

**FILLMORE CENTRAL ELEMENTARY  
2015 - 2016  
PARENT – STUDENT HANDBOOK**



**Our Mission: To provide all students the opportunity and supports to achieve excellence, develop responsibility, and become life-long learners.**

School Song

Fillmore Central High School; to the Panther's we'll be true!  
Fillmore Central High School; our loyalty's with you.  
Silver, Black and Purple; reign supreme and true.  
We are making history, marching on to victory!  
V-I-C-T-O-R-Y, Victory is our battle cry.  
P-A-N-T-H-E-R, Panther spirit will never die!

School Colors

Black, Silver, and Purple

School Mascot

Panthers

225 North 17<sup>th</sup>  
Geneva, NE 68361  
Phone: (402)759-3184  
Fax: (402)759-3110

This handbook is intended to provide general information about the operation, practices, and procedures of the school district. It also sets forth the rules and regulations of the school and the behavioral standards for students. The student handbook does not form a contract, and the Board of Education may change the rules, regulations, or handbook provisions at any time.

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**Phone: 759-3184**

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## **WELCOME.....**

Dear Parents / Guardians and Students:

Welcome to the beginning of a new and exciting school year! We look forward to working with you and your child to provide an educational experience that meets the needs of each child. This handbook has been prepared in order to provide you with an easy reference to pertinent information and to share the expectations of the school with parents and students. Please review this handbook with your child (ren) throughout the year in order to help alleviate potential misunderstandings.

This handbook cannot cover every situation that may arise during the year; therefore, the school may have to rely on individual discretion for certain instances.

A successful educational experience for children may best be accomplished through the cooperative efforts of the home and school. Please feel free to contact us whenever questions may arise.

## **MISSION STATEMENT OF FILLMORE CENTRAL PUBLIC SCHOOL**

The mission of Fillmore Central Public School is to provide all students the opportunity and support to achieve excellence, develop responsibility, and become life-long learners.

## **ELEMENTARY SCHOOL DAY SCHEDULE**

<b>7:40 - 8:00</b>	Staff is on duty and breakfast is served
<b>8:15</b>	The first bell rings, children enter classrooms
<b>8:20</b>	Tardy bell rings, classes begin
<b>3:15</b>	School dismisses
<b>3:45</b>	Staff is off duty and office closes

## **SCHOOL CLOSING**

The decision to close schools due to extreme weather is normally made prior to 6 a.m. The school will make an automated phone call, or you may also listen to one of these area TV or Radio stations on mornings the weather is inclement:

- **KOLN TV CHANNEL 10 LINCOLN**
- **KHSA TV CHANNEL 5 HASTINGS**
- **KAWL YORK RADIO 1370**
- **KZ100 CENTRAL CITY**

## **BUS TRANSPORTATION**

Please contact Bob Taylor, the Fillmore Central Public Schools transportation coordinator, if you have questions about bus transportation at 759 – 3632. Shuttle routes between Fairmont and Geneva will again transport students between towns. A morning shuttle departs from Fairmont to Geneva at 7:35 a.m. An after school shuttle departs from Geneva to Fairmont at 3:30 p.m.

## **ENTRANCE TO FILLMORE CENTRAL PUBLIC SCHOOLS**

The State of Nebraska and the Fillmore Central Board of Education each have specific required information that each student must submit prior to the initial entrance of a Fillmore Central Public School:

- Birth Certificate
- Written evidence of a health examination by a qualified physician and administered within six months prior to entrance. This includes all incoming kindergarteners and all students transferring from out of state
- A record of immunization as determined by state law and the Nebraska Department of Health regulations
- Prior school records and grades, when applicable
- A copy of Court Order of Guardianship if child is not with legal parent

- Upon entering the Fillmore Central Schools, parents and students will be given forms and a Student Handbook. The forms should be returned to the school upon the requested date.
- This handbook outlines the policies and procedures of the district.
- In addition, these student services are offered: Title 1, Free and Reduced lunch, Transportation, Speech and Language, Resource, Vision, Occupational Therapy, and Physical Therapy.

## **ACADEMICS**

### **MULTICULTURAL EDUCATION PHILOSOPHY**

It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of Americans, European Americans, African Americans, Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

### **GUIDANCE**

It is the belief of the Fillmore Central Public School that the function of the guidance program is to assist the student in obtaining the maximum benefit from his/her school experience. Counseling is the primary guidance service. It is a student - counselor relationship in which the student has the freedom to express his/her ideas and feelings. Students are encouraged to use the guidance counselor as a resource.

Counseling seeks to help students assume responsibility for making plans and decisions. The counselor gathers and organizes information about students from conferences with parents, teachers, students, grades, standardized test scores, and information forms.

### **SPECIAL EDUCATION IDENTIFICATION**

All children with disabilities, including children with disabilities attending nonpublic schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are eligible for these services.

### **PROMOTION and RETENTION**

Judgments about promotion from grade level to grade level, or retention of a student for a grade level will be based upon a joint collaboration between the professional educators of our school system. When a student is having difficulties and is being considered for the possibility of retention, parents will be notified prior to the end of the 3<sup>rd</sup> quarter. The actual decision regarding retention of a student will be determined after a conference with the principal, parents, teacher(s), and/or counselor. If a mutual decision cannot be reached, the principal shall render a decision on or before the end of the school year. (An appeal of the principal's decision may be made by the parents to the Superintendent of schools with-in five school days of the principal's decision date and a hearing on the matter will be set.)

### **REPORT CARDS**

Report cards are sent home at the end of each quarter.

### **MID-QUARTER REPORTS**

Mid-quarter reports will be sent home with your child about 1/2 way through each quarter of the school year. However, in the 3<sup>rd</sup> and 4<sup>th</sup> quarter, for grades "K" - 2, only those students achieving below expectations will receive a report.

### **PARENT – TEACHER CONFERENCES**

Parent - teacher conferences are an important component of an effective partnership between home and school. Conferences are scheduled at the conclusion of the first quarter of the school year, and again at the conclusion of the third quarter of the school year. Parents are encouraged to attend both conferences. Participation in your child's education sends a positive message to your child(ren).

### **MISSED WORK ASSIGNMENT POLICY**

Students who are absent will have three school days (including the day they return) to complete any summative or formative tasks missed during their absence.

### **PLANNED VACATION OR TRIP**

Vacations or trips planned when school is in session are discouraged. When unavoidable, please inform your child's classroom teacher at least a week in advance and arrange for make up work to be done prior to leaving.

### **INCOMPLETE WORK**

Failure to complete work within three days of an absence will result in an 'incomplete' being recorded into the student-data information system for each unfinished summative task; additionally, students will forfeit the right to any retake for each 'incomplete' summative item. The building principal may make exceptions where deemed appropriate (such as lengthy absences due to illness). Students who know they will be absent are encouraged to make up work before they leave. Late work cannot be accepted after the end of a quarter.

### **GRADING SCALE**

The 3<sup>rd</sup> and 4<sup>th</sup> grade classes will use the following grading scale. These classes will also follow the parameters set forth in the Grading For Learning policy.

<b>A+ = 97% - 100%</b>	<b>A = 93% - 96%</b>
<b>B+ = 89% - 92%</b>	<b>B = 85% - 88%</b>
<b>C+ = 81% - 84%</b>	<b>C = 77% - 80%</b>
<b>D+ = 73% - 76%</b>	<b>D = 69% - 72%</b>
<b>F = 0% - 68%</b>	

The following grading scale is used in K – 2<sup>nd</sup> grade.

