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Welcome

Dear Student and Parents,

This Fillmore Central High School handbook is provided to help students and parents become familiar with their responsibilities as well as general procedures and school regulations at Fillmore Central Senior High School. In addition, it should serve as a useful planning tool.

No matter where you go or what you do, you will find certain regulations to guide you. Naturally, there are rules and regulations at Fillmore Central Senior High. They are meant for your benefit.

All students are to show respect for property, the rights and privileges of others, just as you expect and appreciate this respect when others show it to you. As students of FCHS, you are responsible to the school instructors, support staff and administration for your conduct while you are a student in our district. Good behavior can help make your school life a happy and rewarding experience.

Your conduct at Fillmore Central High School activities is a reflection on your school, your family, but most importantly a reflection on you. I want you to be proud of your school and your fellow students. Each student has a responsibility for representing their school and themselves with the highest standards.

As a school, we believe a strong home-school partnership developed through cooperation, communication, and understanding will help provide students with skills necessary to become informed, independent citizens who have developed self-control, self-direction, and self-discipline.

Most importantly, Fillmore Central High School is here to serve our students and parents. Please let us know if we can be of assistance.

Have a great year!

Jim Rose
Principal
Fillmore Central Senior High School

INTRODUCTION

This handbook is intended, in general terms, to describe some of the rights and responsibilities of students at Fillmore Central High School and to set forth appropriate regulations governing student conduct. District policy clearly outlines what your school should provide you. So that you can help staff members attain these outcomes, the Mission Statement of District No. 25 is reproduced below.

A very fundamental lesson, which must be learned by all of us, is the lesson of discipline and self-discipline. Life is constantly demanding some kind of discipline of us, and the foundations laid here at school will form the basis for happiness and success in later life.

In order to function properly, public school education must provide an equal learning opportunity for all students. In addition to the regular curriculum, principles and practices of good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others, however, no school or school system can discharge these responsibilities adopted for the benefit of all persons.

The rules and standards in this handbook apply to all school buildings, any school grounds during, immediately before or immediately after school hours and during district transportation of students. They also apply to any school-sponsored function or event whether on or off school grounds. This handbook does not define all types and 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 good citizens of a school community.

Policy explanations in this handbook are superseded by any and all school board policies passed regarding any of the items. Notification of any changes will be made available to students and parents. In addition, items may need to be revised to meet new laws, regulations, or situations. Any questions related to them should be referred to the school administration. This handbook is in effect until the issuance of a new edition. The student handbook is not intended to be all-inclusive; therefore, a student committing an act not listed will nevertheless be subject to the discretionary authority of Fillmore Central Public Schools.

The Fillmore Central School District does not discriminate on the basis of race, color, national origin, sex, disability, religion or 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 Novell, Superintendent of Schools
1410 L Street
Geneva, NE 68361
(402)-759-4955
mark.norvell@fillmorecentral.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 of 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@es.gov.

TELEPHONE DIRECTORY

In an effort to help our students and parents, we have included a listing of phone numbers most often used in our school district.

Mark Norvell, Superintendent of Schools	759-4955
Jim Rose, Senior High Principal	759-3141
Denise Betts, High School & Middle School Guidance Counselor	759-3141
Steve Adkisson, Activities Director	759-3141
	268-3411
Casey Head, Assistant Activities Director	759-3141
Casey Head, Success IV	759-3843
Steve Adkisson, Middle School Principal	268-3411
Aaron Veleba Elementary Principal	759-3184
Nancy Meyer, Director Student Services, ESU #6	1-800-327-0091
Senior High School Principal's Office	759-3141
Middle School Principal's Office	268-3411
Elementary School Principal's Office	759-3184
Bus Barn	759-3632
Activities Office	759-3141
Success IV Classroom – Casey Head	759-3843

High School Faculty and Staff E-Mail Address

Last Name	First Name	Email Address	Position
Betts	Denise	denise.betts@fillmorecentral.org	Guidance
Biba	Susan	susan.biba@fillmorecentral.org	Family Consumer Science
Coon	Roger	coon2@windstream.ne	Custodian
Dahl	Aaron	aaron.dahl@fillmorecentral.org	Computer
Ellis	Valerie	valerie.ellis@fillmorecentral.org	Spanish
Fessler	Mary	mary.fessler@fillmorecentral.org	Media Center
Head	Casey	casey.head@fillmorecentral.org	Success IV
High	Jordan	jordan.high@fillmorecentral.org	Social Studies
Hunt	Jeff	jeff.hunt@fillmorecnetral.org	English
Kaye-Skinner	Ben	ben.kayeskinner@fillmorecentral.org	Vocal/Instrumental Music
Komenda	Ryan	ryan.komenda@fillmorecentral.org	Mathematics
Lauby	Shelia	sheila.lauby@fillmorecentral.org	Resource
Lockhart	Mitchell	mitch.lockhart@fillmorecentral.org	Science
Meyer	Jodi	jodi.e.meyer@fillmorecentral.org	English
Reed	Andrea	andrea.reed@fillmorecentral.org	AD Secretary
Rose	Jim	jim.rose@fillmorecentral.org	Principal
Seggerman	Dave	dave.seggerman@fillmorecentral.org	Science
Sherman	Steve	steve.sherman@fillmorecentral.org	Social Studies
Shiple	Jill	jill.shiple@fillmorecentral.org	Art
Smith	Colby	colby.smith@fillmorecentral.org	Social Studies
Talley	Cindy	cindy.talley@fillmorecentral.org	Business
Taylor	Bob	bob.taylor@fillmorecentral.org	Custodian
Tobias	Matt	matt.tobias@fillmorecentral.org	Resource
VanDeWalle	Kurt	kurt.vandewalle@fillmorecentral.org	Agricultural
Verhage	Adam	adam.verhage@fillmorecentral.org	Mathematics
Wusk	Jeff	jeff.wusk@fillmorecentral.org	Industrial Tech
Yates	Deb	deb.yates@fillmorecentral.org	Principal Secretary

To read our daily bulletin that is published to our students and staff, you may go to www.fillmorecentral.org and click on high school and daily bulletin.

Fillmore Central School Song

Fillmore Central High School; to the Panthers 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.

School Colors: Black, purple and silver

School Mascot: Panthers



MISSION STATEMENT

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

WE BELIEVE

- in the worth of the individual.
- that learning is a lifelong process.
- that all students can learn.
- in a positive, safe, and secured learning environment.
- that education is a shared responsibility of teachers, students, home, and the community.
- in a quality education.
- in a broad spectrum curriculum to meet all student needs.
- that effective schools have effective leaders.
- that public education benefits the entire community.

Policy adopted: 12/2010

Fillmore Co. School District #30-0025

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 will 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 an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Fillmore Central Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

ACCESSING STUDENT INFORMATION THRU POWERSCHOOL

Since January 2006, Fillmore Central High School has given parents/guardians access to seeing their student(s) grades, lunch balance, attendance, daily bulletin, teacher comments and you can even e-mail your students teachers via the Internet. Each student has a unique access code for the parents to use to access the confidential information. A letter will be generated to you at the

beginning of the fall semester and directions and the confidential information for you to use in accessing the information. You may view your student's information at any time from any computer with internet access.

SCHEDULE CHANGES

Classes may be dropped or added by students during the first week of the class, or anytime prior to the end of the previous semester. If a change is made after the one week period, the class and its grade will be listed on the student's transcript.

Procedures for dropping and adding classes:

- I. The student picks up a drop/add form from the counselor's office.
- II. Approval must be obtained from the counselor, principal, teachers and parent.

STUDENT TESTING & SURVEYS

School policy (#7205) dictates the school must provide advanced, written notice of any standardized testing required of a student. All 9th grade students will be given the Stanford Reading Test. All 9th and 11th grade students will be given the Iowa Tests of Educational Development (ITED.) 11th Grade students will also be involved with Nebraska State Standards and Assessments, covering Language Arts, Math, Science, and Social Studies. Grades 11 and 12 will be offered the ASVAB Military Entrance Exam, 10th Grade will be given the Pre-ACT Plan Exam and the 11th Grade will be given the PSAT Exam.

The policy further states the school must give advanced, written notice of any survey that may tend to inquire into the values, beliefs, or privacy of any student or family. Parents are permitted to observe this survey before administration. If a parent finds it's objectionable, he/she must, in written form, notify the school of their objection. The student may then be excused from completing the survey.

ACTIVITIES

The following are the extracurricular activities at Fillmore Central High School, which are open to the student body, depending upon grade level. More detailed information is available in the Activities Handbook section.

Basketball	FFA	Speech	Girls' Softball
Cross Country	FBLA	Track	Student Council
Football	Jazz Band	Mock Trial	Golf
Volleyball	L Street Singers	Close-up	One Act
FCCLA	Yearbook	Wrestling	Quiz-Bowl
National Honor Society		Cheerleading	

HOMECOMING, JUNIOR-SENIOR BANQUET, PROM AND OTHER SCHOOL DANCES
Annually, one of Fillmore Central's home fall football games is designated as homecoming. A homecoming King and Queen are crowned. In the spring season, the Junior-Senior Banquet and Prom is held. All students attending school dances could be subject to a breathalyzer test before being allowed entrance. This is to ensure that the students are afforded a safe and alcohol free environment. Individuals in good academic/behavioral standing and are freshman through 20 years of age are eligible to attend Fillmore Central High School sponsored dances.

ATTENDANCE

Regular Attendance

School begins at 8:10 AM and ends at 3:35 PM. By being in attendance at school allows students to learn more, meet the standards for "regular" attendance as specified by **state law statute 79-209 and Fillmore Central Board Policy #5100** and establish a record many employers consider in hiring. Both absences and tardies are recorded on a per period basis and become a part of each student's disciplinary record. Such records are held five years after graduation.

