1,641.18
05 704 0036	BACKPACK PROGRAM	2,437.33	0.00	0.00	2,437.33
05 704 0037	GREENHOUSE	24,646.47	0.00	0.00	24,646.47
05 704 0038	COURTESY	1,067.02	0.00	0.00	1,067.02
05 704 0039	ELEMENTARY TEACHERS	2,540.03	0.00	0.00	2,540.03
05 704 0040	INDUSTRIAL ARTS STUDENT PROJ	(1,223.68)	0.00	170.00	(1,053.68)
05 704 0041	INVESTMENTS	22,359.58	0.00	236.92	22,596.50
05 704 0042	CLASS OF 2025	3,647.84	0.00	0.00	3,647.84
05 704 0043	LIBRARY	142.01	0.00	0.00	142.01
05 704 0044	SPEECH	117.00	0.00	0.00	117.00
05 704 0045	CLASS OF 2024	4,526.82	0.00	0.00	4,526.82
05 704 0046	SPECIAL PROJECTS	5,692.87	0.00	30.23	5,723.10
05 704 0047	ONE ACTS	811.75	0.00	0.00	811.75
05 704 0048	FPS LASER CREATIONS	(353.81)	0.00	0.00	(353.81)
05 704 0049	ACE, 40 Dev Assets	537.50	0.00	0.00	537.50
05 704 0051	QUIZ BOWL	349.29	0.00	0.00	349.29
05 704 0052	WEIGHTROOM PROJECT	5,401.96	0.00	0.00	5,401.96
05 704 0053	EHA WELLNESS PROGRAM	3,384.19	0.00	0.00	3,384.19
		<u>174,709.99</u>	<u>27,638.27</u>	<u>1,721.35</u>	<u>148,793.07</u>

## 06 -- LUNCH FUND

Statement Date: July 31, 2023

### FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand: \$92,091.22

#### Cash Receipts:

Transfer from General Fund	\$0.00
Meal Sales	\$98.00
Federal Reimbursement	\$0.00
State Reimbursement	\$0.00
Contributions, Miscellaneous	\$0.00
Voided Checks	\$0.00
Interest	\$19.48

#### Expenses:

Prepaid Invoice Checks Written this Month	\$0.00
Invoice Checks Written this Month	-\$1,923.26
Payroll Employees	\$0.00
Payroll Payees	-\$201.99

Checking Account End of Month Balance on Hand: \$90,083.45

**Grand Total: \$90,083.45**

### Bank Statement -- Account Balance

Checking Account Balance this Statement: \$90,666.15

Cash Receipts Outstanding	\$0.00
Checks Outstanding	-\$582.70

Checking Account End of Month Balance on Hand: \$90,083.45

**Grand Total: \$90,083.45**

## 08 -- BUILDING FUND

Statement Date: July 31, 2023

### FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	\$309,973.86
Cash Receipts:	
Franklin County Treasurer	\$1,806.43
Harlan County Treasurer	\$156.02
Miscellaneous	\$0.00
Interest	\$64.48
Expenses:	
Invoice Checks Written this Month	-\$29,668.59
<b>Checking Account End of Month Balance on Hand:</b>	<b>\$282,332.20</b>

**Grand Total: \$282,332.20**

### Bank Statement -- Account Balance

Checking Account Balance this Statement:	\$282,332.20
Cash Receipts Outstanding	\$0.00
Checks Outstanding	\$0.00
<b>Checking Account End of Month Balance on Hand:</b>	<b>\$282,332.20</b>

**Grand Total: \$282,332.20**

Invoice Number	Description	Amount
73408	XC: (4) PLAQUE,(60) MEDAL QB: (90) MEDAL	602.85
Vendor Name	AWARDS UNLIMITED INC.	602.85
334448	TSHIRTS: (24) FOOTBALL	209.00
334450	TSHIRTS:(51) CHEER FLYER GEAR FUNDRAISER	1,185.00
Vendor Name	Connie's Creations	1,394.00
91353	ACTIVITY SCHEDULER RENEW 9/1/2023-8/2024	300.00
Vendor Name	DISTRIBUTED WEBSITE CORPORATION / rSchooltoday	300.00
35889	LODGE: (5) ROOMS (3) NIGHTS COACH CLINIC	2,535.00
Vendor Name	EMBASSY SUITES LINCOLN	2,535.00
4340a	SENIOR 2023 COMPOSITE POSTER DISPLAY	12.93
Vendor Name	ESU 11	12.93
28318	(20) HELMETS RECONDITIONED	1,271.00
Vendor Name	HARCO ATHLETIC RECONDITIONING, INC	1,271.00
20230717VBCAMP	(18) ATTENDING TEAM VB CAMP	540.00
Vendor Name	HASTINGS COLLEGE	540.00
2023TVCFALLSOCIAL	TVC FALL SOCIAL (13) ATTENDING	286.00
V*2023TVCFALLSOCIAL	TVC FALL SOCIAL (13) ATTENDING	(286.00)
Vendor Name	HASTINGS ELKS LODGE 159	0.00
16235	ICEMAKER: REPAIR	445.68
16572	ICEMAKER: REPAIR	70.61
Vendor Name	HEARTLAND REFRIGERATION LLC	516.29
25048-200-2023	(60) 88 PAGES 2022-2023 YEARBOOKS	1,649.20
Vendor Name	HERFF JONES LLC	1,649.20
425905	2023 CHEER LITTLE CAESARS FUNDRAISER	4,194.00
Vendor Name	LITTLE CAESARS FUNDRAISING	4,194.00
20230706VBTEAMCAMP	ENTRY FEE: 7/6 MINDEN VB TEAM CAMP (2)	160.00
Vendor Name	MINDEN PUBLIC SCHOOL	160.00
INV-2194	(60) RED/WHITE FOOTBALL GAME JERSEYS	6,950.00
Vendor Name	MISKO SPORTS LLC	6,950.00
690916	TL: (3) SUGAR, (3) CREAMER	20.25
Vendor Name	PEPSI-COLA OF HASTINGS	20.25
INV890573	(17) FOOTBALL FIELD STRIPE PAINT,STRIPER	1,876.20
Vendor Name	PIONEER MFG/PIONEER ATHLETICS	1,876.20
123955	(4) 48x96 BANNERS NSAA ACTIVITIES	392.00
Vendor Name	PRO PRINTING AND GRAPHICS	392.00
20230703VBSKILLSCAMP	ENTRY FEE: 7/3 VB SKILLS CAMP (21)	1,050.00
Vendor Name	ROWSE, EDWIN	1,050.00

Franklin Public School  
08/02/2023 10:12 AM  
Invoice Number

**Board Report - For Board**  
JULY 2023 ACTIVITY FUND CHECKS PRINTED

Page: 2  
User ID: HERMARC  
Amount

20230725STMT-AF	MONTHLY TRANSACTIONS	708.95
Vendor Name	US BANK	<u>708.95</u>
68900312	2023-2024 CHEER UNIFORMS & ACCESSORIES	3,465.60
Vendor Name	VARSITY SPIRIT FASHIONS	<u>3,465.60</u>
Fund Number	05	<u>27,638.27</u>
Checking Account ID	5	<u>27,638.27</u>

Franklin Public School  
08/02/2023 10:15 AM

**Board Report - For Board**

JULY 2023 BOARD APPROVED GENERAL FUND CHECK PRINTED

Page: 1

User ID: HERMARC

Invoice Number	Description	Amount
20230724*A10315	7/17 BRD APPR PURCH: *A10315 2010 PICKUP	17,085.00
Vendor Name	EAGLE CHEVROLET	<hr/> 17,085.00
Fund Number	01	<hr/> 17,085.00
Checking Account ID	1	<hr/> 17,085.00

**FRANKLIN PUBLIC SCHOOLS**  
**MONTHLY CREDIT CARD TRANSACTIONS**

FUND	COMPANY	TRANSACTION DESCRIPTION	AMOUNT
------	---------	-------------------------	--------

GF	MCDONALDS	BUDGET MEETING MEAL: C LECHER	\$10.79
GF	BURGER KING	BUDGET MEETING MEAL: C LECHER	\$11.45
GF	CASEYS	BUDGET MEETING FUEL: C LECHER	\$38.90
GF	DOLLAR GENERAL	PAPER PRODUCT PURCHASES TO SUBMIT FORM 13CCE ON NEW CREDIT CARDS: M HERSH	\$72.70
			\$133.84