**“E” Excellent      “S” Satisfactory      “I” Improving      “N” Needs Improvement**

## **ARRIVAL AND DISMISSAL**

### **ELEMENTARY STUDENTS AT THE MIDDLE SCHOOL**

Supervision for elementary students who ride the shuttle bus from Fairmont to Geneva is provided at the middle school beginning at 7:15 a.m. The west doors of the Middle School are open at that time.

Supervision is again provided at the end of the school day for elementary students who ride the shuttle bus from Geneva to Fairmont. This supervision is also provided at the west doors of the middle school until 3:45 p.m.

### **ARRIVING AT SCHOOL**

The school day begins at 8:15 a.m. The tardy bell rings at 8:20 a.m. Breakfast is served from 7:40 – 8:00. Students should arrive no earlier than 7:40 a.m. Supervision is provided beginning at 7:40 a.m.

1. Parents/Guardians can accompany their child to morning waiting areas by checking in at the office.
2. Students arriving between 8:00 – 8:15:

“K”	Report to art room
1 <sup>st</sup> Grade	Report to the gym
2 <sup>nd</sup> grade	Report to music room
3 <sup>rd</sup> and 4 <sup>th</sup>	Report to lunchroom
3. Students arriving at school between 7:40 – 8:00 will wait in the cafeteria and transition to grade level waiting areas at 8:00. Students can bring toys for this time (no electronics or trading cards).
4. Students are not allowed to wait for the 8:15 “bell” anywhere outside the building unless they are supervised by their parent / guardian.
5. Students should cross streets using the marked crosswalks.
6. Parents should instruct their children to cross the streets at corners and not to cross or ride bikes/scooters in the middle of a block or street.

7. Bikes/scooters should be parked in the bike racks and locked. Bikes/scooters are not to be ridden on the sidewalk while school is being dismissed.
8. Please park in a marked parking area when waiting to pick up your child. Make sure you do not park in a handicapped zone, even for a short time.

### **DISMISSAL PROCEDURES**

1. Students will exit the building, at dismissal time, from the door nearest their classroom.
2. Staff provide supervision of students for 5-10 minutes after dismissal each day. Occasionally there is street crossing supervision at the Northwest corner of the school, and supervision at the intersection of 17<sup>th</sup> and “H” streets. Supervision is also provided at the front doors for “K” students, and 1<sup>st</sup> grade students are supervised while being escorted from the East side of the building to the South side of the building. Staff receive no training regarding safely crossing a street. Volunteers, also with no training, occasionally provide supervision as a crossing guard at the intersection of 17<sup>th</sup> and “H.”
3. Students remaining on school property after 10 minutes are escorted into the elementary building to make a phone call or wait for their ride. Students are asked to remain in the building, near the front door until their ride arrives. They are expected to say “good-bye” to an adult in the office, usually the secretary, when their ride arrives.
4. Students who ride the bus each day will be supervised until the bus arrives (usually around 3:30).

### **“PLANNED” EARLY DISMISSAL PROCEDURES**

1. Students who usually walk or bike home, ride the bus, or have a parent/sibling/friend pick them up after school each day, as indicated on the registration form, will do the same when there is a **planned, early dismissal: 1<sup>st</sup> day of school; the last day of school, September 7<sup>th</sup>, October 5<sup>th</sup>, November 2<sup>nd</sup> and 23<sup>rd</sup>, December 7<sup>th</sup> and 22<sup>nd</sup>, and April 13<sup>th</sup>.**
2. It is the parent/guardian’s duty to instruct the office, in writing, by phone call, or by e-mail, if your child’s usual after school plan will differ when there is a **planned, early dismissal.**

### **“UNPLANNED” EARLY DISMISSAL**

In the event of an unplanned early dismissal, contact with a parent/guardian/caregiver will be made before a student is allowed to leave. Staff are required to know the plan for each child, when an unplanned early dismissal takes place.

## **PARENT INVOLVEMENT**

When parents take an active role in their child’s education, children have a greater probability to reach their potential as a student. Being an active participant in your child’s education can mean, taking an interest in what they are learning about in school, talking to them about school in a positive way, keeping in contact with your child’s teacher, and helping your child develop good study habits.

### **HOME/SCHOOL COMMUNICATION:**

When you have information to share, a question that needs answered, or a problem that needs to be resolved, please feel free to contact your child’s teacher or other school personnel. Please communicate with the person most directly involved. If a problem has not been resolved by direct communication with a staff member, please contact the immediate supervisor of the staff member you spoke to first. We believe questions can be answered completely and problems resolved sooner if we communicate in this manner.

### **ELEMENTARY PARENT ADVISORY COMMITTEE (E.P.A.C.)**

All parents of students enrolled at the Fillmore Central Elementary School are encouraged to be an active member of the Elementary Parent Advisory Committee. This committee meets on the last Monday night in August, November and March. Meetings last less than 1 hour. EPAC provides support for the school and its students in a positive way by fundraising and sharing information.



## **POWERSCHOOL ACCESS**

We are pleased to offer you the option of accessing information regarding your student's grades, lunch account, and attendance via the internet. To access your student's data, you will need the following information:

1. Website Address: <http://ps.fillmorecentral.org/public>
2. Your child's confidential USER ID (Please call the school if you have forgotten your child's ID)
3. Your child's confidential PASSWORD (Please call the school if you have forgotten your child's ID)

Please note that the log-in ID and password are a combination of letters and numbers. Sometimes it is difficult to tell the difference between a zero and the letter "O". Generally, the zero, "0", is more narrow than the "O."

You may view your child's information at any time from any computer with internet access. Please keep your password confidential so only you can access the information. The office will update information within a reasonable period of time.

**Please note: Kindergarten, first and second grade grades will not be viewable on the internet until the end of a quarter.**

If you forgot your child's USER ID and/or PASSWORD, you will need to stop by the office (elementary, middle school, or high school) in person, or have the information mailed to you. You may call Kathy Kaiser at 759-3184 for more information about ID's and PASSWORD's.

## **SCHOOL LUNCH AND BREAKFAST PROGRAM**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from the discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

Additional Milk: \$0.50 (Milk breaks are offered to students in grades K-1)

**PLEASE PAY FOR MEALS AND MILK IN ADVANCE. CHARGING IS PROHIBITED.**

## **SCHOOL FEES / GENERAL SCHOOL SUPPLIES**

Fillmore Central Public Schools has a student fees policy that allows for the collection of fees for various classes and extra-curricular activities. A list of fees is available from the building principal. Students who qualify for free or reduced lunch according to the federal hot lunch program guidelines may apply for a waiver of certain fees. These include fees for 1.) participation in extra-curricular activities, 2.) materials for course projects, 3.) spectator admission fees, 4.) and use of musical instruments. Fee waiver applications may be obtained from the principal's office and must be submitted prior to the start of the activity/ class for which the fee is being applied.

## **STUDENT ATTENDANCE**

Fillmore Central Elementary has taken steps to ensure the accounting and safety of all students. In order to accomplish this we must have the support of the home. Therefore...

1. **The day of the absence, parents are to contact the school at 759 - 3184. Inform the office of the nature of the absence, and how long they anticipate their child to be out of school.**
2. These calls should be made between 7:30a.m. and 8:45 a.m. so we can check on the safety and whereabouts of our students.
3. The school will contact parents at numbers listed on the registration form, i.e. home phone number, work numbers, and emergency numbers when prior notification has not been received.

4. If homes do not have phones, it still becomes the parent's responsibility to notify the school of the absence.
5. When parental/guardian or emergency contact for the phone numbers listed on the registration form cannot be made, the school will contact the Fillmore County Sheriff's Office to do a Wellness Check at the child's residence.
6. Students who want to leave at any time during the day must have permission from their parents. This permission may be obtained by parent phone call or by parent note. Any other requests will be denied.
7. **Compulsory Attendance Law:** Any child who will reach six (6) years of age on or after January 1<sup>st</sup> of the then current school year is required to attend school.