Absences

A note or a telephone call from a parent or guardian prior to or within three days after the student's return to school is necessary to have excused absences. Supporting documentation is required for a "Verified Placement" Absence (See Below).

According to Nebraska Statute 79-209 and Fillmore Central Board Policy #5100, a student may not have more than ten (10) days of absence per semester or the hourly equivalent. If the student has more than ten (10) days of absence per semester or the hourly equivalent or twenty (20) days per year and if any of those days are absence by choice, the building principal or his/her designee shall notify the county attorney of the student's truancy and any information gathered concerning the absences. 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. Absences due to Verified Placement may be excluded from this calculation. (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.)

The principal reserves the responsibility to judge the validity of all excuses and to categorize according to the five categories outlined below:

VERIFIED PLACEMENT: Absences caused by illness or injury and **verified** by health personnel such as a doctor, dentist, or counselor will be viewed as verified placement and will not count toward the student's number of absences. Court appearances and probation meetings may also be **verified** by having the verification form signed and returned to the principal's office. Furthermore, students placed on out-of-school suspension, or in an institution to modify behavior or to change a student's residence, as long as an educational program is continued, are absences that will not count toward the number of days a student is absent from Fillmore Central Senior High, if the student continues in an educational program. The verification form must be a written verification from the person responsible for treatment, specifying the amount of time the student will be or has been absent from school due to the condition of the student's health and/or behavior. Seniors will be granted two days of verified placement for college or military testing, while juniors will be granted one day for college visits during the spring semester of their junior year. (Verified Placement forms are available in the office).

EXCUSED ABSENCES caused by illness, injury, dental or medical appointments **not** verified by a doctor, dentist, counselor; family bereavement, family gatherings which require total family involvement, (i.e. weddings by prior parental permission only), family emergencies, family vacations (while permitted, vacations during the year are discouraged), court appearances, meetings with a probation officer; driver's license (maximum time allowed is 1/2 day), working at home or for employer (by prior parental permission only), college visitations (by prior parental permission only), justified 4-H or State Fair activities, special religious observances recognized as crucial to the religion. (EXCUSED ABSENCE LIMITATIONS PER TERM: **TEN PER CLASS FOR SEMESTER/TWENTY ABSENCES PER SCHOOL YEAR**).

ACTIVITY ABSENCE: All activities or events sponsored by the Nebraska School Activities Association and/or events sanctioned by Fillmore Central Public Schools carry the following attendance stipulations:

1. In cases of Fillmore Central Public School's involvement at the activity, all Fillmore Central Senior High participants, team members, and student managers in the activity will be dismissed to attend (subject to the discretion of the coach, director, supervisor, activities director, or student managers).
2. In activities where Fillmore Central Senior High students are participating, students other than those involved may be dismissed to attend provided:
 - a. the student presents a note from his/her parent/guardian and obtains a pre-destined form from the principal's office at least two (2) days prior to the event
 - b. the event is either a state qualifying or state event sanctioned by the NSAA.
3. In extreme emergencies other arrangements may be made by contacting the principal's office.

The absence will be unexcused if the previous mentioned criterion is not met.

UNEXCUSED: Absences are classified as unexcused if the student leaves school without checking out of the principal's office, forge excuses, oversleeps without a legitimate reason (maximum of one per semester even if reasons are legitimate), or failure to bring a note from a parent/guardian or to have a parent/guardian telephone the principal's office giving the reason for the absence within three days after the student returns to school. (UNEXCUSED ABSENCE LIMITATIONS PER SEMESTER: ONE PER CLASS. EACH UNEXCUSED ABSENCE WILL RESULT IN DETENTIONS. STUDENTS WHO ARE UNEXCUSED WILL MAKE-UP DOUBLE THE AMOUNT OF TIME THEY LOST DURING THE WEEK IN DETENTION . IF A STUDENT ACCUMULATES TWO UNEXCUSED ABSENCES, THAT STUDENT MAY FORFEIT THE CREDITS FOR CLASS(ES) INVOLVED.

PARTICIPATION: Absences caused by a student's participation in school sponsored or school sanctioned activities does not count in determining credit or attendance. Parents are encouraged to limit involvement in activities when such a combination of activities would limit school attendance.

VERY UNUSUAL: Absences, not covered above, caused by circumstances beyond the student's control and deemed appropriate by the principal shall be excused.

FORFEITURE OF CREDIT

In order for a student, to obtain credit, the student must not have more than ten (10) absences per semester. (UNEXCUSED ABSENCES are prohibited.) If a student exceeds the limit of ten (10) **EXCUSED ABSENCES** he/she has three options available.

1. Remain enrolled in class **without** earning credits. (The appropriate grade is issued even though credit is denied.)
2. File a written appeal with the principal-appointed Committee on Absenteeism requesting an "extension of absences". Should this committee deny the student's request, an appeal may then be made to the Superintendent who would hold a hearing at a time mutually agreed upon by both parties.
3. Should the Superintendent deny the student's request, an appeal may then be made to the Board of Education who would hold a hearing at a time mutually agreed upon by both parties. All appeals must be made jointly (parent/guardian and student) and presented within seven (7) days of the notification of forfeiture of credit. The granting of semester credits is at stake. A denial of credits issued, results under this option.

If appeals to the Committee on Absenteeism, the Superintendent, and the Board of Education are unsuccessful or if no appeal is made, the decision will be final. The Committee on Absenteeism may implement solutions outside of this policy that encourage good attendance while keeping a student's credited status in question.

Notices of attendance will be mailed to parents/guardians after the **fourth, sixth and eighth EXCUSED** absence.

TARDINESS (SCHOOL AND Non-School)

If a student is not in the appropriate room as assigned when the bell rings (after a "passing period") because he/she was detained by a school official, it is the responsibility of that student to obtain a pass from that official explaining the reason for his/her tardiness. Such a tardy is a "school tardy" and will not count against a student. All other tardiness will result in corrective action.

During passing time, no student is permitted to leave the high school building.

Tardies - Any student who arrives late to school, regardless of the reason, must report to the office. Students arriving late will be counted as tardy.

MAKE UP WORK

When students know ahead of time an absence will occur, it is the students' responsibility to secure homework assignments from the teachers and, when appropriate, to complete all work for that teacher **before the day the student is to be absent**. The Principal reserves the right to examine each case individually.

When students return to school from an unanticipated absence, it is the students' responsibility to clear the absence in the office, secure missed assignments, and complete all missed work as assigned by the classroom teacher(s) involved. For each day a student is absent, he/she will be

given three days to make up all work missed. In cases of extended periods of absence, for example serious illness, extensions may be granted by the teacher or the principal for completion of the work. The student is responsible for all materials missed. Full credit shall be granted for work made-up from an absence that is turned in on time to the teacher(s).

ACCIDENTS

It is the responsibility of each student to report any injury or accident to a teacher or to the office, as soon as possible, following an accident. **If medical treatment is required, the accident report form must be completed within 24 hours of the accident.**

SCHOOL CLOSINGS

In the event that weather prohibits the holding of school or in case parents desire to come after students when adverse weather occurs, the school closing notice will be given to radio and TV stations in Lincoln and Omaha.

School cancellation of classes, activities and events will be announced through the automated calling system and posted on the Fillmore Central website, www.fillmorecentral.org.

ARRIVAL AND DEPARTURE AT SCHOOL

Students **must** check out in the Principal's office before leaving school for any reason. This includes work release and elementary mentoring.

Students detained after school for disciplinary reasons must arrange for their own transportation home from school that day.

Students driving to school are to park their vehicles in the proper places and in a proper manner immediately upon arrival in the morning and at noon. Students who find it necessary to drive regularly during lunch are to park their vehicles immediately upon return. On the grounds, cars are to always be driven in a safe manner without quick acceleration or high speed. Speed limits are posted, please observe them. Students driving illegally on a school permit will be referred to law enforcement officers.

Failure to follow the above directions or failure to operate the vehicle in a safe manner will result in the notification to parents of their child's driving incident and the operator losing his/her open campus privilege for a period of one week.

CLOSED CAMPUS

Under no circumstances should students, grades 9-11, be permitted to leave during regular school hours, including noon, without notifying the Principal's office. Fillmore Central has a fully equipped cafeteria where students may purchase their lunch or may eat sack lunch brought from home. Students are expected to remain in school or on the school grounds – excluding the parking lot – from the time they arrive in the morning until dismissal in the afternoon. A permit-to-leave the building form from the office is required before a student may leave the school during the regular school day. Students shall not be in the halls adjacent to classes in session. Occasionally, parents may take their student to lunch but with prior permission only from a school official.

CONDUCT

Behavior Philosophy

The attainment of school goals and the assurances of the rights of all students to learn require the cooperation of all students, parents, teachers, administrators, and support staff. Primarily students are responsible for their own behavior. When behavior is determined to be inappropriate to the goals of the school, the responsibility for changing that behavior is assumed by the student and parent. In general, a student should behave in such a way as to accomplish these goals:

1. A student should establish positive relationships with fellow students and all of the school staff.
2. A student should respect the learning climate in classrooms and in the rest of the school.
3. A student should respect other's property (including school property).
4. A student should obey instructions from staff members.
5. A student should respect himself/herself and take responsibility for actions in a mature manner.
6. A student should obey school rules.

Only through the support of students, parents, and the school will a student be able to achieve the mission of our community. All groups need to work together to understand and to cooperate for the benefit of the educational process for the students of our district.

Consequences of Behavior

A part of maturing is the understanding there are always consequences for behavior, either positive or negative. It is a goal of the staff to find rewards for positive behaviors. When negative behavior occurs, it is also a goal for the staff to find appropriate negative consequences. These consequences should be legal in nature, appropriate, and educational for the student. If negative behavior continues, consequences will become more serious in nature. Consequences must match the seriousness of the behavior.