AF	HILTON INN	LODGING NATL FCCLA: E BONHAM	\$352.00
AF	YARD HOUSE	MEALS NATL FCCLA: E BONHAM	\$49.55
AF	3MARGARITAS RESTAURANT	MEALS NATL FCCLA: E BONHAM	\$52.42
AF	CORNER BAKERY CAFÉ	MEALS NATL FCCLA: E BONHAM	\$27.28
	CHICK-FIL-A	MEALS NATL FCCLA: E BONHAM	\$21.79
AF	VINCENZOS	MEALS COACHES CLINIC	\$177.55
AF	RUNZA	MEALS COACHES CLINIC	\$28.36
			\$708.95

LF	ARBYS	MEAL AFTER TRAINING: KITCHEN STAFF	\$30.97
			\$30.97

JULY 25, 2023 STATEMENT TOTAL PAID

<b>\$873.76</b>
-----------------

Invoice Number	Description	Amount
24463	FLEX PLAN PROCESSING JULY	100.00
Vendor Name	ALMQUIST M.G. & LUTH, P.C.	100.00
16HR-WM31-9LH3	SPED: (2) STABILITY BALL	31.98
1C97-4W9V-JXVF	VANS: RIGHT & LEFT TAIL LIGHT ASSY	212.29
1DX3-TPJK-13Y4	(3) 50 WATT LUCALOX HPS MOGUL BULB	37.20
1MDH-QTDF-R7Q4	(2) METAL IPAD HOLDERS	46.90
1NTW-7QTW-GG36	(118) VARIOUS SIZE AIR FILTERS	1,191.58
1WNL-7XK1-QP6N	(3) 2PK 10" WALL CLOCKS	53.94
Vendor Name	AMAZON CAPITAL SERVICES	1,573.89
2023WALLETBOOKS	(17) AUTO MILEAGE WALLET BOOKS	74.30
Vendor Name	AUTO ACCOUNT PUBLISHING	74.30
73408A	SPELLING BEE: (3) MEDALS w NECK RIBBON	12.48
Vendor Name	AWARDS UNLIMITED INC.	12.48
20230727GH	NATURAL GAS - GREENHOUSE JULY	66.62
20230727MB	NATURAL GAS - MAIN BUILDING JULY	659.10
20230727SB	NATURAL GAS - SHOP BUILDING JULY	51.99
Vendor Name	BLACK HILLS ENERGY	777.71
13896886a	(2) 5LB BAGS LETTUCE STAFF APPRECIATION	20.84
Vendor Name	CASH-WA DISTRIBUTING CO. OF KEARNEY, INC.	20.84
20230728	REPAIR LIGHT FIXTURE DAMAGED BY HAIL	383.00
Vendor Name	CHOQUETTE ELECTRIC, INC	383.00
20230730	UTILITIES: JUNE 15 - JULY 15	6,032.92
Vendor Name	CITY OF FRANKLIN	6,032.92
68697580	LODGING: ADMIN DAYS C LECHER	259.90
Vendor Name	COMFORT INN - KEARNEY	259.90
1019851	(2) PROPANE BOTTLE REFILL	49.98
Vendor Name	COOPERATIVE PRODUCERS INC.	49.98
Y1007	WEEKLY NEWS QUIZ GAME SUBSCRIP: C BODE	175.00
Vendor Name	CREATIVE EDUCATIONAL SERVICES	175.00
20230802	DISTRIBUTION OF FERTILIZER	150.00
Vendor Name	CUTTING EDGE GREENSCAPES	150.00
541030A	1000 PK SOFT FUZZ FABRIC GLIDESOCKS	370.00
Vendor Name	DECKER INC.	370.00
8698241-3	SPED: MAGNETIC ERASERS	5.20
8761029-0	(6) CS MULTIFOLD TOWELS	222.36
INV478285	COPIES: MAY 7, 2023 - AUGUST 6, 2023	1,914.29
Vendor Name	EAKES INC.	2,141.85
2223-4-8	2022-23 SPED 4TH QUARTER	58,406.58
4359	TECH SUPPORT,TURN IT IN SUBSCRIPTION	1,376.10

Invoice Number	Description	Amount
Vendor Name ESU 11		59,782.68
5776-253271	VANS: OIL FILTERS, OIL	108.94
5776-253531	BUSES: (3) BATTERIES	543.69
Vendor Name FRANKLIN AUTO PARTS		652.63
20230811	8/10/2023 STAFF WELCOME BACK DINNER	200.00
Vendor Name FRANKLIN COUNTY AG SOCIETY		200.00
280329	AD: NOTICE OF MEETING	4.42
280432	AD: MEETING MINUTES	178.33
280447	(4) SUBSCRIPTION RENEWAL 1 YR	146.00
Vendor Name FRANKLIN COUNTY CHRONICLE		328.75
20230728	07.28.2023-08.27.2023 TELECOMM SERVICE	684.67
Vendor Name FRONTIER		684.67
20230811TEACHERDAYS	(7) BREAKFAST PIZZAS TEACHER DAYS	140.00
Vendor Name FROSTY MUG		140.00
300112318	AD: INVITATION TO BID HVAC PROJECT	47.88
Vendor Name HASTINGS TRIBUNE		47.88
2023SEPTEMBER#37	COPIER LEASE SEPTEMBER PAYMENT #037	1,582.01
Vendor Name HOMETOWN LEASING		1,582.01
134348	MOWER: INSTALL (1) TIRE	26.50
134478	VAN: MOUNT (4) NEW TIRES	639.44
Vendor Name JIM'S OK TIRE, INC		665.94
10517921	(100) USERS ADOBE VIP	500.00
Vendor Name JOURNEY ED.COM, INC.		500.00
14478	LEGAL SERVICES, PROPERTY TAX AUTHORITY	800.00
Vendor Name KSB SCHOOL LAW, PC LLO		800.00
20230814CELLREIMB	SUPERINTENDENT CELL PHONE REIMB	89.92
Vendor Name LECHER, CHRISTOPHER		89.92
52201332	WELDING SUPPLIES: CYLINDER RENTAL	62.98
Vendor Name MATHESON TRI-GAS, INC		62.98
0795494-IN	FLOOR FINISHING PRODUCT: THERMAL LOCK	904.60
0796059-IN	HITIDE,QCIDE,BWL CLNR,URI SCRNS,DEODOR	1,781.26
0797003-IN	FLOOR FINISHING PRODUCT: THERMAL LOCK	903.20
0797511-IN	(4) CS DEODORIZER	374.71
Vendor Name Mid-American Research Chemical		3,963.77
2023-2024ALICAPGF	2023-2024 ALICAP WORKERS COMPENSATION	12,974.67
Vendor Name NASB ALICAP		12,974.67
2324NAEPMEMBERMH H	2023-2024 NASB MEMBERSHIP: M HERSH	40.00