#### **ATTENDANCE POLICY and PROVISIONS**

School is a full time job; therefore, students are expected to be in attendance for all classes throughout the year. **Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their potential.**

NE Statute 79-209 and FCPS Board Policy #5100 states that a student who accumulates more than ten (10) absences per semester or more than twenty (20) in a school year is "excessively absent".

In any case where a student has accumulated more than ten (10) absences (including both excused and unexcused absences) in a semester, or the hourly equivalent, or more than twenty (20) in a school year then a series of steps will be initiated by the building principal or his designee to determine if a case of truancy or excessive absenteeism exists. Such a process may include a meeting held between school officials and a parent/guardian of the student. If the determination is made that a case of truancy or excessive absenteeism exists then the building principal or his designee will attempt to work with the student and their family to bring about an acceptable resolution to the problem. In cases where a student's attendance continues to be an issue beyond the attempted resolution of the problem, the building principal or his designee shall notify the county attorney's office and request that the issue be investigated. Absences due to Verified Placement may be excluded from this calculation.

Board Policy #5100 requires that in any case where a student has more than ten (10) days of absence per semester, or the hourly equivalent, or more than twenty (20) in a school year and any of those absences are absence by choice, then the building principal or his designee shall notify the county attorney of the student's truancy. (Absences by choice are when a decision is made to miss school when it is not necessary, even if those absences are approved by a parent/guardian. Such absences will be recorded as Unexcused by the principal's office.)

**EXCUSED:** Absences with prior approval of the principal are considered excused. All absences, except for illness and/or death in the family, require advance approval.

**UNEXCUSED:** Absences by choice are when a decision is made to miss school when it is not necessary, even if those absences are approved by a parent/guardian. Such absences will be recorded as Unexcused by the principal's office.

**TARDY / EARLY DISMISSAL:** The tardy bell rings at 8:20. Students are considered tardy until 9:20. Students are considered tardy if they are not in their assigned classrooms when class begins at 8:20 a.m. Students leaving between 2:15 and 3:15 are considered "early dismissed." Beyond tardy and early dismissal, any other absence (5 minutes, 15 minutes, an hour, etc.) will count as a 1/2 day or full day absent.

## **INTERNET AND COMPUTER USE**

### **FILLMORE CENTRAL ACCEPTABLE USE OF COMPUTERS AND NETWORKS POLICY**

It is the policy of Fillmore Central Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called

“hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

A. Computer Acceptable Use Policy

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

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

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

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

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

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

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

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

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

7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.
- Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.
- The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.
7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees.

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

## **STUDENT RIGHTS, CONDUCT, RULES, and REGULATIONS**

### **DISCIPLINE POLICIES**

The basis for an education is to prepare the student for the demands of the adult world. The rules and standards of student conduct contained herein are intended to provide notice to students as to the conduct prescribed or required of them and of the responsibilities of the students in the Fillmore Central Public School System. Students are required to conduct themselves in a respectable manner, be considerate of other pupils' rights and make the best use of the opportunities available. Permission to remain in class is based on appropriate behavior. Attendance ends as soon as the pupil exhibits an unwillingness to observe the regulations of the particular class.

The rules and standards in this section apply to all school buildings or any school ground during, immediately before, or immediately after school hours. They also apply to any school-sponsored function or event whether on or off school grounds. This section does not define all aspects of student conduct; however, the Board of Education has the responsibility to set forth policies, rules, and regulations to help students conduct themselves in a proper manner as reasonably good citizens of the school community.

### **DISCIPLINE PHILOSOPHY**

It is the intent of the district's discipline philosophy to provide clearly stated classroom rules, be consistent, use logical consequences when possible, and communicate with parents. Teachers are encouraged to contact parents when problems arise. Likewise, parents are encouraged to maintain this two-way communication.

### **STUDENT CONDUCT**

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Fillmore Central Public School, all students are expected to refrain from the following conduct.

### **BULLYING**

Fillmore Central Elementary School prohibits bullying by staff and students of any person in the school, not merely students. Fillmore Central Elementary School Definition: Bullying involves: a desire to hurt or humiliate + actions or words that hurt or humiliate + a power imbalance + repetition (typically) + an unjust use of power + a sense of being oppressed on the part of the target + gratification by the aggressor.

Examples include but are not limited to: Persistent, unwanted joking and teasing; Name calling; Unwanted comments; Disrespect for another person's property; Leaving people out of activities (isolating, excluding, rejecting); Threatening people; Gossip and/or rumors; Making people do things they don't want to do; Rating or Ranking of personal characteristics. Punishment may include in or out of school suspension or expulsion.

### **SEXUAL HARRASSMENT**

It is the policy of the Fillmore Central Elementary School to prohibit sexual harassment by students of any person in the school, not merely other students. It is a violation of this policy for any student to harass any person in the school by making any unwelcome verbal or physical sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct.

Activities prescribed by the adoption of this policy include, but are not limited to, verbal harassment or abuse, pressure of any type of sexual activity, remarks of a sexually demeaning implication, and unwelcome touching. Additional examples could include such behavior as leering, joking, offensive remarks, which are not directed specifically at the person who feels harassed.

Sexual harassment is a punishable offense. Punishment may include in or out of school suspension or expulsion. Federal and Nebraska School Law make sexual harassment illegal.

**What Should You Do if you are sexually harassed?**

1. Tell the harasser to stop! Misunderstandings happen, so the first step in stopping sexual harassment is to tell the person to stop! Say it clearly and firmly, "I didn't like what you did/said. I want you to stop!"
2. If he/she stops, it's probably not sexual harassment.
3. If he/she keeps doing it/saying it, it's probably sexual harassment.

If the harassment continues:

1. Talk to your friends. It will help you feel better and prevents misunderstandings.
2. Write down everything that happened! Include where it happened, when and who was there.
3. Avoid being alone with the harasser.
4. Report the incident to an adult. A parent, a trusted teacher, principal or school counselor can help you plan what to do next.
5. Have parents contact the principal. Parents may want to file a formal complaint if the harassment continues.

**FORMS OF SCHOOL DISCIPLINE****Exclusion, Suspension & Expulsion**

Student behavior in (School District #25) *Fillmore Central Public School* is based on respect and consideration for the rights of others. Students have a responsibility to know and abide by the rules and regulations of the school. Students are expected to respect the rights of others and no student shall be permitted to interfere with the work of the school or the learning opportunities of other students.

**Emergency Exclusion:**

A student may be excluded from school in the following circumstances by the principal or superintendent or person authorized by the superintendent of schools:

1. If the student has a dangerous communicable disease transmittable through normal school contacts that poses an imminent threat to the health or the safety of the school community; or
2. If the student's conduct presents a clear threat to the physical safety of others or is so extremely disruptive as to make the student's temporary removal necessary to preserve the rights of other students to pursue an education.

Such exclusion shall be initiated as a short term suspension (up to five days) and may be extended for a period of time of up to twenty (20) should the threat to others remain as per the discretionary decision of the principal.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than necessary to avoid the dangers described above.

**Short Term Suspension:**

The principal, superintendent or other individual from time to time designated to have such authority by the superintendent of schools may deny a student the right to attend school or take part in any school functions for a period of up to five school days on the following grounds:

1. Conduct constituting grounds for suspension or expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior delineated in the school handbooks and adopted by the Board of Education.