Generally, for inappropriate behavior, consequences will follow this order: warning, detention, daily suspension with parent conference recommended, short-term suspension (2-5 days) with parent conference required, long-term suspension (more than 5 days), or expulsion for the semester. Teachers and administrators may also use, but are not limited to, student contracts, counseling, SAT (Student Assistance Teams), or other measures that are legal and appropriate.

STUDENT BEHAVIOR

It is impossible to list every situation in the student handbook, so administrators and teachers reserve the right to make decisions about behavior not listed here. In an attempt to clearly define the goals listed above, we have listed expected behaviors in specific situations. These guidelines apply in the classroom, in the school building, on school grounds, in attendance at all school functions, and on school buses. If questions arise, please feel free to ask our staff.

Students at Fillmore Central Senior High School will be expected to:

1. **Establish positive, friendly student-to-student relationships. Actions not acceptable include the following:**

- a. Aggressive, bullying behavior
 - b. Overt acts of attention getting, thus disturbing others
 - c. Acts of character defamation of fellow students
 - d. Cheating or stealing
 - e. Excessive acts of student affection in or on school grounds
 - f. Acts of extortion, coercion, harassment or group ostracism in or on school property
 - g. Acts of fighting in or on school property
 - h. Use of foul language, obscene actions towards fellow students
 - i. Acts of gambling in or on school grounds
 - j. Displaying obscene literature
 - k. Misuse of student passes
 - l. Excessive, loud, disorderly conduct or behavior
 - m. Displaying poor eating manners
- 2. Establish positive, friendly student to teacher/administrator relationships. Actions not acceptable include the following:**
- a. Acts of defiance of teacher/administrator directives or authority
 - b. Acts of disruption of the instructional process
 - c. Acts of disrespect
 - d. Stealing from staff members or the school district
 - e. Acts of physical aggression toward teacher/administrator
 - f. Acts of rudeness and poor manners
 - g. Acts of retaliation
 - h. Acts of lying or forgery
- 3. Students should develop appropriate behavior in the classroom. Actions not acceptable include the following:**
- a. Talking while instruction is taking place
 - b. Writing or passing notes during instruction
 - c. Texting
 - d. Sleeping in the classroom
 - e. Moving about the room without permission
 - f. Acts of noise-making that disrupts instruction
 - g. Misuse of computer and Internet equipment according to Board policy #6315
 - h. Watching movies on laptops during class time
- 4. Students should develop appropriate behavior within the school building by:**
- a. Serving detentions within the prescribed time periods
 - b. Being in the proper locations during school time
 - c. Walking in the halls and having a pass in the halls
 - d. Being in only designated areas
 - e. Following attendance procedures
 - f. Handing in required office forms
 - g. Sitting on appropriate benches, desks, chairs in the building (not window ledges or table tops)
 - h. Displaying only appropriate signs of public affection in the building (Displays of affection beyond holding hands during school are inappropriate and disruptive of the school's learning environment. Disciplinary steps will be taken to enforce this guideline by teachers and administration including warning and parental conference. Continued violations could lead to disciplinary actions.)

5. **Students must not bring to school or have in their possession items, which could reasonably be construed as constituting a weapon in any form (knives, guns, clubs, fireworks). Unlawful possession of a firearm on school ground. (LB 988)**
- a. Offense. Any person who possesses a firearm in a school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity or athletic event shall be guilty of the offense of unlawful possession of a firearm on school grounds.
 - b. Penalty. Under Sec. 8001. Of the Title VIII-Gun Free Schools Act "any student who is determined to have brought a weapon to a school under the jurisdiction of the agency shall be expelled from school for a period of not less than one year..."
 - c. Exceptions. The offense of unlawful possession of a firearm on school grounds shall not apply to:
 - I. Armed Forces and Law Enforcement Officers
 - II. Adult Supervision for receiving instruction Gun Rack Rule.
 - III. Firearms contained within a private vehicle operated by a non-student adult which are not loaded and
 - (i) are encased
 - (ii) or in a locked firearm rack that is on a motor vehicle
6. **Students must refrain from all activities, which may result in the destruction of school property. This includes breakage, marring, or destruction caused by fire or smoke for which the student is responsible.**

VIOLATIONS OF THE ABOVE RULES ARE GROUNDS FOR SUSPENSION OR EXPULSION FROM FILLMORE CENTRAL HIGH SCHOOL.

INITIATION &/OR HAZING

Unstructured INITIATION ACTIVITIES CANNOT BE PERMITTED. In the past some students have infringed on the rights of others. These activities definitely affect school performance adversely and cannot be tolerated. Violating this rule on or in the proximity of school will result in detention, after school sessions, or suspension.

DISCIPLINARY PROCEDURES

Depending upon the behavior exhibited by the student, different disciplinary procedures are used. A description of each procedure follows:

Detentions

1. Detentions are held either in a teacher's room or another location designated by the appropriate teacher, as time specified by the teacher or principal. Since detentions are only assigned to students who **earn** them, students will not be allowed to make detentions up during their "free time". If students have "other plans", i.e., work, activities, ride the bus, etc., they are encouraged to adhere to all school policies.
2. Student detentions begin when the student is seated and working in the appropriate area. Detention generally will not begin after 3:40 p.m. If a student shows up after 3:40 p.m. without the teacher or principal approval, he/she will be asked to report the next day to detention and will serve one additional detention.

3. Detentions will be used to work on academic work, **immediately after school and last approximately forty-five minutes in length**. If a student does not bring work, the student may be assigned work.
4. Students will be silent the entire detention period. Students will not be allowed to leave detention to get a drink, go to their lockers, go to the restroom, etc. without the permission of the monitor.
5. Failure to attend an assigned detention, without prior approval of the teacher or principal, will automatically result in an additional detention assignment. Students may only serve three consecutive detentions. Infractions that result in more than three detentions may cause the students to be suspended, in-school, for one to five days.
6. Students waiting for students serving a detention are to wait outside the building or, if severe weather exists, just inside the entryway.
7. Students may be given a choice of making up the assigned detentions): (a) the day the detention is assigned or (b) the next day. **The principal and the involved teacher(s) reserve the right to void this option when reasonable.**

Reasons a student may be sent to detention:

1. Eating food or candy, drinking pop, etc., in a classroom without teacher permission. **During lunch, students are to keep all non-school food, candy, and pop outside the building.** If students fail to do so, such items will be confiscated.
2. Misuse of a pass slip. Any student who leaves a teacher's jurisdiction during any type of classroom activity must have a pass initiated by the teacher concerned. This pass is required to be returned by the student to the teacher who wrote the pass, before the period is concluded for the time that the pass was initiated. Pass slips to see another teacher may not be granted unless the pass slip is previously signed by the teacher to be visited and approved by the teacher whose jurisdiction the student is leaving. Pass slips to the office may be granted without approval of the office if the pass is judged by the teacher to be essential or is of an emergency nature.
3. Use of profanity.
4. Use of violent force and/or other coercive behavior.
5. Littering
6. Disrespectful behavior.
7. All non-school tardiness
8. Failing to check out at the principal's office before leaving school for any reason. While this does not include leaving for lunch, students must notify the office if they are not going to return after lunch.
9. Damage caused by students, whether intentional or by accident, will be repaired by all students involved as designated by the principal. Additional detentions may be assigned.
10. Inappropriate behavior or other infractions a teacher or the principal believe interfere with attaining the goals of the Fillmore Central Senior High. Disruption and/or violations of rules for classrooms, the hallways, the lunchroom area, and other areas may lead to the assignment of detentions.

TOBACCO REGULATIONS

Fillmore Central High School is a smoke free campus. The use and possession of tobacco and any other form of tobacco or imitation, such as an electronic cigarettes, vapor pens, etc. on school property at any time is forbidden. Any student caught smoking or chewing tobacco or in possession of tobacco in the school building, on campus or during a school-sponsored activity may be suspended one to three days from school. Students will also be restricted from participation in activities.

ALCOHOL AND DRUG REGULATIONS

All students will be required to sign a Drug-Free Form upon entering Fillmore Central Senior High School. The possession of or use of alcohol or drugs on school property or at school-sponsored activities is strictly forbidden. **Fillmore Central Public Schools is a Tobacco Free Campus.** Any student in possession of drugs or alcohol on school property or under the influence of drugs or alcohol during the school day or during school-sponsored activities will face suspension or expulsion.

Students failing to comply with these regulations and who are in violation of the law may be turned over to the proper legal authorities for investigation and appropriate legal action. Repeated infractions of regulations will result in the student being referred to the Board of Education for long-term suspension or expulsion.

DISRUPTIVE AND CHRONIC NON-ACHIEVEMENT

The Fillmore Central Senior High School works toward making every student successful. Despite the best efforts of a school system, circumstances surrounding a student outside of school may prevent a student from being successful in every component of his/her educational program. Students with class work of such quality that they no longer have a chance to receive a passing grade for the semester shall be re-assigned to an alternative educational opportunity **if** they in any way detract from the learning of other students in the class. Prior to the re-assignment, parents will be presented with evidence of disruption and non-achievement. The principal or his/her designees are given the responsibility of re-assignment.

BULLYING POLICY

Bullying type behavior is not to be permitted at Fillmore Central Schools. Bullying is defined as the intimidation or attempted intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks towards another person. It may include, but not be limited to, actions such as verbal taunts, name calling and put downs, including ethnically-based or gender-based verbal put downs, and extortion of money or possessions. Any student who engages in bullying or harassing behavior on district property, in a vehicle owned, leased or contracted by the district being used for school purposes, or who engages in such a behavior at a school sponsored activity or athletic event shall be subject to disciplinary measures including short and long-term suspension and/or expulsion, as per board policy #5415.