Invoice Number	Description	Amount
Vendor Name NASB		40.00
29660	CENTRAL SUPPLY ROOM BULK ORDER	1,489.89
Vendor Name NATIONAL ART & SCHOOL SUPPLIES INC		1,489.89
77851	2023 ADMIN DAYS: C LECHER	282.00
77853	2023 ADMIN DAYS: S KAHRS	225.00
77854	2023 ADMIN DAYS: C STRATMAN	215.00
77855	2023 ADMIN DAYS: C STRATMAN	61.00
Vendor Name NCSA		783.00
57-11712	(10) DRIVERS ED STUDENTS	1,200.00
57-11763	PUPIL TRANSPORTATION 2HR IN-SERVICE TRNG	250.00
Vendor Name NEBRASKA SAFETY CENTER		1,450.00
662440	SECTION 125 PLAN DOCUMENT CREATION	250.00
Vendor Name OMNIFY		250.00
27261	(7) QUARTERLY VAN INSPECTIONS	168.00
27269	*586513 VAN: WIPER BLADES	74.77
Vendor Name PAULSEN AUTOMOTIVE		242.77
20230803	REPLENISH POSTAGE ON MACHINE	600.00
Vendor Name QUADIENT FINANCE USA, INC		600.00
371495	MOWER: (1) WHEEL RIM	124.48
Vendor Name R & R SALES & SERVICE		124.48
INV-396956	PERKINS: REACH-IN REFRIGERATOR	2,251.45
Vendor Name RESTAURANTSUPPLY.COM		2,251.45
20230802-376GF	MONTHLY TRANSACTIONS	904.76
Vendor Name RIGHTWAY GROCERY		904.76
S29849	ROLLER COVERS,PAINT,BRUSH,TILE,CONCRETE	591.35
Vendor Name S.E. SMITH & SONS		591.35
M73730293	K-5 SCHOLASTIC NEWS, JH SCIENCE WORLD	1,082.98
Vendor Name SCHOLASTIC INC.		1,082.98
1384504	NETWORK NEBRASKA: JULY	267.63
Vendor Name STATE OF NEBRASKA		267.63
235164238	APA ESCAPE ROOM 6TH 7TH EDITION	4.50
235403393	DOM REC TRAITS,HUMAN BODY,LIFE ACTIVITY	9.56
Vendor Name TEACHER SYNERGY LLC		14.06
291682	TIME MANAGEMENT SYSTEM: MONTHLY	78.50
Vendor Name TIME MANAGEMENT SYSTEMS, INC		78.50
1954	*052997 BUS INSPECTION w DRIVE TIME, DSP	425.00
1955	*377686 BUS INSPECTION, EMISSIONS CODES	215.00
1956	*311315 BUS INSPECTION	85.00

Invoice Number	Description	Amount
1957	*732497 BUS INSPECTION	85.00
1958	*311791 BUS INSPECTION	85.00
1959	*733943 BUS INSPECTION	85.00
1960	*348659 BUS INSPECTION	85.00
Vendor Name	TWIN VALLEY AUTOMOTIVE LLC	1,065.00
20230725STMT-GF	MONTHLY TRANSACTIONS	133.84
Vendor Name	US BANK	133.84
9940404763	JUNE 24 - JULY 23, 2023 SERVICES	154.64
Vendor Name	VERIZON WIRELESS	154.64
90910791	MONTHLY FUEL	742.49
Vendor Name	WEX BANK	742.49
Fund Number	01	106,864.61
Checking Account ID	1	106,864.61
13896886	MEAL ITEMS	884.60
Vendor Name	CASH-WA DISTRIBUTING CO. OF KEARNEY, INC.	884.60
2023-2024ALICAPLF	2023-2024 ALICAP WORKERS COMPENSATION	2,226.33
Vendor Name	NASB ALICAP	2,226.33
561133786	MEAL ITEMS AND SUPPLIES	2,173.82
Vendor Name	SYSCO LINCOLN	2,173.82
20230725STMT-LF	MONTHLY TRANSACTIONS	30.97
Vendor Name	US BANK	30.97
Fund Number	06	5,315.72
Checking Account ID	6	5,315.72
PA-169379	(1) CAMERA REPLACED: MEDIA CENTER	1,287.42
RAW-169224	(2) CAMERA REPLACED HAIL DAMAGE:PARK LOT	2,599.80
Vendor Name	NEX-TECH COMMUNICATIONS LLC	3,887.22
717247	WELD VENT PROJ: SET UP VFD	2,256.12
Vendor Name	NORTHWEST ELECTRIC, LLC	2,256.12
20230731	PRESSURE WASH / PAINT BUS BLDG OHDOORS	2,900.00
Vendor Name	SETH DENNEY PAINTING	2,900.00
56761-24729-001	GREENHOUSE HAIL DAMAGE REPAIRS	5,562.22
Vendor Name	STUPPY INC	5,562.22
Fund Number	08	14,605.56
Checking Account ID	8	14,605.56

**FRANKLIN PUBLIC SCHOOLS**  
**STUDENT-PARENT HANDBOOK**  
**2023-2024**



**Franklin Public Schools**

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

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## WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

**Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.**

**There are several forms at the end of the "Student Enrollment and School Messenger Form" regarding your acknowledgement of the handbook that you must read, sign, and return no later than August 25, 2023.**

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Chris Lecher  
Superintendent

## **Intent of Handbook**

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

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

## **Notice of Nondiscrimination**

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

Name: Chris Lecher  
Title: Superintendent  
Address: 1001 M Street, Franklin, NE  
Telephone: 308-425-6283  
E-mail: [chris.lecher@fpsflyers.org](mailto:chris.lecher@fpsflyers.org)

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481. For additional prohibited discrimination and related information, please review school district Policy 3053– Nondiscrimination.

## Members of the Board of Education

Mike Bartels, President
Derek Fouts, Vice-President
Brandon Herrick, Secretary
Angie Grube, Treasurer
Windy Ingram, Trustee
Harley Scott, Trustee

## Administrative Staff

Name	Position	Contact Information
Chris Lecher	Superintendent	<a href="mailto:chris.lecher@fpsflyers.org">chris.lecher@fpsflyers.org</a> (308) 425-6283
Christie Stratman	Secondary Principal	<a href="mailto:christie.stratman@fpsflyers.org">christie.stratman@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

## Support Staff

Name	Building	Position
Marci Hersh	District	Business Manager
Linda Bush	District	Personnel/Med. Office
Janet Weiss	District	Attendance/Secretary
Phil Baumgart	District	Technology Director
Kelsey Hanshaw	District	Guidance Counselor
Phil Baumgart	MS/HS	Co-Athletic Director

Chris Bode	MS/HS	Co-Athletic Director
Renee Haussermann	District	Library/Gifted Coordinator
Stacey James	District	Building and Grounds
Steve Decker	District	Head Custodian

**Mission Statement**

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

**Vision Statement**

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

**School Improvement Goal**

All students will improve their reading skills.

**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 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 reports 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



## **BASIC SCHOOL RULES AND GENERAL PRACTICES**

### **Attendance**

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

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

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

### **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:

**(1)** Impossible or impracticable barriers outside the control of the parent or child that 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 appearances (which are required by a court order and the student is not responsible for needing to be in court), death of a family member (parent, sibling, grandparent), or suspension.

**(2)** Career/Job Shadowing

Students will be granted one (1) Career/Job Shadowing day during their 12th grade year.

This will not count against their ten (10) days provided the following criteria is met:

1. Coordinate with the Guidance Counseling Office

2. Appointment is made with employer at a min. of 10 days prior to job shadowing
3. Signed Parental Permission Slip is turned into the office at a min. of 7 days prior to job shadowing.
4. Students have all work completed as evidenced by the completed make up slip turned into the high school office prior to job shadowing.
5. Students on the down list will not be granted a job shadowing day.

### **(3) College Visits**

Students will be granted a total of two (2) College Visit days to be used during either their 11<sup>th</sup> or 12<sup>th</sup> grade year. This will not count against their ten (10) days provided the following criteria is met:

1. Signed Parental Permission Slip turned into the office at a min. of 7 days prior to the college visit.
2. Students have all work completed as evidenced by the completed make up slip turned into the high school office prior to the college visit.
3. Students on the down list will not be granted a college visitation day.
4. Other absences as determined by the principal or the principal's designee.

### **Not School Excused**

Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

#### **(1) Parent acknowledged absences**

Those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness (Not Documented i.e. no doctor's note), vacations, parent approved reasons (i.e. calling the school and asking to excuse the student for the day with no other explanation, or going to conventions and/or sales), and undocumented medical appointments.

#### **(2) Other absences**

Those in which the parent has not communicated a reason for the student's absence.

### **Tardiness**

Classes begin at **8:00 am**. The teacher will take attendance and lunch count at this time; therefore, it is essential that your child be on time. Students who arrive late to school must stop in the high school office and obtain a pass. Bus

students will not be counted tardy if the bus is late for any reason.

**(1) Tardy vs Absent**

A student who is 10 minutes late to class or less will be counted as tardy. A student later than 10 minutes late to class, will be counted as absent (unexcused)

**(2) Tardies to School**

Each student will be allowed three (3) tardies per quarter before disciplinary action is taken. On the fourth (4) and each subsequent tardy after that the students will be assigned a 9<sup>th</sup> hour detention. If a student receives more than nine tardies, a conference will be scheduled with the parent(s), student, and administration in order to determine what course of action to take in order to prevent future tardies. Further violations may result in student suspension.