**Short Term Suspension Procedures:**

1. The principal considering the short-term suspension shall make a reasonable of the facts and circumstance. In addition, such short-term suspension shall be made 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 shall be given oral or written notice of the charge against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
3. The student shall be afforded an opportunity to explain the student's version of the facts to the principal.
4. Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal shall send a written statement to the student, student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
5. An opportunity shall be afforded to the student, parents or guardian of the student to confer with the principal to work out a solution to the problem prior to returning to school. The principal shall determine who shall attend the conference in addition to the student and parents/guardians.

### **Long Term Suspension**

Long Term Suspension shall mean the exclusion of a student from attending school for a period exceeding five school days but less than 20 school days.

### **Expulsion**

Expulsion shall mean exclusion from attending school for a period not to exceed the remainder of the semester.

### **Grounds for Short-Term or Long-Term Suspension or Expulsion or Exclusion**

The following types of student conduct shall constitute grounds for suspension and a long-term suspension, and expulsion, when such activity occurs on school grounds or during an educational activity off school grounds.

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
2. Sexual assaulting or attempting to sexually assault any student or any school employee.
3. Willfully causing or attempting to cause substantial damage to private or school property of small value.
4. Cause or attempting to cause physical injury to a school employee or to any student.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
7. Engaging in the unlawful selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia.
8. Engaging in the selling, using, possessing, or dispensing of material represented to be alcoholic beverages, tobacco, narcotics, drugs, controlled substance or inhalant.
9. The use of language which is profane or abusive to students or staff members.
10. Public indecency as defined in Nebraska statutes, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.
11. Repeated violation of any of the rules adopted by the school district or the school.
12. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
13. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and teaching process.
14. Willfully violating the behavioral expectations for those students riding (District #25) *Fillmore Central Public School* buses.

### **Due Process Procedures for Long-Term Suspension or Expulsion**

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

1. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent.



2. If the superintendent deems further action appropriate, said party shall either send by registered or certified mail or by personal service the student and the student's parents or guardian a written notice within two school days of the date of the decision. Said notice shall include the following:
  - 2.1 The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal.
  - 2.2 The penalties to which the student may be subjected and the penalty which the principal has recommended in the charge.
  - 2.3 A statement explaining the student's right to a hearing upon request on the specified charges.
  - 2.4 A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - 2.5 A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - 2.6 A form or a request for hearing to be signed by such parties and delivered to the superintendent in person or by registered or certified mail.
3. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussion and settling the matter with appropriate school personnel prior to the hearing stage.
4. In the event that the superintendent has not received a request for hearing within five school days following receipt of the written notice, the punishment will be that recommended in the charge by the principal.
5. If a hearing is requested after the end of five school days following the actual receipt of the written notice, but prior to thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
6. 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.
7. In the event that a hearing is requested within five schools days from receipt of the written notice, the superintendent of schools shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the superintendent of schools. The hearing officer shall be an individual who has had not involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The superintendent shall appoint an administrative representative with the responsibility to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five schools days after it is requested. No hearing shall be held upon less than two school days' actual notice to the

administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

4. Continuance: Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records: The administrative representative, the student, the student's parent or guardian of the legal counsel for the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure: The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or student, the student's parents, guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing.

Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination. The student however shall not be required to testify in his/her own defense in which case he/she will not be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved.

If during the conduct of such hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each of any of said students.

7. Availability of Witnesses: The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record: The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings: Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent of schools, his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent: The superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination: Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the superintendent shall take immediate effect.
12. Appeal to Board: The student, student's parents or guardian may, within seven school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a review of the determination by the (District #25) *Fillmore Central Public School* Board of Education.
13. Review by District #25 Board of Education: Upon receipt of the request for review of the superintendent's determination, the (District #25) *Fillmore Central Public School* Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record, except that the Board may admit new or additional evidence to avoid a substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education may withdraw to deliberate privately upon the record and new evidence.

Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise to receive such evidence, subject to the right of all parties to be present, a record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, such new or additional evidence, the (District #25) *Fillmore Central Public School* Board of Education or the committee shall make a final disposition of the matter. The board may alter the superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction.

The final decision of the Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

**Other forms of student discipline:**

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

A principal (or designee) may determine that it is necessary to exclude a student from classes. In-school suspension or time-out may be used as an alternative to out-of-school suspension. The decision to remove a student from the classroom setting is made after a staff member has investigated the facts. Every attempt to notify the parent/guardian in a timely manner will be made, but it is important to understand that parents are not always readily available when a decision to exclude a student needs to be made. Disruptive

behavior during the school day may result in an immediate time-out period spent in an isolated area, if available. The time-out will not exceed one (1) full day. In-school suspension will not exceed more than three (3) consecutive school days. Students are expected to complete class assignments and /or other assigned material during this time, and they will receive classroom credit for work appropriately completed.

### **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 shall 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, except when a minor has been taken into custody as a victim of suspected child abuse, in which case 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 Fillmore Central Public School 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) Leaving the school grounds without permission.
  - (g) 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.

### **ADDITIONAL STUDENT CONDUCT RULES**

The following additional student conduct rules are established. Failure to comply with such rules, including repeated violations, is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

#### **THE 4 B's**

We expect all people in the elementary buildings, to know and follow, these expectations. We believe that when these expectations are being met, our schools can provide an excellent environment for learning to take place.

**BE SAFE  
BE RESPECTFUL**

**BE RESPONSIBLE  
BE KIND**

When rules are not followed there will be consequences that deal directly with the behavior. School personnel will give consequences that are fair and appropriate for each individual.

#### **USE OF "TIME-OUT" OR "BORING" ROOMS**

Time-out or Boring rooms are unlocked and have lights. Students may be given a Time-Out when their behavior is affecting the safety or learning opportunities of others. The Time-Out Rooms will be used in the discretion of the building principal or other authorized school personnel. Our goal, through intervention techniques, will be to help the child rejoin their classmates as soon as we feel they can continue to be a positive participant in their, and others', education.

#### **BEFORE/AFTER SCHOOL TIME**

Administrators, teachers, and paraprofessionals have the authority to detain students after school or require students to arrive to school early, or keep students in from recess for extra help, to make up late work, or

for disciplinary action. Work schedules, extracurricular activities, baby-sitting, appointments, etc. are not acceptable reasons for being unable to stay after school. However, parents can choose to have their child fulfill their before/after school time the following day if schedules conflict.

### **CLASS CONDUCT**

This shall be based on mutual respect for each person's individual rights. The basic right of class membership is contingent upon non-infringement of the rights of others. The classroom teacher shall maintain a proper atmosphere conducive to good instruction. Pupils will conduct themselves in a respectful manner, be considerate of other people's rights, and participate in opportunities available. Faculty, staff, and substitute teachers will be addressed as Mr., Mrs., Miss, or Ms. Depending upon their preference. The privilege to remain in class is based upon appropriate behavior. No cursing or abusive language will be tolerated. Offenders may be suspended from the class or from school. Students are not permitted to sit on tables or counter tops and are prohibited from placing their feet on top of tables, chairs, or counter tops.

Any school sanctioned or sponsored event is considered a legal extension of the classroom and all school rules apply. This includes activities at other locations as well as local events.

### **STUDENT CONDUCT AT ACTIVITIES**

We encourage and expect parental support in the fostering of proper conduct at all school activities, elementary and high school. Students are subject to school rules while attending school-sponsored events.

### **PLAYGROUND RULES**

1. Always follow directions of playground supervisors.
2. Be Safe, Be Responsible, Be Respectful, Be Kind
3. Use safety at all times when playing on the playground equipment.
  - Keep hands and feet inside the slide
  - No jumping out of swings
  - No standing in swings
  - Students are not allowed to play tag on or around the equipment
4. When playing a game: be fair, take turns, and show good sportsmanship.
5. Ask for permission BEFORE you....
  - Go back into the school
  - Get a ball out of the street
6. No cutting in line or saving spots in a line for a classmate.
7. Enter and exit the school quietly – use your “indoor voice.”