SEXUAL HARASSMENT POLICY

It is the policy of the Fillmore Central Public Schools 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.

Fillmore Central's definition of bullying: Fillmore Central Senior High School defines bullying as: 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; threatening people, gossip or rumors, sexting, making people do things they don't want to do, rating or ranking of personal characteristics.

Activities proscribed 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?

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, and I want you to stop!"

If he/she stops, it's probably not sexual harassment.

If he/she keeps doing/saying it, it's probably sexual harassment.

If the harassment continues:

Talk to your friends. It will help you feel better and prevents misunderstandings.

Write down everything that happened! Include where it happened, when and who else was there.

Avoid being alone with the harasser.

Report the incident to an adult. A parent, a trusted teacher, principal or school counselor can help you plan what to do next.

Have parents contact the principal. Parents may want to file a formal complaint if the harassment continues.

BUS BEHAVIOR

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 these rules will be reported by the driver to the school principal or designee who has the authority to suspend that student from bus transportation.

INSTRUCTION FOR STUDENTS RIDING THE BUS

1. The driver is in full charge of the bus and students must obey the driver.
2. Students shall keep assigned seats at all times with arms and head inside of bus.
3. Anything that interferes with student safety such as fighting, profanity, abusive language, balls,

Possible Order of Consequences for Bus Offenses

- | | |
|-------------------------|---|
| 1 st Offense | Warning conference/Parent Contact by driver-Parent Contact by Transportation Director |
| 2 nd Offense | 1 day of bus suspension |
| 3 rd Offense | 2 days of bus suspension/Parent conference with driver and Transportation Director |
| 4 th Offense | 5 days of bus suspension/Parent conference with Principal |
| 5 th Offense | Suspension for remainder of the term |

CHEATING

Students caught cheating on tests, quizzes, or other required work will be reported to the principal and receive no credit for that piece of work. The teacher will notify parents/guardians, if a child is caught cheating. Repeated instances of cheating may lead to removal from class or disciplinary action.

COMPUTER USE

Fillmore Central Public Schools is sole owner of all computers, laptops and peripherals of the network. Computer usage is a privilege not a right. The computers are for education use only. They are not for student entertainment during the school day, which includes playing games, watching movies, and listening to music unless it is part of an assignment.

LAPTOP GUIDELINES

1. Laptops should be put in sleep mode and placed in the laptop bag prior to moving them. Do not carry a laptop by the screen at any point.
2. Laptops should be brought to school every day fully charged, and they must be taken home every night.
3. Do not eat or drink near your laptop.
4. Do not place anything on top of or near the laptop that could put pressure on the screen. Do not leave anything on the keyboard, such as a pencil, which could break the screen upon closure. Also, do not poke or touch the screen.
5. Do not reveal your full name, phone number, home address, social security number, credit card number, or password to others.
6. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or technology coordinator as quickly as possible. This is a responsibility and part of your adherence to the Fillmore Central usage agreement.
7. Comply with trademark, copyright law, and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of Fillmore Central student policies. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
8. Students should maintain high integrity with regard to e-mail content. Always use appropriate language. Do not transmit language/material that is profane, obscene, abusive, harassing, or offensive to others.
9. Do not go to chat rooms or send chain letters without permission. No spamming is allowed. No private chatting or e-mailing during class without permission from your instructor.
10. Students should back up all of their work often. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Students also have the option to create additional backups of their work using their CR-RW drives. Computer malfunctions are not an acceptable excuse for not submitting work.
11. Students are not allowed to play games, audio files, or videos of any kind on their computers during regular school hours, unless given permission by instructors and are part of an assignment.
12. Students aren't allowed to download audio files, video files, or games while at school.

The Computer Loan Agreement can be found at the back of this handbook.

Consequences of the above may result in loss of computer privileges as well being disciplined.

FREQUENTLY ASKED QUESTIONS ON LAPTOPS

Will students' laptops be monitored by staff?

- Laptops will be monitored in class to the same extent that students and materials are monitored by teachers now. Simple and effective classroom management practices by teachers will ensure that computers are being properly and effectively used during class time.
- District personnel will have access to each student's computer through electronic monitoring software. All computers will be periodically checked for inappropriate content or usage. An individual student's computer can and will be monitored as necessary.

Will students have the same laptops until they graduate?

- As long as the computers aren't replaced by new computers through a new lease/purchase, students will use the same computer each year.

When/how will student computers receive software updates?

- At the end of each year, students will check their computers back in to our tech. personnel. During the summer our technology personnel will "cleanup" the computer and perform any necessary maintenance and updates.

What about students/families who don't have internet access at home?

- If a family determines that they need/want internet access in their home, they will be responsible for paying for and setting up any internet services for their home.
- There are "hot spots" in town that provide access to the internet through a wireless connection. The school parking lot will most likely be one of those places.
- Not all work will require the use of the internet. In many cases, tasks that require internet access could be completed at school. Many times, internet files that a student needs can be downloaded while at school and taken home. Examples would include PDF files, MPEG files, etc.
- Keep in mind that most of the tools that a student will need to use in completing assignments are the tools that are already on the computer's hard drive (Word, Power Point, Excel, iMovie, iPhoto, Garage Band, Keynote, Pages, Numbers, etc.).

What happens if the computer get's damaged and needs repaired?

- There are basically two types of situations. Situation #1 relates to normal malfunction or accidental breakage. Situation #2 relates to negligence, vandalism, and intentional misuse/damage/breakage.

- Situation #1 – Repairs will be submitted to Apple approved technicians. Some or all the repair will most likely be covered by a special warranty purchased by the school, which is often referred to as “AppleCare.” Any costs beyond what AppleCare provides will be covered the School District Protection Plan that parents can belong to by paying the \$35.00 or parent’s Personal Insurance. First Incident is covered 90% through School District Protection Plan, 10% covered by parent/student. Second incident is covered 75% School District Protection Plan and 25% parent/student. Third incident and beyond will be covered by parent/student.
 - In this situation, students will most likely be able to check out a “loaner” laptop computer to use while their computer is being repaired. The same rules, conditions, and policies apply to the use and care of the loaner computer while it is checked out to the student.
- Situation #2 – In a case where it is determined that the computer was lost, damaged, broken, vandalized due to negligence or an intentional act, the student/family will be responsible for the entire cost of either repairing or replacing the computer.
 - In this case, the student will most likely not be given a loaner computer. Furthermore, the student may have their laptop privileges permanently revoked or suspended for a specific period of time.

What are the actual costs to students/parents?

- Parents will be required to pay \$35 for purchasing the self-insurance contract from the school. The replacement cost for a single computer is approximately \$1300.

What if a family cannot afford to replace the laptop in cases where it is damaged outside of the warranty?

- A student/family will be required to agree to and sign an insurance contract before being allowed to check out a computer. Students who do not purchase the \$35 insurance contract or signs a self-insurance waiver will not be allowed to check out a school laptop.
- Students will have their computer privileges suspended in cases where the student/family refuses or fails to pay their share of the repair cost.
- A student/family will be required to pay the entire repair/replacement cost in cases that involve a computer being lost or stolen. A student/family will be required to pay the entire repair/replacement cost in cases that involve the computer being vandalized or damaged/broken due to negligence or an intentional act. Replacement cost for a computer is approximately \$1300. In these cases the student will not be allowed to have access to another computer until the cost for repair/replacement is paid in full. It is also possible that the student may have their laptop privileges permanently revoked or suspended for a specific period of time.
- A small number of desktop computers will be available for students who do not have laptops to use during the school day. Please keep in mind that availability of the desktop

computers and access to these computers is limited due to factors such as time, number of computers, schedule, etc.

How will you address websites like Facebook?

- We will be able to block inappropriate websites at school as students will have to use the school's network to access the web.
- Once students leave school, their use of the Internet would have to be monitored by parents. It should be noted that students who bring inappropriate content into the school with their computer will have their privileges reduced, suspended, revoked.

Will this keep costs down on future textbook purchases? Will students continue to use textbooks?

- Possibly but at this time we don't foresee a major change in how we use or purchase textbooks.

Will software applications be compatible with Windows?

- Some of them will.

Will the school provide parents the opportunity to learn about the students computer (hands-on, how-to, etc.)?

- Yes. The school will provide an introductory "kickoff" event prior to assigning computers to students. At this kickoff event there will be an introductory "how-to" session designed specifically for parents. Staff will also be available to answer other questions that parents might have either that night or in the future. Additionally, we are considering offering future informational sessions designed to meet the needs of parents with regards to the use and monitoring of student laptops.

What about the 5% of the parents that won't cooperate?

- No matter what a school does there are going to be a small percentage of people either (students or parents) that don't support it or openly come out against it. This does not mean that it isn't the right thing for the other 95% percent of our students. Students/parents who do not want to comply or participate simply will not have a laptop computer issued to them. These students will have to make use of school desktop computers while in school or personal computers while out of school, but will be expected to complete all assignments, with or without a laptop, as given by instructors.

Will the technology negatively impact students' opportunity to learn formal writing and speaking skills?

- Absolutely not. The technology should dramatically enhance the teaching and learning of skills such as writing particularly because students will have the tools to consistently do more writing. Keep in mind that our curriculum (what we want our students to learn) will not change due to students having laptops. Our teachers will continue to ensure that our students are learning the skills that are necessary and will use the tools and methods that best support the learning and use of such skills. In some cases that might involve extensive use of a computer and in some cases it might involve little or no use of the computer.

Is the whole school running on the Mac platform now? Will the computers you have now have to be converted?