**(3) Tardies to Class**

Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once the students are in the classroom doorway are at the discretion of the classroom teacher. As with tardiness to school students will be allowed three (3) tardies per quarter before disciplinary action is taken. On the fourth (4) and each subsequent tardy after that the students will be assigned a 9<sup>th</sup> hour detention. If a student receives more than nine tardies, a conference will be scheduled with the parent(s), student, and administration in order to determine what course of action to take in order to prevent future tardies. Further violations may result in student suspension.

**(4) Repeated tardiness to school or a particular class**

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

**Absence Procedure**

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

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

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

### **Mandatory Ages of Attendance**

A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

### **Exceptions for Younger Students**

Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either:

- (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or
- (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

### **Exceptions for Older Students**

Attendance is also not mandatory for a child who:

- (1) has obtained a high school diploma by meeting statutory graduation requirements;
- (2) has completed the program of instruction offered by a school which elects pursuant law not to meet accreditation or approval requirements; or
- (3) has reached the age of 16 years and has been withdrawn from the school in the manner prescribed by law.

### **Early Withdrawal for Students Enrolled in Accredited or Approved School**

A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

### **Exit Interview**

The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Franklin Public Schools or resides in the Franklin Public School

District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- The person who has legal or actual charge or control of the child who requested the exit interview;
- The Superintendent or Superintendent's designee;
- The child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- Any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- Financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- An illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

### **Withdrawal Form**

Any withdrawal form signed by the person making the written request shall be valid only if:

- The child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or

impracticable, and

- The Superintendent or Superintendent's designee signs the form

acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

### **Early Withdrawal for Students Enrolled Exempt School (Home Schools)**

A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

### **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 shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

- After five (5) days of unexcused absences per semester, parents will be notified by mail,

and the student will be referred to the MTSS (Multi-Tiered System of Support) Team.

- After seven (7) days of unexcused absences per semester, parents will receive a final warning letter by mail.
- In the Elementary (K-6) after ten (10) days of unexcused absence the student will receive a final letter stating that they are being referred to the STAR attendance program offered by CASA and Franklin County, to try and help address any further absences.
- In the Elementary (K-6) after fifteen (15) days of unexcused absence, for the year, the student will be considered for retention in the grade level that they are in, by the Principal, if retention is determined necessary due to absences, the parent will be notified, and a meeting may be held.
- In the High School (7-12) after ten (10) days of unexcused absence or the hourly equivalent in any period per semester, the student will receive a final letter stating that there will now be a 10% grade reduction to his/her final grade, in the affected periods. The student will also be referred to the STAR attendance program offered by CASA and Franklin County, to try and help address any further absences.
- Each unexcused absence beyond eleven (11) days will result in an additional 2% grade reduction on his/her final semester grade in the affected periods.
- Grade Reduction Example (A): Student A has a final grade of 83%, but has exceeded the 10 days of absences and has missed 12 days in period 1. Since the student has been absent 12 times a 12% grade reduction will occur. This student's final grade after reduction is figured as follows:  $83 * .12 = 9.96 // 83 - 9.96 = 73.04 //$  Final Grade 73%.
- Grade Reduction Example (B): Student B has a final grade of 83%, but has 10 days of absence and 8 tardies in period 1. The 8 tardies would equal two additional absences giving the student a total of 12 absences. Since the student has been absent 12 times and a 12% grade reduction will occur. This student's final grade after reduction is figured as follows:  $83 * .12 = 9.96 // 83 - 9.96 = 73.04$  Final Grade 73%.
- Appeal Process: Parents/Guardians may appeal to the attendance committee within five (5) school days of exceeding the limit to present why the 10% grade reduction should not apply to their child. A meeting will occur with the attendance committee comprised of 1 permanent teacher, 1 rotating teacher, the high school principal, classified personnel, and the high school guidance counselor. The student's Parents/Guardians must accompany their child to an appeal hearing. The decision of the attendance committee is final. The attendance committee has the right to overturn the entire grade reduction, any part of the grade reduction, or enforce the entire grade reduction. To request an appeal of the attendance committee please use the form that will

accompany the letter letting you know that your student has exceeded the 10-day limit. A student is limited to one (1) appeal per semester.

- Students with excessive absences may be withheld from participating in extra-curricular activities.
- Exceptions may be made for extenuating medical circumstances by the administration.

### **Reporting Excessive Absenteeism to the County Attorney**

The school may report to the county attorney of the county in which the person 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 referring the child to the county attorney.

### **Bicycles, Skateboards and Scooters**

Bicycles and scooters must be parked in the racks provided. The school is not responsible for damage or theft of parts while these are on school property. No motorized scooters or skateboards are allowed on school property.

### **Birth Certificate Requirements**

Nebraska 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 would include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### **Bulletins and Announcements**

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

## **Bullying**

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

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

### **Reporting Bullying**

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform **Safe 2 Help** to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

### **Bullying Investigations**

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters.

## **Cell Phones and Other Electronic Devices**

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or

other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

## **Cheating, Plagiarism, and Academic Dishonesty**

### **A. Policy Statement**

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

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

### **B. Definitions**

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

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

Cheating includes, but is not limited to:

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

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

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formula 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 Students to Take Tests. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

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

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

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

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

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

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

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

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

2. "**Plagiarism**" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

(1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(2) Falsely Presenting Work as One's Own:

Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### C. **Sanctions**

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.

2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### **Child Abuse and Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to

engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

### **Classroom Behavior**

Student behavior and attitude in the classroom must be cooperative and serious. All students must follow the Flyer Way of Behavior Expectations.

- Be Safe
- Be Respectful
- Be Responsible

Teachers will establish classroom conduct rules that students must follow.

### **Closed/Open Campus**

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

### **Coats and Boots**

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear over shoes or boots when the playground is snowy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Snow pants, boots, gloves or mittens and winter coats need to be worn if playing in the snow.

### **Communicating with Parents**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a

written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

## **Complaint Procedure**

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

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

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

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

the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
  - b) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

- c) Strongly encourage the complainant to reduce his or her concerns to writing.
    - d) Interview the complainant to determine:
      - 1) All relevant details of the complaint;
      - 2) All witnesses and documents which the complainant believes support the complaint;
      - 3) The action or solution which the complainant seeks.
    - e) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

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

- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

**No Retaliation**

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

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

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

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

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

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

## **Bad Faith or Serial Filings**

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

## **Computer Network Use by Students**

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

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

#### **Acceptable Use**

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

#### **Unacceptable Use**

- Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
- Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
- Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
- Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
- Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
- Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
- Students shall not publish web pages that purport to represent the school

district or the work of students at the school district without the express written permission of the system administrator.

- Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
- Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
- Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
- Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
- Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
- Students shall not falsify electronic mail messages or web pages.

### **Methods of Enforcement**

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

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

Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

- 1) Loss of computer privileges;
- 2) Short-term suspension;
- 3) Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
- 4) Other disciplines as school administration and the school board deem appropriate.

Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

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

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

### **Education About Appropriate On-Line Behavior**

- School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
- Staff will specifically educate students on appropriate interactions with other individuals on social networking websites and in chat rooms. Cyberbullying awareness and response.

The School District's Phillip Baumgart shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

### **Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their

student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

### **Copyright and Fair Use**

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

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

### **Damage to School Property**

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

### **Dating Violence**

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

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

### **Dress Code**

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

- 1) Students are prohibited from wearing the following attire:
- 2) Clothing displaying indecent, suggestive or profane writing, pictures or slogans

- 3) Clothing that advertises or displays alcohol, tobacco or any illegal substance
- 4) Caps, hats and bandannas during the school day or at school-sponsored events
- 5) Bare feet (some type of footwear must be worn)
- 6) Short-shorts, biker shorts, or cutoffs
- 7) Hairstyles which distract from the learning process or the health and safety for either the student or others
- 8) Any clothing that could cause damage to others or school property
- 9) Clothing that is torn, ripped, or cut
- 10) Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
- 11) "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
- 12) Costumes and/or those clothes intended only for leisure, entertaining or special occasions
- 13) Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
- 14) Pants and shorts worn below the waist so as to expose undergarments
- 15) Pants that drag on the floor
- 16) Chains hanging or attached to pants or shorts
- 17) Coats during school hours unless the student has permission from a faculty member
- 18) Clothing with tears or holes that expose flesh or underclothes

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences.