### **HALLWAY RULES**

Always walk, do not run. Talk softly so other classes are not interrupted.

### **LUNCHROOM RULES**

1. No yelling
2. Use proper table manners
3. Clean up the area where you ate lunch
4. No cutting in line or saving spots in a line for a classmate
5. Walk, do not run when entering or leaving the lunchroom

### **BUS CONDUCT**

Riding the bus is a privilege. To ensure the safe transport of all students on school buses, all of the school rules, as well as those designated specifically for transportation, will be in effect. Violation of the rules will be reported by the driver to the school principal or designee who has the authority to suspend that student from bus transportation. The district has added video cameras to route buses and may use this technology to assist in determining if a rules violation occurred.

### **FIELD TRIP CONDUCT**

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities, and/or celebrations of accomplishments. Field trips are a privilege. Decisions to exclude a student from a field trip are based on attendance, grades, late/missed work,

behavior, conduct, or any combination of reasons, or any other reason deemed appropriate by the principal. Students will be held to the same rules they follow when regular class is in session.

### **REPORTING THREATS OR VIOLENCE**

Every student has the responsibility to report immediately any threat of violence, suicide or abduction to the building principal or a teacher. Any student having knowledge of such information without reporting it shall be subject to disciplinary consequences. Any student, upon receiving information that a person is threatening to commit an act of violence, shall: 1. assume the threat is serious; 2. immediately report the threat to a teacher or principal; 3. be available and cooperative in providing information; 4. the source (student) will remain anonymous to greatest extent possible.

## **SPECIFIC RULE ITEMS**

### **ADULT VISITORS TO SCHOOL**

Visitors are asked to use the front doors to enter the elementary building. During the school day all other entrances will be locked. Visitors must sign in at the office and will be asked to wear a visitor badge. We encourage family members to stop in and visit our school at any time throughout the school year. We do ask that we be notified in advance of your visit.

Please keep in mind that short visits are best because they do not distract students who need the structured routine of a normal school day. Visitors coming for the sole purpose of observing will keep their visits to a length of 1 hour or less (this does not include staying for lunch). Visitors are not allowed to bring their children under school age with them to school for the visit or on field trips.

### **CHILDREN VISITING SCHOOL**

Visitations by school age children, who are not enrolled in Fillmore Central elementary, are restricted to the lunch time and lunch recess of the student they are visiting. Permission will always be granted or denied on a case-by-case request.

### **PARENT HELPERS/VOLUNTEERS**

Parents who come as "helpers" can stay as long as the teacher they are working with decides is an appropriate length of time. This will always be 1 hour or less. Parents who are helping or supervising our students are not allowed to bring their children under school age with them to the classroom or on field trips.

### **PLAYGROUND**

The playground is unsupervised during non-school hours.

### **LOST and FOUND**

Lost items should be reported to the elementary principal's office. The office will seek to return each article found to its rightful owner. Any articles unclaimed will be disposed of in a manner determined by the principal throughout the school year. It is not permissible to leave bags, books, or articles of clothing in the gym or hallways for extended periods of time.

### **INSURANCE**

Student insurance will be available to all students. A school day plan and a 24 hour plan will be available if you are interested.

### **TEXTBOOK USAGE**

Textbooks are the property of the school and are given to students to use throughout the school year. Normal wear and tear is expected. A textbook returned with excessive wear and tear, and/or abuse, as determined by the principal, may result in compensation from the student. Examples of excessive wear and tear may include, but are not limited too: ripped pages, pencil or pen markings, and damaged covers or bindings.

### **ACCIDENTS**

Students are required to report any accident occurring in school that results in an injury. Students should report to a school staff member. When a child is injured or is ill at school and it is deemed necessary that

treatment is beyond that which can be administered, the parent is contacted and asked to come for the child. In case of emergency, the procedures designated by the parents on the Student Registration Form will be followed. Unless parents or guardians expressly forbid, in case of dire emergency the school will call a physician or the Geneva Rescue Squad for assistance. Please inform the school of any changes in procedure that arise.

#### **APPROPRIATENESS OF ITEMS AT SCHOOL**

It is difficult to make a blanket policy on small items that children bring to school to show to their teacher and classmates. We will permit children to bring items if they serve a school purpose. It must be understood that it is the responsibility of the child to bring and return these items safely. The school or teacher cannot accept the responsibility for such items becoming broken or stolen. Generally speaking pets are not allowed at school. Should an occasion arise when a child wishes to show a pet to the class, arrangements should be made with the teacher ahead of time. The school is not responsible for lost, stolen, or damaged personal items.

#### **SCHOOL PARTIES / BIRTHDAY PARTIES**

The classroom teacher will organize room parties. Usually we honor 3 room parties a year – Fall, Winter, and Valentine’s Day. Birthday treats are permissible on the celebrated days. If treats are passed out, all will have a choice of taking one or not. All girl or all boy birthday invitations are allowed to be distributed at school, as long as every girl/boy in the class receives the invitation. Invitations inviting every student in the class are also allowed.

#### **GUM AND CANDY**

Neither gum nor candy is accepted during school hours unless provided by the classroom teacher due to a special occasion.

#### **SEARCHES OF STUDENT’S PROPERTY**

An administrator or the administrator’s designee may search a student’s property (including, but not limited to, the contents of the student desk, locker, automobile, pockets, purses, or backpacks) when there is reasonable cause to believe that search will disclose evidence of violation of a law, statute, board policy, or school rule.

#### **POLICE QUESTIONING OF STUDENTS**

The school will cooperate with law enforcement agencies so that the rights of the school, the home, civil authorities, and individuals are understood and protected. Law enforcement agencies/social services may question students prior to parental notification if deemed appropriate due to suspected child abuse or neglect. Typically, parents/guardians are asked to be present prior to questioning by law enforcement agencies if their child is the suspect.

#### **BICYCLES**

Bicycles should be parked in a bicycle rack.

#### **TORNADO, FIRE, EVACUATION, and INTRUDER DRILLS**

Tornado, fire, and intruder drills will be held periodically throughout the year to ensure proper procedures in case of emergencies. Each classroom will have exit routes posted.

#### **CLASSROOM/TEACHER ASSIGNMENTS**

Any pupil may be assigned, at the discretion of school officials, to the grade level, class, or teacher most appropriate for the academic, social, and emotional development of the pupil. Judgments about the appropriateness of pupil assignment are the prerogative of the professional employees of the district.

#### **USE OF ELECTRONIC DEVICES**

Students are prohibited from using electronic devices while at school, except as provided in this policy. For purposes of this policy, electronic devices shall include, but are not limited to: mp3 players, Ipods, hand held games, and cell phones.

Students may use electronic devices on school sidewalks, in school parking lots, and after school from 3:15 – 3:30 in the bus waiting area, as long as they do not create a distraction or a disruption. Students may not

have electronic devices while they are anywhere else in the building. During school hours students must keep their electronic devices turned off.

Students may not use electronic devices while riding school vehicles unless they have received permission from the driver or sponsor of the vehicle.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of an electronic device or for any communication made using an electronic device.

### **CELL PHONES**

Cell phones are prohibited from being used or seen while students are in the school building at any time, while at any elementary school related function ~ specifically field trips, or while in a school vehicle. They may be used while on school grounds, but the student must be outside of the building, and it must be before the school day begins (8:15 a.m.) or after the school day ends (3:15 p.m.).

Students may keep their cell phone on their person. If a cell phone is confiscated parents/guardians will be required to pick up the phone from the school. It will not be sent home with the child at the end of the day.