- It is our intention to run the entire district off of the Mac platform. - It is important to note that by allowing each student to have their own laptop, the school will no longer need to purchase and maintain the larger labs.

***** FILLMORE CENTRAL QUESTIONS *****

What if I already have a laptop? Can I use my own laptop?

- No. The security and management of the network requires that all students use the same computers that are provided. It is also important for our students to have the same operating system, network connections, and software applications – this consistency is necessary for our teachers for assignments, expectations, etc.

Can I keep my computer over the summer?

- No. The computers will be checked back in at the end of the year. This is necessary so our technology personnel can perform the necessary updates and maintenance. The same computer will then be checked back out to the student in the fall.

What will I do without a computer in my classes if my laptop unit is being repaired or replaced?

- A limited number of “loaner” laptops will be kept on hand and can be checked out to students on first come, first-served basis. There will also be a limited number of desktop computers available at the school. Students who do not have a computer because it is being repaired/replaced due to negligence, vandalism, or intentional act may not be allowed to check out a temporary replacement computer.

What if I want to purchase additional software in addition to the available software provided by Fillmore Central, is that allowed? Will school staff install it for me?

- No. The only software that is allowed on the computer is what is provided by the school district and installed by Fillmore Central technology staff. Installing software in addition to what is provided by Fillmore Central (this includes operating systems) is not allowed and only Fillmore Central technology staff are allowed to install software/updates on student laptops.

Will there be facilities to backup the files I create on my laptop?

- The school may very likely provide each student with limited space to store files on the school server. Students will only be given a predetermined amount of storage space and will be expected to manage the storage of their files. It is possible that these student server files may be purged each year so it is recommended that students use a USB drive to keep any files they may want to keep from year to year. It is also highly recommended that students use a USB drive to backup valuable files and information. The backing up of individual student files is the sole responsibility of the student. The school is not responsible for files lost to complications related to the school server.

Will I be given a new battery if mine goes bad?

The laptop battery will be replaced by the manufacturer for defects. Fillmore Central will pay for the replacement of any battery that has come to the end of its natural life. Students will be responsible for paying to replace any battery that is lost, stolen, or damaged due to their negligence, vandalism, or intentional act.

How much will it cost to replace accessories or repair damage to my laptop?

Accessories

- Bag - \$20.00
- AC Adapter & Power Cord - \$79.00

Repair costs

- | | |
|------------------------------------|----------|
| Liquid spills: | \$774.95 |
| Cracked Screen: | \$449.95 |
| Cracked Screen and damage to case: | \$649.95 |
| Top Case with keyboard assembly: | \$205.95 |
| Top Case with Screen | \$649.95 |

Damage to the metal case usually causes internal damage and results in a repair of \$774.95

If they have school insurance the first incident is 10% of cost, the second is 25% of cost, and the third they are responsible for the entire cost of repair.

**ACCEPTABLE USE POLICIES FOR ONLINE SERVICES
FILLMORE CENTRAL PUBLIC SCHOOLS
2015-2016**

Fillmore Central is committed to the use of technology to prepare students for a world of digital technology and expand learning opportunities. The use of technology facilitates global collaboration, which is a vital skill for 21st century learners in their preparation for college or the workforce. Students at the high school will utilize laptop computers on a wireless network that will provide students with immediate access to online resources, local network resources and other materials essential to an enhanced learning environment.

With the issuance of each laptop also comes the need to establish rules, policies, and regulations that will govern the use of laptop equipment. These issues range from the need to protect students' access, to care and maintenance of laptops. Each student will have an option of being issued a laptop for their use. Before a computer is issued, students and parents must attend an evening workshop that will allow our staff to share important information. For those students registering during the year, a laptop will be issued as part of the registration process.

Technology immersion does not diminish the role of the instructor. On the contrary, laptop computers transform the instructor from a director of learning to a facilitator of learning. In preparation for this instructional advancement towards student learning, staff members have gone through extensive technology training.

Establishing this new environment for such learning takes careful planning and consideration. It is our hope that the information provided in the guidebook will be useful information for students and parents alike. This policy is not meant to be all-inclusive but will remain a work in progress as

the 21st century initiative develops in the years to come. The key to the success of this program lies with all parties; students, parents and staff. It is our hope that this program will enhance student learning and will benefit the needs of all students at Fillmore Central.

E-Mail

- E-mail during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their e-mail.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate e-Mail is allowed including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a violation and will be subject to disciplinary action.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account without first receiving explicit permission from the account holder.
- E-mail etiquette should be observed. In general, only messages that one would say to the recipient in person should be written.
- Only approved mail programs may be used for student mail.
- School e-mails addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- The school reserves the right to search and read e-mail as deemed necessary.
- Only school-related attachments may be sent on school e-mail systems.

Chatting and Blogging

- Instant messaging is prohibited on campus except as part of an assigned, in class activity that is supervised by faculty or administration.
- Blogging done on campus is for academic purposes only.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

Audio and Video

- Audio on computers should be turned off unless required for the activity being conducted.
- Listening to music aloud is not permitted during class or homeroom.
- The use of laptops to watch movies and DVD videos is not permitted during the school day.
- Any audio or video recording may be conducted only with prior permission of all parties being recorded.
- Sharing music (including iTunes) over the school network is strictly prohibited and is subject to disciplinary actions.

- ❑ Games are not permitted during school hours except as part of an assigned, in-class activity.
- ❑ The school reserves the right to remove any game from a school computer that is considered inappropriate.
- ❑ Games that are not allowed to be played over the school network.
- ❑ Games that include violence, adult content, inappropriate language, and weapons are not to be installed or played on school laptops.
- ❑ Screensavers that include gaming components are not allowed.

Laptops

- ❑ All laptops are expected to be in good working order at all times. Laptops should be charged each evening. This will provide students with a laptop that is fully charged for each school day.
- ❑ Student laptops must not be left unattended at any time. If a laptop is found to be unattended, it will be turned in to Mr. Stratman.
- ❑ Laptops must be carried and transported appropriately on campus. They should be carried in their cases from class to class. Failure to close the lid before transporting could damage the hard drive and result in permanent loss of data. Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the district.
- ❑ No food or beverage should be in the vicinity of the laptop. Laptops may not be used in the cafeteria, during lunch.
- ❑ Laptops should be handled with respect and care. Inappropriate treatment of school laptops is not acceptable.
- ❑ Laptop and laptop bags are not to be written on, to have stickers applied to them, or to be defaced in any way.
- ❑ Students are not allowed to create any bios passwords on the laptops (bios passwords are set through the computer's hardware and are not the same as regular passwords).

Network Access

- ❑ Students must not make any attempt to access servers or network information that is not open to the public.
- ❑ The utilization of proxy avoidance IP numbers and program is strictly prohibited.
- ❑ Student may not use the school network for personal or private business reasons.
- ❑ Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer virus, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- ❑ Fillmore Central is not responsible for damaged or lost data transferred through our network or stored on laptops or file servers.

File Sharing

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on school computers including laptops. Examples of this type of software are Limewire, Bearshare, Kasaa, uTorrent, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.

Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet but are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of materials on their laptop.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music or text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, they are to notify a teacher, technology coordinator or administrator as quickly as possible so that such sites can be blocked from further access. This is not merely a request but a responsibility.

Privacy, Use, and Safety

- Students may not give personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm, therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, and administration to anyone outside of the school without permission.
- Students must secure and maintain private passwords for network and e-mail use as well as laptop access. This is important in order to protect the privacy of each student.
- Fillmore Central respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use including

harassment or threatening e-mails are suspected the school administrator or technology coordinator has the right to view files in order to investigate suspected inappropriate behavior.

- The school will monitor computer activities that take place on campus during the school day including logging website access, newsgroup access, bandwidth and network use.
- Students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Students are prohibited from utilizing peer to peer networking or any method of file sharing between computers unless authorized by the technology staff.
- Students are prohibited from using laptops or any computer for acts of cruelty.
- Laptops that are provided by the school continue to be the property of Fillmore Central, and therefore the school has the right to view all content at any time.
- Any laptop used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including the right to view the content of the laptop at any time, the right to remove content from the laptop, and the right to retain the laptop in the school's possession if there is an inappropriate infraction.

Copyright

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of the use of the computer for an amount of time determined by the administration and members of the technology department, possible disciplinary action and/or legal action. These consequences apply to students participating in the 21st Century program at Fillmore Central as well as to students who own their own laptops and use them on campus.
- Computers found with illegal or inappropriate software or materials will be reimaged and removed from student possession.
- Students are to report any known violations of this agreement to appropriate administrative staff members. Random checks of student laptops will be conducted throughout the year to ensure that these policies are being followed.

Fillmore Central Schools takes no responsibility for activities conducted on school computers or materials stored on computers, laptops, or the school's network.

Students are required to adhere to all provisions and conditions set forth in this Acceptable Use Policy. Any violations of this policy will result in disciplinary action, loss of laptop privileges, and possible legal action. Students are to report any known violations of this Acceptable Use Policy to appropriate administration or technology coordinator. Fillmore Central Schools takes no responsibility for activities on school computers or materials stored on computers or the network.