### **Driving and Parking Personal Vehicles**

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

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

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

## **Drug Free Schools**

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

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

## **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 DrugFree 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.

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

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

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

### Disciplinary Sanctions

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

- 1) Violation of these standards may result in suspension or expulsion.
- 2) Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
- 3) The student may be referred for counseling or treatment.
- 4) Parents or legal guardians will be notified.
- 5) Law enforcement will be notified.

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.

## **Emergency Contact Information**

Parents must complete the "Student Enrollment and School Messenger Form" for each family enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

## **Evacuations**

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

## **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.

## **Food Service Program**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

### **Milk Lunch**

The school will offer a milk program to students in grades **K-2**. All milk served to a student will cost **\$25 each 9-weeks, \$45 per semester, or \$90 per school year per student.**

### **Breakfast and Lunch Programs**

The school district will make a school meal program available to students. The cost of the program will be determined by the board of education.

Franklin Public Schools has been approved and has elected to participate in the Community Eligibility Provision (CEP) sponsored by the USDA for our meal program. The Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas. Since FPS has qualified and is electing to participate in the CEP program, **all students in grades PreK-12 that are enrolled at Franklin Public School will receive a free breakfast and free lunch** for the next 4 school years, or until FPS would opt out of the program. After 4 years FPS will need to reapply and requalify for the CEP benefit.

Under the CEP program we are still required to serve reimbursable meals, meaning all students are required to have 3 of the 5 food groups on their tray with one of the 3 being the state required amount of a fruit or vegetable. The students are not required to eat, nor can they be forced to eat everything on their tray, they are just required to have that as a minimum in order for their meal to be considered reimbursable by the State of Nebraska and the USDA.

Families are still required to pay for **seconds (\$1.00)** and **extra milk (.50 cents)** that are purchased by students under their family account, as these are not covered under the CEP program. Seconds and Extra milk charged by students are subject to the district's policy on charged meals.

### **Meal Charge Policy**

If a student has no funds available to pay for a meal or has reached the charge limit of **-\$10.00** that student will be denied seconds and or extra milk.

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

### **Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year. In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

### **Notice of Non-discrimination**

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 (2)Fax: (202) 690-7442; or (3)Email: [program.intake@usda.gov](mailto:program.intake@usda.gov) Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact

USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

### **Field Trips**

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

### **First-Aid**

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

### **Head Lice**

Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or the guardian must pick the child up from school immediately.

By Nebraska DHHS regulation, students are not permitted to return to school until the student is treated such that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school.

### **Health Problems Limiting Activities**

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal, superintendent or medical office if their student has any special health problems such as diabetes, asthma, or the like.

## **Health Screening at School**

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.

## **Homeless Children and Youth**

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law. It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is the Superintendent, who may be contacted at 308-425-6283.

## **Illness or Injury at School**

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.

### **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.

### Summary of the School Immunization Rules and Regulations

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

## **Initiations and Hazing**

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

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

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

## **Lockers and Other School Property**

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

## **Medications**

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

### **Prescription medication**

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

### **Non-prescription medication**

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

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

## **Media Center**

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

## **Mental Health & Behavioral Services**

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

## **Mutual Respect**

The Franklin Public Schools expects all staff members and students to be treated with respect and dignity. A show of disrespect towards a staff member or insubordination will not be tolerated.

## **Parental Involvement**

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program.

Parent and family engagement in the Title I Program shall include, but is not limited to:

- 1) An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
- 2) An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.

- 3) Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
- 4) The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
- 5) Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
- 6) The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
- 7) The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

### **Personal Items**

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

### **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.

## **Pictures**

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

## **Playground Rules**

- 1) Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:
- 2) Students must obey the playground supervisor at all times.
- 3) Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
- 4) Students must play away from the school windows.
- 5) Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
- 6) Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
- 7) Students must use the playground equipment properly and in a safe manner.
- 8) Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

## **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.

### **Protection of Student Rights**

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

### **ACT Exam**

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

### **Public Displays of Affection**

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes

hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Students will face the following consequences for PDA:

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

### **Rights of Custodial and Non-Custodial Parents**

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times. If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

### **School Day Arrival At School/Dismissal From School**

Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. **Front school doors open at 7:30 AM.** Prior to that time, the school is not responsible for

supervision of the students. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

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

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

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

## **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:

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.

Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the effects 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.

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:
  - The student must have exhibited sportsmanship and leadership in activity endeavors and participation.

- The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
- The student must have a cumulative grade average of a B or its equivalent.
- The student must not have had excessive violations of school policies and procedures during their high school career.
- The student may not, during the school year, 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.

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.

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.

Specific Dance Eligibility and Selection Requirements:

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.

Prom King and Queen:

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

### **Self Management of Diabetes or Asthma/Anaphylaxis**

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school's medical office.

### **Smoking and Tobacco**

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

## **Sniffer (Drug) Dogs**

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

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

## **Sportsmanship**

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:

- Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
- Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
- 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.
- Do not "boo," stamp feet or make disrespectful remarks toward players or officials. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Know that noise makers of any kind are not proper for indoor events.
- Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
- Stay off the playing area at all times.
- Do not disturb others by throwing material onto the playing area.
- Show respect for officials, coaches, cheerleaders and student-athletes.
- Pay attention to the half-time program and do not disturb those who are watching.
- Respect public property by not damaging the equipment or the facility.
- Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
- Refrain from the use of alcohol and drugs on the site of the contest.

## **State and Standardized Testing**

The NSCAS state test is administered three times a year in grades 3-8 to determine the students' achievement probability for individual success. MAPS testing is administered in grades 9-10 three times per school year. K-2 grades are assessed on reading and math skills using the Fastbridge screener. State ACT testing is administered at 11th grade level and the PreACT for 10th grade.

## **Student Assistance Team**

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

## **Student Fee 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.

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.

Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non specialized 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 non specialized 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.

#### 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

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.

### Damaged or Lost Items.

Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student 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.

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.

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.

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.

### 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 extracurricular 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.

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.

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.

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.

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

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.

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.

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.

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.

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.

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

		trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals	FPS has qualified and is electing to participate in the CEP program, all students in grades PreK-12 that are enrolled at Franklin Public School will receive a free breakfast and free lunch	Seconds-Meal \$1.00 Milk \$.50
<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	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes
Music - band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of \$20.00 for use of a school owned instrument.
Music- Band	Apparel	Dress Clothing – concert black required. Marching Band Fee \$30.00/year for dry cleaning of uniform, gloves for uniform and band shirt.
Classroom Supplies	General supplies, such as	None--necessary classroom

	writing instruments (pens, pencils, crayons, markers), notebooks, etc	supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Advanced math or science classes	Specialized calculators	Refundable damage deposit of \$100 per semester will be required for students who wish to use school calculators outside the classroom. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals	FPS has qualified and is electing to participate in the CEP program, all students in grades PreK-12 that are enrolled at Franklin Public School will receive a free breakfast and free lunch	Seconds-Meal \$1.00 Milk \$.50
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.
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.
Lock	Use of school padlock	A school lock will be provided free for the students who wish to use a school lock.

<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>																		
<b>Athletic Programs</b>																				
1. Admission	Spectator fees for admission to events	\$10.00 per event maximum. Students may purchase an Activity Ticket. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.																		
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to the 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), 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, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.).</p> <table border="1" data-bbox="1019 1115 1419 1814"> <tbody> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Cross Country</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>No additional</td> </tr> <tr> <td>Golf</td> <td>Golf bag and clubs, balls and tee</td> </tr> <tr> <td>Speech</td> <td>Dress Attire</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Volleyball</td> <td>Knee pads, shorts, braces</td> </tr> <tr> <td>Wrestling</td> <td>Head gear</td> </tr> <tr> <td>Cheerleading and Dance Team</td> <td>Shoes, approved uniform, poms etc.</td> </tr> </tbody> </table>	Basketball	No additional	Cross Country	No additional	Football	No additional	Golf	Golf bag and clubs, balls and tee	Speech	Dress Attire	Track	No additional	Volleyball	Knee pads, shorts, braces	Wrestling	Head gear	Cheerleading and Dance Team	Shoes, approved uniform, poms etc.
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Volleyball	Knee pads, shorts, braces																			
Wrestling	Head gear																			
Cheerleading and Dance Team	Shoes, approved uniform, poms etc.																			
4. Lock Use Fee	Padlock for gym locker	Refundable damage deposit of \$6 per season will be required.																		