By bringing a cell phone to school, students and parents consent to the phone being searched. Furthermore, repeated violations of the cell phone policy will result in the student not being allowed to carry a cell phone.

### **DVD PLAYERS AND LASERS**

DVD players, or other devices that play movies, and lasers, are not allowed at school, on school grounds, or in school vehicles at any time.

### **MORNING MILK**

Students in Kindergarten and 1<sup>st</sup> grade have a snack time each day. Milk is served with the snack, but must be paid in advance. However, credit for morning milk will be given until the 2<sup>nd</sup> Friday, after the quarter begins. At that time, if payment has not been received, the child will be offered water, instead of milk, during morning snack time.

### **TELEPHONE USE**

Office personnel will gladly cooperate with parents or guardians to get messages to students during school hours during times, which do not disturb class instruction time, unless it is an emergency. We seek your understanding and support to limit class disruption. We understand you may need to contact your student, and calls related to school needs and extensions of school functions are legitimate uses.

### **CONCERNS**

Fillmore Central Elementary School has a chain of command to follow when dealing with problems/concerns. Should there be a concern about something that may have happened or is happening, curriculum or any non-curriculum matters, please follow these steps:

1. Contact the child's teacher first. Discuss the problem and search for possible solutions together. If it cannot be resolved at this level, then...
2. Contact the principal, 759-3184, for a conference. If you do not feel the situation has been given proper consideration or resolved after this step, then you may seek further recourse by contacting the superintendent of schools.

### **POSTERS and SIGNS**

All posters and signs designated to be posted must have the approval by the principal before being posted. Failure to do so will result in the removal of the posting and may include disciplinary consequences.

### **STUDENT REGISTRATION FORMS**

Student enrollment cards provide us with important information. Please contact the school in regard to any changes throughout the year.



## DRESS CODE

Students will not be allowed to wear clothing that is derogatory in nature, unsafe, or that interrupts the learning environment. This includes, but is not limited to: clothing that is disruptive due to the amount of skin or body revealed, rude and/or vulgar messages on shirts and pants or shoes with wheels.

## STUDENT HEALTH

### IMMUNIZATIONS

The state of Nebraska requires that students be immunized against the following diseases **prior to enrollment**, and any student not in compliance **shall not be permitted to continue in school**.

- measles, mumps, and rubella (MMR) 2 times
- poliomyelitis 3 times
- diphtheria, pertussis, tetanus (dpt) 3 times
- Hepatitis B 3 times
- Chicken Pox 2 times
  - Instead of a chicken pox vaccination, the state of Nebraska and Fillmore Central Public Schools will also accept written verification that your child has had chicken pox. The school nurse has a form available for this written verification.

Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible.

A nurse is available on a limited basis at the school. Professional review of immunization, health recording, as well as health screening will be handled through the nurse.

In cases that warrant more than first aid treatment, the parent will be contacted for further action. Under state law, our nurse is required to update immunization reports, and all new students entering our school either as a kindergarten student or a transfer student will need to furnish the nurse an immunization form (furnished by her office).

School health services are intended to support, not substitute for, the health care that should be provided by parents.

A physical inventory (height, weight, vision, hearing) will be done on each student during the school year and the finding recorded in their permanent file. Parents will be notified by phone or mail of the results or recommendations, only if concerns arise.

### ASTHMA & ALLERGIC REACTION PROCEDURES

A state regulation became effective on October 1, 2003. This regulation requires that our school be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a **life threatening** asthma attack or systemic allergic reaction (anaphylaxis).

The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. Jason Bsepalec of Family Medical Clinic in Geneva, Nebraska.

If you know that your student has asthma or a known allergy, it is ***critically important*** that you communicate this information to our school staff. You may contact Peg Ward, school nurse, or any building principal. For each student with a known allergic condition or asthma, you must provide

the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician (using the schools medication form). In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.

If you have questions or concerns about the protocol or your student's health issues, please contact Peg Ward, school nurse, or any building principal.

### **MEDICAL EXCLUSION FROM SCHOOL**

It is for the well being of your child's health and his/her classmates that we have certain school policies on when a child should not be in school exposing other students, but at the same time we do not want a child absent from school so often or for such an extended period of time that they get behind on their class work. Our school policies are:

1. Parents of sick children will be contacted and the school expects the child to be picked up within 1 hour of notification.
2. Exclusion of children with a temperature of 100 degrees or above, symptoms of vomiting, diarrhea, or a suspicious contagion.
3. Any pupil with a rash must be excluded until the disappearance of the rash. If the physician recommends that the child be readmitted, with a written notice to that effect, the admittance is acceptable.
4. Some contagious infections require treatment and the student may return to school 24-48 hours after verified treatment has been initiated and/or when the physician permits return in writing. These diseases include but may not be limited to: Pinkeye, Impetigo, Intestinal Worms, Ringworm, Scabies, Scarlet Fever, and/or Strep infections.
5. Contagious infections such as Chicken Pox, CMV, (Cytomegalo Virus), Infectious Mononucleosis, Influenza (Flu), Fifth's Disease, Hepatitis, and Tuberculosis require that the student's symptoms be altered or absent before they are readmitted to school unless we have a physician's statement, in writing, stating otherwise.
6. Life threatening contagious infections without known treatment may require exclusion from regular school attendance. These diseases include but may not be limited to: AIDS, Chronic Hepatitis, etc.
7. Students may be excluded from school under "Emergency Exclusion" for a dangerous communicable disease that is transmissible by normal contact and/or poses an imminent threat to health. Students can be excluded from school and school functions for up to five (5) school days.

### **COMMUNICABLE AND INFECTIOUS DISEASES**

It shall be the responsibility of the Fillmore Central Public School principal(s) to assist in meeting the provisions of the State Health Department covering communicable and contagious diseases by promptly reporting to the superintendent the presence of such diseases. Parents are requested to inform the principal and superintendent if their child has contracted a contagious or communicable disease. The principal shall not reenter any such student except under circumstances described below.

Students will be excluded from school for the following communicable diseases and prescribed periods of time:

1. Measles (Rubeola): A student may return to school the fifth day after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.
2. Three day measles (Rubella): Students may return to school four days after the onset of a rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.

3. Fifth Disease: A student may attend school while rash is still present if there is no fever, excessive itching, sore throat and other discomfort.
4. Mumps: A student may return nine days after the onset of parotid swelling. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease.
5. Chicken Pox (Varicella): A student may return to school after one week if symptom free and pox are dried.
6. Shingles (Herpes zoster): A student may return to school after all lesions are dried. Rare in students – may return with lesions covered or as doctor advises.
7. Streptococcal infection: A student may return to school 24 hours after start of antibiotic therapy and afebrile (no fever).
8. Ringworm, impetigo, scabies, and pinkeye (conjunctivitis): A student must remain out of school at least one day and until treatment has begun. Children with mild scabies, lice, impetigo, tinea corporis and conjunctivitis can be sent home with instructions not to return until the condition improves or a physician states admission is acceptable.
9. Head lice: Students will be excluded from school until treated and determined to be louse and nit free.
10. Hepatitis: A student will be readmitted upon approval of a family physician.
11. Scarlet Fever: A student may return to school 24 hours after starting antibiotics.
12. Elevated Body Temperature: Students with temperatures over 100 degrees will be sent home. They may return after being fever free for 24 hours.