DRESS CODES AND EXPECTATIONS

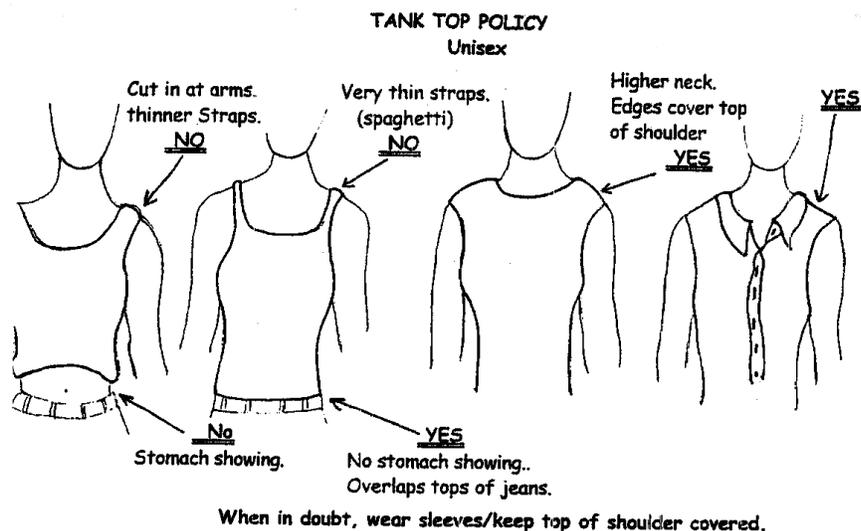
Fillmore Central High School has adopted the following policies regarding dress attire. In instances where students make an error in judgment concerning dress and/or whose clothing detracts from the education process, they will be asked to report to the principal's office to discuss the situation and for appropriate action to be taken. Examples of inappropriate dress are as follows: midriff blouses, mesh shirts, hats, hoods on hoodies, clothing advertising alcohol or tobacco, profanity or insinuations of the same.

Shoes a. Shall be worn at all times.

Pants a. Shall be worn and fastened at the waist
b. Shall be buttoned and zipped at all times.
c. Yoga pants are allowed under a dress or a long shirt.

Shorts a. Shall be fastened at all times.
b. Shall be buttoned and zipped at all times.

Shirts and Blouses a. Shall be appropriately fastened in accord with the design of the apparel.
b. Shall extend beyond waist level. A student should be able to raise both hands over his/her head without revealing any skin.
c. Shall be neither transparent, see-through, bare midriff, strapless, low-cut or tops and outfits that provide minimum coverage.
d. Shall be neither halters, backless dresses or tops, tube tops, tank tops, muscle shirts, nor any other distracting clothing.
e. Students must wear shirts or tops that cover up the shoulder and does not expose bra straps.
f. **Students that fail to wear appropriate clothing will call parents at home /work so appropriate clothing can be brought to school.**



Accessories a. Sunglasses are unacceptable
b. Undergarments should never be worn as outer garments
c. Clothing or jewelry that could present a danger to a student's well-being; i.e. chains or jewelry that could result in injury in courses such as: Foods and Nutrition, Physical Education, woods or metal classes or is disruptive or distracting to the extent that it interferes with the learning and educational

process. NSAA activities do require that all jewelry be removed prior to practice or game time activities.

Emblems, Insignias, Badges or Symbols

- a. Apparel that promotes the use of alcohol, drugs, tobacco or any other illegal activity is prohibited.
- b. Apparel that may be gang or cult related is prohibited.
- c. Clothing with slogans or advertising which is controversial or of an obscene nature is prohibited.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

All violations of the dress code will receive a referral for the first offense. Possible consequences are outlined as:

1. First Offense: Warning, parent contact and removal from class until parent is contacted and appropriate clothing is secured.
2. Second Offense: Immediate detention and parent contacted to bring appropriate clothing.
3. Third Offense: Immediate detention, parent meeting and appropriate clothing brought by parent.

GUM/CANDY CODE

Candy and pop should be used only in appropriate and designated areas of the building. Given certain activities, teachers may prohibit gum use for the duration of that particular activity. Should the building begin to deteriorate due to this practice, the principal is charged with the responsibility of banning all gum use. This privilege requires every student's cooperation.

STUDENT PARKING AND DRIVING

Use of the school parking lot is a privilege extended to students. **Vehicles, which are improperly parked, may be towed away at the direction of the administration and at the expense of the owner or driver.**

Seniors are to park in the first and second row; Juniors third and fourth row; Sophomores fifth and sixth row and Freshman in the last row of the student parking lot.

All state and local traffic regulations shall be observed on school property. Failure to do this may result in loss of the driving privilege on school property.

SUSPENSION

Suspension may be either in school or out-of-school. In-school suspension may be used for first offense violations and for situations, at the discretion of the principal. Out-of-school suspension will be used in all instances calling for suspension, as well as flagrant first-time violations.

In-school suspension will be determined by the principal's office and the student remain in the designated place of suspension until the principal approves the student's dismissal. The student

will receive credit for any daily work that other students may be graded on. Students may take tests for credit under the supervision of the principal or his designee. All students serving in-school suspension will adhere to the following rules:

1. The student must have work to do relating to courses of study.
2. The student must remain in a designated place of suspension until dismissed by the principal.
3. The student will not talk to anyone without approval by the principal.
4. The student may eat lunch (the student will not be allowed to leave the building for lunch) and use the restroom facilities during a 20-minute period designated by the principal.

Violation of In-school suspension rules may result in detentions, longer in-school suspensions, or out-of-school suspension.

SHORT-TERM SUSPENSION (one to five days)

Any student may be excluded from the Fillmore Central Senior High School for a period of time not to exceed five school days in the following circumstances provided the suspension is assigned under the guideline provided by Nebraska Student Discipline Act:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community.
2. If the student conduct presents a clear threat to the physical safety of him, her, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. Some of the activities or behaviors that could result in a short-term suspension are as follows:
 - A. Possession or use of tobacco on school property or at school sponsored activities (first offense, suspension from school for 1-3 days).
 - B. Refusal to comply with reasonable standards of behavior established by teacher or building administrators.
 - C. Use of abusive language.
 - D. Vandalism of property belonging to the school district, staff, or students;
 - E. Fighting
 - F. Theft or pilferage of property belonging to the school district, the staff, or students.
 - G. Committing any other act or becoming involved in any other activity, which disrupts the normal educational opportunities for other students, i.e. cell phones, Ipods, tablets, sexting, etc.
3. Conduct constituting grounds for expulsion or long-term suspension as set out in Nebraska Law.
4. Such short-term suspension shall be made only after the administrator has made an investigation of the alleged conduct or violation and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes. Before such short-term suspension shall take effect, the student shall be given oral or written notice of the charges against him/her and an explanation of the evidence the authorities have. He/She shall have the opportunity to present his/her version of the incident. The administrator shall, as soon as is reasonably possible following the suspension, send a written statement to the student, the student's parents/guardian, describing the student's conduct, misconduct or violation and the reasons for the action taken. The administrator shall make a reasonable effort to hold a conference with the parents/guardian before or at the time the student returns to school.

LONG TERM SUSPENSIONS AND EXPULSION (five to twenty days or more)

Long-term suspensions shall mean the exclusion of a student from attendance in all schools within the Fillmore Central Public School System for a period exceeding five school days but less than twenty school days. Expulsion shall mean exclusion from attendance in all schools within the system for a period of time not to exceed the remainder of the semester in which it took effect. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during educational function or event 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. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value or repeated damage or theft involving private or school property of small value.
3. Causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
5. Knowingly possessing, handling, or transmitting any object or material ordinarily or generally considered a weapon.
6. Engaging in the unlawful possession, selling, dispensing, or use of controlled substance or alcoholic liquor (See Alcohol and Drug Rule).
7. Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.
8. Sexually assaulting or attempting to sexually assault any school employee or any student if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault the school employee or student. For conduct described in this subdivision, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event, if the student attends the same school as the victim attends or is employed by, the student may be subject to mandatory reassignment to another school within the system and the mandatory reassignment may be in addition to long-term suspension or expulsion for purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended.
9. Engaging in any other activity forbidden by the laws of the State of Nebraska and constitutes a danger to other students or interferes with school purposes.
10. A repeated violation of any rules and standards validly established pursuant to section 79-292 if such violations constitute a substantial interference with school purposes.

HEARING PROCEDURE

When, in the opinion of the school administration, a student has been involved in an incident, which would result in long-term suspension (more than 5 days), or expulsion from school, the procedure for a hearing, if requested by the student, shall follow the requirements, of public laws 79-262 through 79-292. Briefly stated the provisions of those laws are:

1. The student's right to request a hearing within five to thirty school days before a hearing examiner. The hearing examiner will be any non-involved person as designated by the school's superintendent or Board of Education.
2. The hearing will be scheduled within two school days after it is requested.
3. The student has the right to counsel during the hearing.
4. The hearing examiner will report his findings.
5. A review shall be made of the hearing examiner, the determination by the superintendent, who may change, revoke, or impose the sanction recommended by the hearing examiner but shall not impose a sanction more severe than that recommended by the hearing examiner.
6. The student's right to appeal the hearing examiner's decision within seven school days to the school board.

STUDENT RESPONSIBILITY FOR REPORTING THREATS OF 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 shall be subject to disciplinary consequences as deemed appropriate by school administrators.

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, the building principal, or other school administrator if the principal is unavailable.
3. Be available and cooperative in providing a statement of information
4. The information source (student) will remain anonymous to the greatest extent possible.

EMERGENCY ROUTINES

Each classroom will have posted the route for people in that room to use when exiting the building/shelter during a fire alarm/tornado drill. In accordance with the law, fire drills will be conducted each month at different times of the day. All fire alarms should be treated as actual fires, and the building should be cleared as quickly and as orderly as possible. Likewise, various other evacuation procedures will be conducted in the event of a bomb threat or intruder in the building events.

FUND RAISING

The Principal and the Activities Director, prior to the occurrence, must approve all fund-raising drives. Off-site fund-raisers may be advertised on school grounds after receiving approval by the building Principal.