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

		<p>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.</p>
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**Student Illness/504 Consideration**

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and support under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student’s plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student’s IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

**Student Records**

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

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

**Directory Information**

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-

making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

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

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

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than August 31, 2023.

### **Non-Directory Information**

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be

disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

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

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

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

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

### **Complaints**

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

Family Policy Compliance Office  
U.S. Department of Education

### **Student 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 parents. Final approval of all schedule changes will be made by the Principal only. Generally all schedules are allowed only within the first week of a semester. Any schedule changes after the first week will need the approval of both the Principal and Guidance Counselor, and the teacher involved.

### **Telephone Calls**

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

### **Threat Assessment and Response**

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

#### **1. Definitions**

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that

an individual poses a danger to the safety of school staff, students or other members of the school community.

- i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
- ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
- iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

- i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

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

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such reports regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and

students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

### **3. Threat Assessment Team**

The threat assessment team (team) shall consist of **the superintendent of schools, building principal(s), guidance counselor and local law enforcement**. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

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

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

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

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;

- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

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

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

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

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

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

## **Transportation Services**

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

### **Transportation to School**

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

### **Bus Regulations**

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

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

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

- 13) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 14) Students must respect the rights and safety of others at all times.
- 15) Students must help keep the vehicle clean, sanitary, and orderly.
- 16) Students must remove all personal items and trash upon exiting.
- 17) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 18) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

## **Consequences**

Drivers must promptly report all student misconduct to the administration.

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

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

## **Records**

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

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

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

## **Transportation to Activities**

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

## **Video Surveillance, Recordings, and Photographs**

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

## **Recordings Made by Parents/Guardians and Patrons**

Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Violation of this policy may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

## **Recordings Made by Students**

This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a

reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **Visitors**

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

### **Weather-Related School Closing**

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

#### Decision to Close Schools.

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, parents will be notified by the school message system and an announcement will be made to the news media when schools will be closed.

In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

#### After School Starts.

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via the school message system. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

#### Parental Decisions.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. 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.

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

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.

## **Withdrawal From School**

Students who are moving from the district must notify the school office.

## ACADEMIC INFORMATION

### 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:

#### 6-12 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-5 Grading System:

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

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

### 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.

## GRADUATION REQUIREMENTS

The following chart shows graduation requirements and college admission requirements. It is important to check with the student's colleges of interest to ensure additional or specific coursework is not required for admission. Five credits are granted for a semester course. Most students will exceed the minimum graduation requirements.

Subject	Franklin HS requirements	Typical 4-Year University Admission Requirements
<b>English</b>	40	40
<b>Mathematics</b>	30	30 (UNL requires 40 credits)
<b>Science</b>	30	30
<b>Social Studies</b>	40	30
<b>Vocational Education</b> (including Personal Finance)	20	
<b>Computer Literacy</b>	10	
<b>Foreign Language/Fine Arts</b>	10	Varies with university, 20-40 credits of the same language
<b>Physical Education/Health</b>	10	N/A
<b>Electives</b> (including Senior Seminar)	50	
<b>Total</b>	240	

All students will register for courses during the spring semester for each year. The last schedule is built on the basis of student registration requests, teachers, and administration input. Families need to make thoughtful choices at registration, as classes fill quickly and changes later may not be possible.

A drop/add opportunity is held at the beginning of each semester, however, changes will be limited to the availability of another comparable course and may require administrative approval.

Credit is accepted from accredited high schools and accredited homeschooling programs.

Only students who have completed graduation requirements are permitted to participate in commencement exercises.

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

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

### **Promotion and Retention Students**

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

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

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

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

## **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 parents. Final approval of all schedule changes will be made by the Principal only. Any schedule changes after the first week will need the approval of both the Principal and Guidance Counselor, and the teacher involved.

## **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.

## **Report Cards**

6-12 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-5 report cards are issued at the end of each quarter.

Parent-Teacher Conferences Students' academic success has been closely linked to parental involvement in school. Parentteacher conferences will be once each semester. Please refer to the school calendar for the conference schedule. In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue. Section 8 Honor Roll The purpose of the honor roll is

to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters.

### **Honor Roll**

In an effort to recognize a high level of achievement in scholastic endeavors, an honor roll is published every nine weeks. Students will be recognized accordingly: 1. Students receiving straight A's will be classified as students on high honor roll. 2. Students receiving grades consisting of A's and B's will be classified as students on honor roll.

### **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:

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;

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.

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 93%, he or she will be given a written warning and a reasonable time for improvement. If the cumulative GPA remains below 93%, the student may be dismissed from the chapter.
- b. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member.

In all cases pending dismissal:

The member will receive written notification from the advisor/Faculty Council indicating the reason for consideration of dismissal.

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.

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 students.

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 the 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.

## **Academic Integrity**

### **A. Policy Statement**

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

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

### **B. Definitions**

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

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

Cheating includes, but is not limited to:

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

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.

Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formula 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.

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 cheats if the student looks at another student's paper during a test. A student also cheats 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.

Use of Other Students to Take Tests. 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.

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

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

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

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

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the

student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling.

Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects.

Accepting credit for a group project in which the student failed to contribute a fair share of the work.

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

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

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

(1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look

at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### C. Sanctions

The following sanctions will occur for academic integrity offenses:

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

## **STUDENT DISCIPLINE**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent

conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

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

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

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

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian

at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

### **Short-Term Suspension**

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

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

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

### **Emergency Exclusion**

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

## **Weapons and/or Firearms**

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

## **Long-Term Suspension**

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

## **Expulsion**

- 1. Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
- 2. Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such a board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
- 3. Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in

which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students, or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept non duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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

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

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

*does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);*

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;

- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violations of the district's acceptable computer use policy;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;

- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and

delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such a request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as

- well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
  10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

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

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

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.
- 7.

## **TITLE IX POLICY**

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

### **1. Title IX Coordinator**

- 1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under

this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

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

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase

“document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- 2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- 2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
- 2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- 2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- 2.6.6.1. fear for his or her safety or the safety of others;  
or
- 2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### **3. Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. Part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

**3.2. Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

**3.3. Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006

**3.4. Response to Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual

knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

**3.5. Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

**3.6. General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

**3.7. Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with

Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

3.8. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

3.9. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

#### 4. **Grievance Process for Formal Complaints of Sexual Harassment.**

##### 4.1. **General Requirements.**

4.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

4.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

4.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or

against complainants or respondents generally or an individual complainant or respondent.

4.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

4.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

4.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

4.1.4.2.1. The definition of sexual harassment in subsection 2.6;

4.1.4.2.2. The scope of the district's education program or activity;

4.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

4.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

4.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

4.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to

create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

4.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

4.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good causes may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

4.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

4.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

4.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

#### 4.2. **Notice of Allegations.**

4.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

4.2.1.1. A copy of this policy.

4.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

4.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

#### 4.3. **Dismissal of Formal Complaint.**

4.3.1. The district will investigate the allegations in a formal complaint.

4.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

4.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

4.3.2.2. Did not occur in the district's education program or activity; or

4.3.2.3. Did not occur against a person in the United States.

4.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

4.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

4.3.3.2. The respondent is no longer enrolled in or employed by the district; or

4.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

4.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

4.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

4.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

**4.5. Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

- 4.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 4.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 4.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 4.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 4.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 4.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative

interviews, or other meetings, with sufficient time for the party to prepare to participate;

4.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

4.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

#### 4.6. **Determination Regarding Responsibility**

4.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

4.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and

evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

4.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

4.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

4.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

4.6.3.3. Findings of fact supporting the determination;

4.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;

4.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

4.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

4.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not

filed, the date on which an appeal would no longer be considered timely.

4.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

4.7. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

4.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

4.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

4.7.2.1. Procedural irregularity that affected the outcome of the matter;

4.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

4.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

4.7.3. As to all appeals, the district will:

- 4.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- 4.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- 4.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
- 4.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 4.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 4.7.3.6. Provide the written decision simultaneously to both parties.