## **MEDICATION**

Fillmore Central Public Schools recognizes that at the present time, many children are only able to attend school because of the effective use of medications in the treatment of chronic disabilities or chronic and acute illnesses. Any student who is required to take medication during the regular school day must comply with the following school regulations. **Medication must be brought into the school by an adult and picked up by an adult.**

1. All medications, including cough drops, over-the-counter, prescription, and Epi-Pens, must be turned in to the office.
2. Written authorization signed by the parent will be required for prescription medicine and will include:
  - a) child's name
  - b) name of medication
  - c) time to be administered
  - d) dosage
  - e) duration
3. Prescription medications **must** be in the prescription bottle from a pharmacy otherwise they will **not** be administered at school.
4. Parents should check with the physician on the timing of medications. It may be possible to eliminate the need to give medications during school hours.
5. Over-the-counter medications brought from home will only be dispensed if in original container and a written authorization has been signed by the parent containing the same information as under #2 of this policy.
6. The parents of the child must assume responsibility for informing the school of any changes in the child's health or change in medication.
7. The school district retains the discretion to reject requests of administration of medicine.
8. Medication will only be dispensed by the school nurse or those appointed to do so by the school principal.
9. Do not send prescription medication on the bus to school with your child. This can create a

safety hazard for your child and others.

### **ALCOHOL AND ILLICIT DRUG USE PROHIBITED**

The Fillmore Central Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity: further, any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Moreover, the Board authorizes and directs school administrators, or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy.

Discipline for employees may extend to a recommendation for dismissal. While the Board does not directly sponsor rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment. Discipline for any adult volunteers may include suspension, expulsion and/or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from the school counselor.

The Board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs.

### **TOBACCO USE PROHIBITED**

It shall be the policy of Fillmore Central Public School that in order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, it is the Board's policy that there will be no smoking in any school building or any school owned vehicle at anytime.

School employees, volunteers, and students possessing, using, selling, or dispensing tobacco, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc. will be disciplined according to school and/or pertinent state law.

## **STATE AND FEDERAL PROGRAMS**

### **NOTICE OF NONDISCRIMINATION**

The Fillmore Central School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Mark Norvell, Superintendent of Schools  
1410 L Street  
Geneva, Nebraska 68361  
(402)759-4955, mnorvell@esu6.org

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the Superintendent of Schools. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

### **NOTIFICATION OF RIGHTS UNDER FERPA:**

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to

inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

### **Title I Parental Involvement Policy**

Fillmore Central commits to meeting all requirements of the No Child Left Behind Act of 2001 as they apply to all Title I programs conducted within the District. This Policy and all procedural steps included in the implementation of this Policy have been developed jointly with parents and will be reviewed, evaluated regarding its effectiveness, and updated annually at a scheduled meeting for this purpose, held at a convenient time for staff and parents. Parents are encouraged to provide input into such review, evaluation and possible revisions. This Policy will be distributed to all parents annually, in a language that parents can understand.

The District recognizes the unique needs of students who are being served through the Title I Program and stresses the importance of parental involvement in the academic success of their children. Opportunities will be provided for parent involvement in their child's education in the following manner:

1. Parents will be involved in the planning, review, and improvement of the Parent Involvement Policy and School/Parent Compact through at least one annual meeting held at a convenient time.
  - The annual meeting will be held each fall during the back to school open house. The meeting will inform parents about their child's participation in Title I, explain what Title I is, and the requirements for Title I.
2. The District will strive to increase opportunities that will help build the capacity for strong parental involvement in all aspects of the District's programs.
  - Fillmore Central will strive to increase Parental Involvement through meetings, materials provided to parents to provide assistance, and encourage volunteer opportunities within the school.
3. Parents will be provided timely information regarding the District's curriculum, academic assessments used, and proficiency levels expected of all students through a variety of communication methods utilized by the District to inform and involve parents as a partner in their child's academic success.

- Parents will receive information through the student handbook, access to curriculum on the school website, Title I teacher website, parent teacher conferences, report cards and progress reports.
4. Parents will be provided opportunities to participate, as appropriate, in decisions relating to the education of their children regarding such matters as curriculum, assessments and student performance standards as well as the planning of effective parental involvement activities.
    - Parents will be given opportunities to participate in the development of Fillmore Central's School Improvement Plan, EPAC (Elementary Parent Advisory Committee), and the Title I Targeted Assistance Self-Review document. Other activities to involve parents may include: Proud Panther Night, math night, reading night, etc.
  5. The District will coordinate and integrate parental involvement programs and activities with other community programs.
    - These programs may include: Head Start, Title III and Migrant programs, public library, public preschool (TYKE), Blue Valley, and Summer Reading.
  6. Parents will be provided assistance, opportunities, and/or materials to help them understand the topics relating to their child's academic achievement in a format, and when feasible, in a language they can understand. This includes participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
    - These opportunities will be provided by the school staff through a variety of means of communication such as parent-teacher conferences, handbooks, teacher websites, progress reports, and other school publications.
  7. The District will conduct an annual evaluation of the content and effectiveness of the parental involvement policy.
    - A survey of parents is conducted to determine if their needs have been met and barriers prohibiting their participation in their child's education have been identified and reduced.

#### **NOTICE CONCERNING STAFF QUALIFICATIONS**

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Fillmore Central Public Schools will give parents the following information about their child's classroom teacher: (1) whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. (2) Whether the teacher is teaching under an emergency or provisional teaching certificate. (3) The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to the building principal. Finally, Fillmore Central will give timely notice if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

#### **STATE-WIDE WEB BASED SPECIAL EDUCATION STUDENT RECORD SYSTEM (SRS)**

In order to help make student records for Special Education students more accessible to parents and school personnel, we are using the statewide Student Record System (SRS). SRS is an online system that utilizes a secure site on a UNL server. The site is secure and will only be accessible to the child's parents, case manager, and building supervisors. At your child's initial IEP meeting you will be given the site address, your assigned user name and single-use password. If you do not have access to the internet, you will still receive paper copies of your child's IEP and other forms as in the past. Please contact the Elementary School Office if you have questions or concerns.







**THE FOLLOWING PAGES CONTAIN  
FORMS TO BE COMPLETED BY  
PARENTS AND STUDENTS**

- **Complete the forms**
- **Remove them from the handbook**
- **Give them to your child's teacher**
- **Keep the handbook for your reference**

**PLEASE READ, SIGN, and RETURN THE  
FORMS BEFORE**

**MONDAY, AUGUST 17, 2015.**

**THANK YOU FOR YOUR COOPERATION.**

**FILLMORE CENTRAL ELEMENTARY STUDENT REGISTRATION FORM**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

S.S. # \_\_\_\_\_ Street/RR/Box # \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Ethnic Background**

Part A: (Choose only one). \_\_\_\_\_ No, not Hispanic/Latino \_\_\_\_\_ Yes, Hispanic/Latino

Part B: (Choose one or more). \_\_\_\_\_ American Indian or Alaska Native  
\_\_\_\_\_ Asian  
\_\_\_\_\_ Black or African American  
\_\_\_\_\_ Native American or Other Pacific Islander  
\_\_\_\_\_ White

**FAMILY INFORMATION**

Lives with :(circle one) Both Parents Father Mother Father/Step-mother Mother/Step-father Other: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Cellular Phone #1 \_\_\_\_\_

Cellular Phone #2 \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Employer \_\_\_\_\_

Employer \_\_\_\_\_

E-mail address where you would like to receive school information: \_\_\_\_\_

Other children in family: \_\_\_\_\_

**DISMISSAL INFORMATION**

My child will usually get home after school by (circle one): bus walk/bike parent/friend/sibling pickup other, \_\_\_\_\_