GRADES, MARKING, AND REPORTING
GRADES AND GRADE REPORTS

Grades will be automatically figured, assigned and reported to students and parents at the end of each quarter of the school year. Students and parents are encouraged to obtain procedures, requirements and expectations from individual teachers to insure understanding about how grades are figured. Grade reports may be withheld at the end of each semester if fees and/or fines are owed at school



The primary purpose of grading is to summarize and to communicate, as accurately as possible, the academic performance of students to families, to educators, to employers, to post-secondary institutions, and to the students themselves. A grade should only reflect what students know and are able to do in a course of study as measured against pre-determined standards and criteria after they are provided an opportunity to learn. Therefore, formal grading and reporting are to be primarily based upon individual performance on summative, standards-based assessments, after students are provided the opportunity to learn. Non-academic factors such as attitude, attendance, behavior, and work completion are valuable and should be communicated to others, but such factors shall not factor into the methodology for determining individual grades. We strive for summarizing and communicating student performance in a manner that is fair and accurate. Increasing the fairness and accuracy in our approach to grading will also raise the level of awareness and accountability for learning for our students, parents, and school alike. Some classes may be graded as pass/fail. If so, they will be expected to adhere to the FCPS Grading Policy.

FINAL GRADE REPORTING SCALE

A 93-100 B+ 89-92 B 85-88

C+ 81-84 C 77-80

D+ 73-76 D 69-72 F 0-68

A 'Missing' will be recorded in the student-data information system for any summative task for which a student does not provide sufficient evidence for assessing and evaluating learning or performance. Students will have until the last Monday of each quarter to complete any summative task. After this date, student, teacher and building administrator must agree upon a scheduled testing time prior to the end of the quarter. All recorded 'Missings' will be converted to a grade of zero (0) at 8 AM on the final day of the quarter, except for cases deemed appropriate by the building principal.

GRADE CALCULATION * WEIGHTING * GPA & TRANSCRIPTS

Recording Individual Grades

Individual grades shall be entered as a percentage grade or as total points in the student-data information system.

Weighting

A student's final grade will be based on a whole number % weight of formative and summative assessment categories.

The maximum formative assessment % is as follows:

• 3rd & 4th Grade X = 30% • 5th & 6th Grade X = 25% • 7th & 8th Grade X = 20% • 9th & 12th Grade X = 20%

If a "comprehensive" semester exam is given, it will be recorded in the summative assessment category and shall not make up more than 20% of the category. The sum of formative and summative categories shall equal 100%.

GPA Points & Transcripts

Once final grades for the term are calculated, final grades will be recorded on transcripts and assigned GPA points using the following values:

FILLMORE CENTRAL PUBLIC SCHOOLS

Re-Takes & 2nd Attempts

Students are allowed one re-take, or 2nd attempt, on any summative task, test, or project that does not include a presentation element, and that is not initially recorded as 'Missing'. Because student learning is our primary goal, students will be required to engage in a reasonable process of remediation, under the direction of the teacher, prior to being allowed a re-take opportunity. Projects that include a presentation element are expected to be presented on their due dates, in a classroom setting, and are not allowed a re-take. Such a process of remediation may include providing evidence that previously assigned formative work is satisfactorily completed.

Extra-Credit

The use of extra credit is prohibited. Students wishing to improve their grade shall only do so through the process of remediation (which may require additional practice) and re-takes on summative assessments. Additional, formative work, which may be assigned as part of the remediation process, may be recorded in the appropriate formative category and used for formal grading purposes at the discretion of the teacher. However, students may not receive zeros or docked grades on incomplete, late, or missing formative tasks that are assigned as part of the remediation & re-take process.

Absences

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. Failure to complete the tasks will result in a 'Missing' being recorded into the student-data information system for each unfinished summative task; additionally, students will forfeit the right to any retake for each 'missing' 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.

RE-TAKES & ABSENCES

Students are only guaranteed one re-take attempt per summative assessment; however, additional attempts may be granted at the discretion of the teacher. Any re-take must be completed during the quarter in which the original, summative assessment was assigned. For grade calculating and reporting purposes, 100% of the retake score will be used. Students will not be guaranteed a re-take opportunity in cases where the initial assessment was recorded as 'Missing.' **A re-take will not be allowed for semester tests or any summative assessment given during the semester testing period.**

ASSESSMENTS , GRADING, & THE LEARNING PROCESS

Formative Assessments & The Learning Process

It is fair, reasonable, and appropriate to base formal grades upon pre-determined, standards-based outcomes rather than the individual learning process used by individual students to work towards those outcomes. Because the learning process can be highly individualized from student to student, we feel that it is most fair and appropriate to determine final, individual grades based on individual performance towards the final outcomes in a particular course and not the individualized, learning processes used by students to reach those outcomes.

Formative assessments and activities usually take the form of homework, daily work, early drafts, or practice. These assessments and activities occur *during* the learning process and are used to facilitate, monitor, and adjust the process of teaching and learning. **Summative** assessments and activities often take the form of performances, demonstrations, tests, final drafts, or completed projects that take place *after*, or at the end of, the learning process. Because formative assessments occur *during* the learning process as a means of guiding the teaching and learning process, and because that process may be highly individualized for each student, we feel that the usefulness of formative assessments for formal grading purposes is limited. Summative assessments require students to demonstrate knowledge or skill and allow teachers to summarize student performance. Because summative assessments take place at the end of the learning process, we feel that they are the most appropriate assessments for determining true levels of student performance, which we then summarize and communicate as a final grade.

Valuing Formative Work & Feedback

We want to stress to students and to parents the importance of completing all assigned work, regardless of the extent that it is used for formal grading purposes.

Formative activities are given less weight, or no weight, with regard to determining final grades. However, these activities benefit both the student and the instructor, and they are a necessary part of the teaching and learning process. These types of activities allow students to engage in the learning process, improve their performance, and practice newly learned skills. These types of activities are necessary for instructors to monitor student learning, provide students with constructive feedback, and differentiate instruction to meet the needs of individual students. The feedback that students should expect from completing formative activities is specific information regarding what they're doing well and how they can improve. By completing formative work and responding to teacher feedback, students will maximize their learning opportunities and reach their full potential.

Motivation For Completing Formative Work

Students who fully participate in the learning process by completing formative work and implementing teacher feedback in their subsequent work will be more fully engaged in the learning process and are likely to demonstrate higher levels of learning. Higher levels of learning will lead to higher levels of performance on summative assessments. Higher levels of performance on summative assessments will directly translate into higher grades.

INCOMPLETES

Students will have until the last Monday of each quarter to complete any summative task. After this date, student, teacher and building administrator must agree upon a scheduled testing time prior to the end of the quarter. All recorded "Incompletes" will be converted to a grade of zero (0) at 8 AM on the final day of the quarter, except for cases deemed appropriate by the building principal.

ACADEMIC RECOGNITION

The Fillmore Central Senior High School believes it is important to recognize its students for their academic achievements. Fillmore Central Senior High School will recognize its students with two specific types of academic recognition.

Principal's Honor Roll:

In order to qualify for the Principal's Honor Roll recognition, a student must achieve an average for the grade-reporting period of at least 4.00. All classes will be considered for the Principal's Honor Roll.

Honor Roll:

In order to qualify for the Honor Roll recognition, a student must maintain an average for the grade-reporting period of at least 3.50.

NeSA Math, Reading, Science, Social Studies and Writing for seniors that Met or Exceeded NESAs requirements taken during their junior year: students will be recognized during Honor Night Activities

ELIGIBILITY

In order to be eligible for extra-curricular activities, students in grades 9-12 cannot be failing three (3) or more classes. Students failing three (3) or more classes will be declared ineligible and will not be allowed to participate in any interscholastic activity sponsored by Fillmore Central High School. Beginning the third week in each semester, students that are failing a class, based upon their semester to-date grade, will be reported to the high school's lead secretary on Friday morning at 8 a.m.; for the purpose of determining student eligibility. Students will be ineligible starting the following Monday at 12:01 AM through the following Sunday at 11:59 PM. Incompletes will be treated as a failing grade. Students will be notified by their classroom instructor for doing failing work, as well as parents will be receiving a letter indicating whether their child is on the downlist. Students are expected to practice with their team during this time frame and attend activities as a spectator. For a student to be eligible at the beginning of a school year, he/she must have passed a minimum of 20 credit hours, as per the NSAA, from the preceding semester.

MASH Program

MASH is not to serve as a punishment but a means for students to receive help and complete missing assessments, both graded formative and summative. As a school district, we want to establish a learning environment that will help students and staff succeed.

MASH will be held beginning the third week of each semester.

Students that have missing **graded formative or summative** assessments may be required to attend. Students that have all work completed but are failing will not be required to attend MASH, unless instructor/principal assign.

MASH meets on Tuesday, Wednesday and Thursday of each week. Sessions will run from 3:40 until 4:30 PM. Sessions will be held in the high school media center, unless other arrangements have been made prior to MASH session.

Students that have missing work **are required to stay until work is completed**. Students that have a summative assessment to complete, after the classroom teacher has given appropriate re-teaching, may leave MASH at the conclusion of finishing a test.

A student that fails to attend MASH will suffer the following consequence(s):

First Offense – Assigned **a before school or lunch detention with principal**.

Second Offense – One day of in-school suspension

Third Offense – One day of out of school suspension

Along with the above mentioned discipline action, a call to parents/guardians will be made by the building principal.

At the beginning of 8th period, a list of students attending MASH will be sent out to all staff members. 8th period teachers may be asked to help students from their class to the media center.

PARENT TEACHER CONFERENCES

Fillmore Central High School will host Parent-Teacher Conferences twice during the school year. The date, time, location and other information will appear in school calendars and newsletters. In addition, Parent-Teacher Conferences may be arranged anytime during the year at the request of either the parent or the teacher. To arrange a parent conference, call the principal's office (759-3141).