4.8. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

- 4.8.1. Provides to the parties a written notice disclosing:
  - 4.8.1.1. The allegations;
  - 4.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

4.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

4.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

4.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

4.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

#### 4.9. **Recordkeeping.**

4.9.1. The district will maintain for a period of seven years records of:

4.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

4.9.1.2. Any appeal and the result therefrom;

4.9.1.3. Any informal resolution and the result therefrom; and

4.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

4.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in

response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

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

## 6. **Access to Classes and Schools.**

6.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

6.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

6.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

6.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

6.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

6.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

7. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

7.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

7.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

8. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

9. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R.

part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

#### 9.1. **Specific Circumstances.**

9.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

9.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

10. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. Part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

11. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

12. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

13. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the

district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

# **School Wellness**

Policy No. 5052

## Students

### School Wellness Policy

A mission of Franklin Public Schools ("District") is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

#### **1. School Wellness Committee**

##### **Committee Role and Membership**

The District will convene a representative District Wellness Committee ("DWC") or work within an existing school health committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

##### ***Leadership***

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

#### **2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

## ***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District's website.

## ***Recordkeeping***

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's office and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

## ***Annual Notification of Policy***

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating

the committee, as well as information on how the public can get involved with the school wellness committee.

### ***Triennial Progress Assessments***

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

### ***Revisions and Updating the Policy***

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

### ***Community Involvement, Outreach and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The

District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

### **3. Nutrition**

#### ***School Meals***

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs in which the District participates. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chafing dishes or hotel pans).
  - Sliced or cut fruit is available daily.
  - Daily fruit options are displayed in a location in the line of sight and reach of students.
  - All available vegetable options have been given creative or descriptive names.
  - Daily vegetable options are bundled into all grab-and-go meals available to students.
  - All staff members, especially those

- serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
- White milk is placed in front of other beverages in all coolers.
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
  - Student artwork is displayed in the service and/or dining areas.
  - Daily announcements are used to promote and market menu options.

### ***Student's Meals From Home***

Parents will be encouraged to make healthy choices for student lunches.

### ***Staff Qualifications and Professional Development***

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

### ***Water***

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

### ***Competitive Foods and Beverages***

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.foodplanner.healthiergeneration.org](http://www.foodplanner.healthiergeneration.org).

To support healthy food choices and improve student health and well-being, all

foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

### ***Celebrations and Rewards***

Due to food safety and food allergy concerns and in an effort to provide healthy foods a list of alternatives to home-baked goods, including both food and non-food items, will be provided to parents and staff.

Parents are encouraged to find a non-food or healthy food alternative from the list provided for classroom celebrations including individual birthdays and special occasions.

Food or non-food items not on the list provided must be approved by the building principal.

### ***Fundraising***

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards will be encouraged to be sold through fundraisers on the school campus during the school day.

### ***Nutrition Promotion***

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal

programs. This promotion will occur through at least:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

### ***Nutrition Education***

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
  - Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
  - Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

### ***Essential Healthy Eating Topics in Health Education***

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks

- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' health dietary restrictions

### ***Food and Beverage Marketing in Schools***

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.

- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District. · Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

#### **4. Physical Activity**

The established goal is to implement a curriculum that meets or exceeds the health and physical education standards established by the Nebraska Department of Education. The Wellness Team establishes the following guidelines:

##### ***Physical Education***

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

The District's physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

### ***Essential Physical Activity Topics in Health Education***

Health education will be required in all elementary grades and the District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

### ***Recess & Physical Education Classes***

Elementary students will have the opportunity for daily recess. Weather and other conditions permitting, recess will be outdoors.

Physical activity will not be used as punishment and will not be withheld as punishment. This guideline shall not apply to extra-curricular activities. In no event will physical activity be used as a form of corporal punishment.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

### ***Before and After School Activities***

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs or interscholastic sports.

### ***Active Transport***

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by requiring that its schools engage in six or more of the activities below, to be selected by each school administration; including but not limited to:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week, National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crossing guards
- Use crosswalks on streets leading to schools

## **5. Other Activities that Promote Student Wellness**

### ***Community Partnerships***

The District will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

### ***Community Health Promotion and Family Engagement***

Nutrition Health Events: Educators are encouraged to search for and take advantage of events that promote nutrition education. Activities may include:

- Health fairs
- Traveling health exhibits
- Field trips to farm or food production facilities

- Health Speakers (school assembly or class speaker on nutrition)

Physical Activity Health Events: Educators are encouraged to search for and take advantage of events that promote physical activity education. Activities may include:

- Health fairs
- Traveling health exhibits
- Field trips to physical activity centers
- Physical activity speakers (school assemblies or class speakers representing sports figures, medical people, etc.)

### ***Staff Wellness and Health Promotion***

The DWC will focus on staff wellness issues, identifying and disseminating wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

### ***Professional Learning***

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

### ***Glossary***

**Extended School Day** – the time during, before and after school that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals and more.

**School Campus** - areas that are owned or leased by the school and used at any time for school related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day** – The time between 8:00 am and 3:40 pm on regular days; and

from 8:00 am to 2:00 pm on shortened days.

**Triennial** – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Date of Adoption: June 2023

## Receipt of Student Handbook

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

**Parents (or guardians) and students are required to sign & return the receipt form below before August 31, 2023**

### PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Franklin Public School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Franklin Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

### RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student's Signature

Date

Parent/Guardian's Signature

Date

Cell Phone Number (Optional)

Cell Phone Number (Optional)

\_\_\_\_\_  
Parent's Email Address (Optional)

\_\_\_\_\_  
Parent's Email Address (Optional)

**PARENTAL AUTHORIZATION AND RELEASE FORM  
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student’s parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska’s Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student’s name.
- Provide the district with specific written instructions regarding the requested nonprescription drug’s administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that have expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

\_\_\_\_\_  
(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my students. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

**PARENTAL AUTHORIZATION AND RELEASE FORM  
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

\_\_\_\_\_  
(name of the student)

It is necessary that the student receive (name of drug) \_\_\_\_\_, a physician-prescribed drug, during school intervals beginning on (date) \_\_\_\_\_ and continuing through \_\_\_\_\_ (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS  
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION  
MEDICATIONS BY SCHOOL PERSONNEL**

DATE \_\_\_\_\_

CHILD'S FULL NAME \_\_\_\_\_ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

\_\_\_\_\_ Dosage and time \_\_\_\_\_

Date \_\_\_\_\_ administration \_\_\_\_\_ of \_\_\_\_\_ drug \_\_\_\_\_ is \_\_\_\_\_ to \_\_\_\_\_ begin \_\_\_\_\_

\_\_\_\_\_ Possible adverse reactions to be reported to physician \_\_\_\_\_

\_\_\_\_\_ Special instructions for the administration and storage of the drug \_\_\_\_\_ Sp

\_\_\_\_\_ I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

\_\_\_\_\_ Print or Type

\_\_\_\_\_ Primary Phone Number

\_\_\_\_\_ Secondary Phone Number

\_\_\_\_\_ Signature of Physician

## RECORD OF SELF-ADMINISTERED MEDICINE

Parent's Phone \_\_\_\_\_  
Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_  
Name of Medication \_\_\_\_\_  
Dosage of Medication \_\_\_\_\_ Time \_\_\_\_\_  
Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_  
Phone # \_\_\_\_\_

Possible Adverse Reaction: \_\_\_\_\_  
\_\_\_\_\_ gives permission for \_\_\_\_\_ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature \_\_\_\_\_

Our boy enrollment as of July 10<sup>th</sup> puts us at 39 and 43 for the next cycle (24-25). That would put us in the bottom 1/3 of D1 or top 1/3 of D2. For the 26-27 cycle we would be at 39 & 31. That would put us in D2. For the 28-29 cycle we would be at 23 & 25.

Potential opponent's record the last 2 seasons. Overall record including playoffs. (Regular season record for 22 – regular season record for 23)

Alma: D1, 8-9 (3-5, 5-3). Potentially could be 11 man or not eligible in 8 man.