**Please list individuals who have your permission to pick up your child:**

\_\_\_\_\_

**"PLANNED" EARLY DISMISSAL PROCEDURES**

Students who usually walk or bike home, ride the bus, or have a parent/sibling/friend pickup after school each day, as indicated on the registration form, will do the same when there is a **planned, early dismissal. We have 5 planned early dismissals: 1<sup>st</sup> day of school; the last day of school, Thanksgiving, Christmas, and Easter.** It is the parent/guardian's duty to instruct the office, in writing, by phone call, or by e-mail, if your child's usual after school plan will differ when there is a **planned, early dismissal.**

**EMERGENCY INFORMATION**

Contacts in case of sickness or emergency and parents cannot be reached:

Name \_\_\_\_\_

Daytime or Cellular Phone \_\_\_\_\_

Name \_\_\_\_\_

Daytime or Cellular Phone \_\_\_\_\_

Doctor's Name \_\_\_\_\_

Doctor's Phone \_\_\_\_\_

I, the undersigned, do hereby authorize officials of Fillmore Central Public School, District No. 25, to contact directly the persons named on this form, and do authorize the named physicians to render such treatment as may be deemed necessary in an emergency for the health of said child. In the event that other persons named on this form or parents cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary in their judgment for the health of the aforesaid child. I will not hold the school district financially responsible for the emergency care and/or transportation for said child.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Health History

Fillmore Central Public School

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Sex \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Name \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

## TYLENOL \_\_\_\_\_ YES \_\_\_\_\_ NO

Fillmore Central Public Schools has my permission to give my child Tylenol for minor aches and pains. Tylenol will be administered according to the recommended dosage.

## COUGH DROPS \_\_\_\_\_ YES \_\_\_\_\_ NO

Fillmore Central Public Schools has my permission to give my child cough drops for a cough and / or sore throat. Cough drops will be administered according to the recommended dosage.

The following information is requested to assist the school in responding appropriately to your child's health needs.

### A. Previous History

Please explain any "yes" answers

1. Were there any significant health concerns during pregnancy? \_\_\_ No \_\_\_ Yes \_\_\_\_\_
2. Was this pregnancy less than nine months? \_\_\_ No \_\_\_ Yes \_\_\_\_\_
3. Were there any medical problems at birth? \_\_\_ No \_\_\_ Yes \_\_\_\_\_

### B. Check conditions that pertain to your child or that a doctor has observed and THE DATE DIAGNOSED.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Sleeping problem _____      | <input type="checkbox"/> Hives _____                   | <input type="checkbox"/> Kidney problems _____ |
| <input type="checkbox"/> Eating problem _____        | <input type="checkbox"/> Chicken Pox _____             | <input type="checkbox"/> Heart problems _____  |
| <input type="checkbox"/> Coordination problem _____  | <input type="checkbox"/> Frequent colds _____          | <input type="checkbox"/> Diabetes _____        |
| <input type="checkbox"/> Tires easily _____          | <input type="checkbox"/> Hay fever _____               | <input type="checkbox"/> Rheumatic fever _____ |
| <input type="checkbox"/> Recurrent headaches _____   | <input type="checkbox"/> Asthma _____                  | <input type="checkbox"/> Pneumonia _____       |
| <input type="checkbox"/> Weight problem _____        | <input type="checkbox"/> Nosebleeds _____              | <input type="checkbox"/> Eczema _____          |
| <input type="checkbox"/> Allergies _____             | <input type="checkbox"/> Blow to head _____            |  |
| <input type="checkbox"/> Loss of consciousness _____ | <input type="checkbox"/> Convulsions or seizures _____ |  |
| <input type="checkbox"/> Other _____                 |  |  |

### C. Illness and Accidents

Please explain any "yes" answer.

1. Has there been more than one ear infection each year? \_\_\_ No \_\_\_ Yes \_\_\_\_\_
2. Have there been any hearing problems? \_\_\_ No \_\_\_ Yes \_\_\_\_\_
3. Has there been a vision problem? \_\_\_ No \_\_\_ Yes \_\_\_\_\_
4. Has your child been hospitalized or had surgery? \_\_\_ No \_\_\_ Yes If yes, please specify:  
\_\_\_\_\_  
\_\_\_\_\_

### D. Current Health Status

1. Does your child take medicine regularly? \_\_\_ No \_\_\_ Yes  
Please list: \_\_\_\_\_
2. Does your child have a health condition now under treatment? \_\_\_ No \_\_\_ Yes  
Please list: \_\_\_\_\_ Physician: \_\_\_\_\_
3. Date of last medical exam \_\_\_\_\_ Dr. \_\_\_\_\_
4. Date of last dental exam \_\_\_\_\_ Dr. \_\_\_\_\_

### E. Family History

1. List any family health problems or additional information (if any) \_\_\_\_\_  
\_\_\_\_\_

**FILLMORE CENTRAL ELEMENTARY SCHOOL**

List your child's name and grade

**Student** \_\_\_\_\_

**Grade** \_\_\_\_\_

Complete each of the following sections:

**STUDENT/PARENT HANDBOOK FORM:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

I have read the Student/Parent Handbook and understand the regulations outlined therein will be followed. I understand that should there ever be a question about compliance with these regulations, I may request a conference with the principal to discuss the matter.

**MEDIA RELEASE:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

I give my permission to release information to the news media about the above named student(s) as it relates to academic and activity accomplishments.

**PUBLISHING STUDENT WORK :** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

I give my permission to publish student work or projects on the world wide web (internet).

**INSURANCE:** \_\_\_\_\_ **YES** (I am taking coverage insurance; form enclosed)  
\_\_\_\_\_ **NO** (Not taking coverage)

**DRUG FREE POLICY:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

I have received notice and understand the Drug Free Student Policy of the Fillmore Central Public School District.

**IN-TOWN FIELD TRIPS:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

I give my permission for my child to accompany his/her teacher on school field trips within the city limits of Geneva during the current school year.

**OUT-OF-TOWN FIELD TRIPS:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

I give my permission for my child to accompany his/her teacher on school field trips outside the city limits of Geneva during the current school year.

**ENGLISH IS OUR HOME LANGUAGE:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

If you checked "NO," please list the primary language(s) spoken in your home? \_\_\_\_\_

**MY CHILD TAKES A DAILY PRESCRIPTION MEDICATION:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

If you checked yes, please stop at the office and complete a prescription medication form.

**SCHOOL REACH ~ AUTOMATED CALLING SYSTEM**

Fillmore Central Public Schools uses an automated phone calling system to notify parents of emergencies, school closings, etc. Only three phone numbers per household will be called. Please carefully consider the phone numbers you would like our automated system to call. For those parents/guardians with more than one child in school, the automated calling system will automatically detect duplicate numbers, and will not call you more than once at that number.

Phone Numbers you choose: \_\_\_\_\_ Is this number: home work cell  
(Please circle one)  
\_\_\_\_\_ Is this number: home work cell  
(Please circle one)  
\_\_\_\_\_ Is this number: home work cell  
(Please circle one)

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**FILLMORE CENTRAL ACCEPTABLE USE OF COMPUTERS AND NETWORKS POLICY**

**STUDENT'S AGREEMENT**

In order to make sure that all members of Fillmore Central Public School community understand and agree to these rules of conduct, Fillmore Central Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Fillmore Central Public School, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Fillmore Central Public School and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Fillmore Central Public School, any of its employees, or any institution providing network access to Fillmore Central Public School responsible for the performance of the system or the content of any material accessed through it.

**Student's Name** \_\_\_\_\_

**Student's Signature (when able)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT'S AGREEMENT**

In order to make sure that all members of Fillmore Central Public School community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Fillmore Central Public School. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Fillmore Central Public School responsible for materials acquired or sent via the network.

I agree not to hold the Fillmore Central Public School, any of its employees, or any institution providing network access to Fillmore Central Public School responsible for the performance of the system or the content of any material accessed through it.

**Student's Name** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