Amherst: D1, 8-10 (3-5, 5-4) currently C2

Arapahoe: D1, 13-6 (8-0, 4-4)

Axtell: D2, 6-11 (2-6, 4-4)

BDS: D2, 18-5 (5-3, 8-0)

Bertrand: D1, 8-9 (6-2, 2-6)

Blue Hill: D2, 8-10 (4-4, 3-5)

Cambridge: D1, 8-9 (4-4, 4-4)

Deshler: D2, 3-13 (2-6, 1-7) D6 2 years ago

Elm Creek: D1, 9-10, (0-8, 7-1)

Giltner: D2, 3-13 (1-7, 2-6)

Heartland: D1, 13-6 (6-2, 6-2)

Hi-Line: D1, 13-6 (5-3, 7-1)

Kenesaw: D2, 20-2 (8-0, 7-1) 2021 state champs, coach retiring at end of 23-24.

Lawrence/Nelson: D2, 11-8 (3-5, 7-1)

Loomis: D2, 8-10 (5-3, 3-5)

Medicine Valley: D2, 6-11 (6-2, 0-8)

McCool Junction: D2, 8-10 (7-1, 0-8) D6 2 years ago

Overton: D2, 4-12 (3-5, 1-7)

Pleasanton: D2, 6-11 (6-2, 0-8)

Sandy Creek: D1, 9-10 (3-6, 5-3) C2 2 years ago

Southern Valley: D2, 1-15 (1-7, 0-8)

Superior: D1, 5-12 (4-5, 1-7) C2 2 years ago

Sutton: D1, 8-10 (6-3, 2-6) C2 2 years ago

Thayer Central: D1, 12-7 (4-4, 7-1)

Survey results (81 responses):

18.5% for 6-man

81.5% for 8-man

Rational: 15 skipped this section on the survey

From Players:

“A winning record is nice, but what's the point if there isn't even a chance to get in the playoffs?”

“I like 6-man way better than 8-man and also I like winning, and we just don't have size for 8-man”

“I would rather have a fighting chance for playoffs then no chance to make playoffs. I also think we would be better at eight man.”

From Parents:

“As the parents of three boys, we think it is crucial for all student athletes to have the opportunity to participate on the field. Going to eight man would allow for more participation and opportunity for students, all while not limiting their upside potential to participate in the play-offs.”

“End goal should always be playoffs and should push our student athletes to that goal. Be better Flyers”

“It's just that the kids play hard, train hard and if they do well have nothing to show for it in a trophy case or picture, etc.”

“Why wouldn't we give our children the chance to go to playoffs? This is a dumb survey being needed for your own benefit to whether you want to commit to the money it takes to send our kids to the playoffs rather than something else you would want to do.”

“(6-man) Lot faster pace more exciting to watch.”

“These kids have played six man their whole high school don't change on them now.”

“We don’t change classes in any other sport “to win” so why do it for football?

Class A basketball should not play Class C just to win regular season.”

12 parents selected 8-man without giving a reason.

From Coaches:

“It’s hard to ask kids to give their all when there is nothing to play for.”

“Give the boys something to play for. It is hard to motivate kids to care when they know there is no playoffs.”

“Being the Head coach of the Flyers I feel it's in our best interest to go 8-man. This will not only spark more interest from the kids but will also give us better opportunities to get more kids involved and on the field.”

From Community members:

“I think we need to give the kids a chance but until kids in the school care more about sports and less about drugs we are going to struggle in all sports.”

“We don’t have enough dedicated athletes. Kids are not as interested or as dedicated to athletics as they use to be.”

“I think that we could possibly be better at 8 man and make playoffs. And even if we don’t make playoffs at least we are eligible to make playoffs.”

“Why wouldn't you want to be eligible to play in the playoffs!?”

“Playing 6 man but being ineligible to be in playoffs seems to me to make the football season pointless. There wouldn't be anything for the boys to be striving for.”

“I think being eligible for playoffs would give the boys a chance to go after something and also reward for all their hard work. We need to teach these kids that Franklin can be winners and they don't have to go in to sports thinking they are always going to lose based on the past. We must teach and model a winning culture regardless if we win or lose. We have talented kids that can put Franklin on the map in all sports. Go Flyers!”

“Not enough interested participants.”

“Doesn't give the boys a reason to play when they aren't eligible for playoffs. Also, why teach them to “pick on the weaker person” it's as if you're saying you can beat someone your own size so find a weaker person if you option down.”

“The only way Franklin will ever be competitive is to stay 6 man. Kids need to win from time to time in order to stay involved.”

“Should of stayed 8 man in the first place.”

“Tough 8-man competition for our small boys.”

“The important part of this decision is not the number of boys enrolled in school but the number willing to play football. Taking into account players that may get injured, become academically ineligible, or other possible reasons that they could

not play on any given day, would we still have enough players to be competitive, safely, should be a major consideration in this decision.”

“Being eligible gives athletes something to play for. Give them a chance.”

“(8 man) It gives more kids the opportunity to play.”



## **Elementary Principal's Report**

Mrs. Shelley Kahrs

August 2023

### ***Safety Team Meeting and Update***

We have completed all the training for the Threat Assessment Team and will be moving forward to attending the "Safe2Help" training in order to get the program set up in our school. You will see a "Threat Assessment" section to the student handbook but the program for reporting will not be in place at this time.

### ***First Day of School***

Mr. Lecher suggested that we do all trainings of expectations for students on the first day right away in the morning then follow a 10:00 schedule. Elementary students will review lunchroom, playground and bus expectations at this time.

### ***Meetings Attended***

July 26th-July 28th- Administrator Days  
August 1st- Preschool Orientation  
1st- Cornerstone Meeting  
August 3th Apptegy  
August 4th Principal's Meeting at ESU11  
August 7th Administrative Meeting  
August 9th Cornerstone Meeting  
August 9th KSB Student Discipline Training  
August 10th Threat Assessment Training



**FRANKLIN PUBLIC SCHOOLS**

HOME OF THE FLYERS

**Elementary Principal's Report**

Mrs. Shelley Kahrs

August 2023



**FRANKLIN PUBLIC SCHOOLS**

HOME OF THE FLYERS

**Elementary Principal's Report**

Mrs. Shelley Kahrs

August 2023



**MS-HS Principal's Report**

Mrs. Christie Stratman

August 2023

**Preparation for 2023-2024 School Year**

Teachers have been working on their rooms to get ready for the new school year. The PLC committees met and discussed data that was collected from last year. They will be working on it more as the semester progresses.

The handbook was finished and given to Mr. Lecher for review.

***Meetings Attended***

July 26th-July 28th- Administrator Days

July Completed Title IX Training

August 3th Apptegy

August 4th Principal's Meeting at ESU11

August 9th KSB Student Discipline Training

August 10th Threat Assessment Training

Continuous PowerSchool Training

**Beginning of the Year Welcome from School Board**

Teachers, staff and their significant others enjoyed the welcome back meal held at the fairgrounds on Friday, August 11th.



**FRANKLIN PUBLIC SCHOOLS**

HOME OF THE FLYERS

**MS-HS Principal's Report**

Mrs. Christie Stratman

August 2023



**FRANKLIN PUBLIC SCHOOLS**

HOME OF THE FLYERS

**MS-HS Principal's Report**

Mrs. Christie Stratman

August 2023



Chris Lecher  
Superintendent

August 14, 2023

- All staff started last Friday
- Back to school bash tomorrow night- grillers???? 5 PM
- Admin team attended Administrator Days during the last few days of July
- I have been continuing to work on the Budget. It is mostly finalized but need to wait on final valuations from Assessor's office
- Hail storm update
- 7 AM meeting on Thursday, August 24 to finalize fiscal year and vote on increase of property tax authority.
- The Annual Budget Hearing, Tax Request Hearing and Regular Meeting would be on September 11 unless we have to attend the JPH
- September 13 NASB area membership meeting(Kearney)Mike, Derek, Harley have changed levels-do you want to attend?
- Numeric & Programmatic Capacity Resolution - number limit to class sizes for option students
- Parking lot
- Band uniforms
- I had 17 work days in July
- **WE HAVE AWESOME STUDENTS AND STAFF AT FPS!!!**
- **It's a GREAT day to be a Flyer!!!!**