CREDITS AND REQUIREMENTS FOR GRADUATION

Students may choose a course of study that prepares them for college or to be contributing members of society after high school. Students must earn 250 credits to graduate. Seniors must enroll in a full schedule and earn a minimum of 52 credits their senior year unless parents, counselor and principal grant special permission. Exceptions may be made for students enrolled in special programs.

English

English I

English II

English III or Applied Communications I for Juniors

English IV or Applied Communications II for Seniors

A total of 4 units or semesters of English is required

Social Science

Three classes of Social Science are required, and must include American History and Government. Geography, World History, Psychology, Sociology, Modern History and Economics are also offered.

Math	Three classes of Math are required and students may choose from: Pre-Algebra, *Algebra I, Geometry, Algebra II, Standards Math, Pre-Calculus or Calculus.
Science	Three classes of Science are required and include: Environmental Science, Physical Science and Biology I. Biology II, Chemistry I & II, Forensic Science, and Physics are also offered.
Physical Education	Ninth grade Physical Education is required.
Vocation Education	Three courses of Vocational Education including Personal Finance. (Vocational Classes are Agriculture, Industrial Tech, Business, and Family& Consumer Science)
Ninth Grade Exploration	The following exploratory classes are required, Careers, Exploring Family & Consumer Science, and Introduction to Agriculture.

Students must earn additional elective credits totaling 250, which also includes the above requirements.

*Students taking Algebra I during their 8th grade year will have the completed course added to their high school transcript but not included in their high school GPA.

CLASS STATUS

In order to attend and/or participate in class activities, a student must have credits necessary to be considered a member of that particular class. The amount for class dues will be determined at the beginning of the school year.

VALEDICTORIAN AND SALUTATORIAN

The valedictorian, salutatorian, and top 10% are determined by the highest Grade Point Average (GPA) and completion of the following upper level courses:

- English III and English IV
- Speech I
- Algebra II and Pre-Calculus
- Two of the following science classes: Biology II, Chemistry I, Chemistry II, Physics
- Two foreign language classes and both classes must be in the same language

COLLEGE COURSE/POST SECONDARY COURSES

Some students enroll in postsecondary/college courses while still enrolled at Fillmore Central High School. As a general rule, students must pay all costs associated with such post-secondary courses, which would include tuition, fees, books and any other costs for the class.

CLASS DUES

The purpose of class dues is to help the individual classes raise money for projects throughout the high school years, i.e. homecoming, prom, and graduation.

Students are expected to pay class dues at the beginning of each school year. Students unable to meet this financial obligation should make arrangements with the class sponsor. Failure to pay class dues may result in denial of participation in class activities. Class dues will be established and announced at the first class meeting.

STUDENT RIGHTS

Notice Concerning Disclosure of Student Recruiting Information

The No Child Left Behind Act of 2001 requires Fillmore Central Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request Fillmore Central Public Schools not provide this information (i.e., not provide the students' name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Fillmore Central Public Schools will comply with any such request.

Welfare-Police Questioning and Apprehension

A student may be questioned in private and with confidentiality by a law enforcement officer at school, but in the presence of the principal or someone designated by him.

The parent or guardian of the student questioned should be informed of the substance of the interview as soon as possible by the questioning officer and/or school official.

A law enforcement officer with parental consent and authorization may remove a student from the school by a judge, legal arrest, at the request of the school, emergency conditions jeopardizing the health or safety of students, etc.

COUNSELOR

The counselor is located in Room 50. Her primary purpose for being in the school is for the benefit of each individual student. She is available throughout the school day and welcomes the opportunity to discuss your concerns with you. Above all, she is someone who cares about you as a student, about you as an individual, and about the future for which you are preparing. Some of the things a counselor may do for you are:

1. Respect you as an individual by keeping confidential the things you discuss with her.
2. Assist you in dealing with your personal problems and in gaining a better understanding of yourself.
3. Assist you in finding answers to the various questions you have about, senior high, education and training following graduation from high school.
4. Provide information about occupations, careers, vocations and scholarships.
5. Assist you in improving your study skills.

6. Assist you in exploring your interests, abilities, and aptitudes.

Remember, when something is affecting your ability to concentrate and think clearly, and you are not sure what to do about it, you might consider visiting with the counselor.

STUDENT RECORDS

Each student's permanent record is available to be reviewed by his/her parents at any time upon request and after arrangements have being made. The records are available to the students for review after they have reached the age of majority. For more information, see page 42 "Family Education Rights and Privacy Act".

RECORDS AFTER GRADUATION

It will be the policy of our school to maintain in the principal's office the following data upon graduation from our institution:

1. Education information
2. Other information as pertinent (test data-white card, extracurricular data, attendance, discipline, etc. will be kept for **five** years and then destroyed).
3. Permanent transcripts, ACT, SAT test scores and immunization records are kept indefinitely.

TRANSCRIPTS

Transcripts will be forwarded to other schools, the military, or employers only after all fees and fines have been paid in full. Credits will not be forwarded if you owe money to our school. To request a transcript, contact the guidance counselor or the secretary in the Principal's office. Please have the mailing address of where the transcript is to be mailed to available.

MEDICAL

If a student becomes ill or injured during school hours, he/she must check with the office secretary before leaving the building. **Failure to check out before leaving the building may result in the absence being designated as UNEXCUSED.** Parents will be contacted to make arrangements for proper and safe conveyance home if it is necessary for the student to go home. If the student is out with a contagious disease, the student must present a signed permit by a Doctor of Medicine allowing entry into school. If, for medical reasons, a student cannot participate in physical education or other school activities, a note from his/her doctor stating the reason and the length of time involved must be presented.

SCHOOL IMMUNIZATION RULES AND REGULATIONS

All Transfer students from outside the state of Nebraska, regardless of grade must have: 3 doses of DtaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday, 3 doses of Polio vaccine, 2 doses of MMR vaccine given on or after 12 months of age and separated by at least one month, 3 doses of Hepatitis B vaccine, 2 chicken pox vaccine or the chicken pox virus, and a physical before entering classes.

ASTHMA & ALLERGIC REACTION PROCEDURES

A new 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 be called first. After that call I 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 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 Bespolec 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 the school nurse or 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 the school nurse or building principal.

SAP (STUDENT ASSISTANCE PROGRAMS)

It shall be the purpose of the Fillmore Central Senior High SAP Team to identify young people who are exhibiting behaviors that inhibit learning and growth and to make proper intervention.

INSURANCE

A school time accident insurance policy is made available to all students to purchase.. A brochure explaining the policy, benefits, etc. is given to all students the first day of school. All students who compete in inter-school sports will carry insurance to cover injury sustained in practice or competition. The school will also make available an athletic insurance policy to any student who so desires (contact the Activities Office for information).

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 have begun 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 next 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 Senior High office if you have questions or concerns.

LOCKERS AND SEARCH POLICY

Lockers will be assigned for student use. The lockers may be used by the student but remain the property of the school and therefore, may be searched or examined if there is reason to suspect school rules or regulations are being violated. Pornographic material or material promoting the use of drugs and/or alcohol is forbidden. **Students are encouraged to put locks on their lockers to protect their belongings. If you bring a lock from home, a key must be turned in to the office in case you should lose or forget yours; otherwise the lock will be forcibly removed from your locker. Also, turn in your lock combinations to the office and your locker number. PLEASE LOCK YOUR LOCKERS. The school cannot be responsible for lost items.**

Searches may be conducted when school officials determine there is reason to believe a search could disclose evidence of a violation of statutes or school rules. School officials may also conduct area-wide searches on the same basis and for reasons that include, but are not limited to, safety, health, discovery of violation of a statute, policy or rule. Private vehicles which have been driven to school by students are also subject to search by school officials, regardless of where the vehicle is parked, so long as the student is or has been on school property. Searches by school officials must be reasonable at their inception and reasonable in scope.

Students who, for whatever reason, bring large amounts of money to school are encouraged to check it in at the principal's office upon arrival and check it out again just prior to leaving the building.

Money brought to school for fundraising should be turned into the appropriate sponsor/advisor immediately upon arrival. **The school is not responsible for money or valuables stolen from lockers, purses, etc.**

VISITORS

Visitors are asked to use the center three doors leading to the office area of the senior high. During the school day, all other entrances will be locked. Visitors must sign in at the office and wear a visitor's badge.

Students wanting to visit from another school district must receive prior permission from the principal's office, before visiting classes. Please call 759-3141, prior to the date you would like to visit. The principal's office reserves the right to refuse visitors on an individual basis.

Former students, alumni and parents are asked NOT to visit teachers during their class time.

LOST AND FOUND

All lost and/or found items should be reported and/or turned into the Principal's office. Items not claimed at the end of each semester will be turned over to a charitable organization.

TELEPHONE USAGE POLICY

Students will be allowed to use the office phone when it is necessary for office personnel to talk to a parent, conduct school organization business, or in an emergency.

USE OF ELECTRONIC DEVICES

Students are prohibited from using electronic device while at school, except as provided in this policy.

For the purposes of this policy, electronic devices shall include, but not limited to, cell phone, pager, mp3 players, iPods, and iPhones.

Students may use electronic devices before school, during passing from class to class or during lunch, as long as they do not create a distraction or a disruption at school. Cell phones may be used during passing and lunch.

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.

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

WITHDRAWALS AND TRANSFERS

Students who withdraw from school or whose families are moving outside the school district should contact the principal or counselor to receive the proper forms and information necessary to complete an accurate withdrawal process.

STUDENT GRIEVANCES

Students have both the right and responsibility to express school-related concerns and grievances to the administration. For the purpose of **this** policy, a grievance is defined as any claim by a student or group of students that there has been a violation, misinterpretation, or misapplication of a school district policy, rule, or regulation.

For the discussion and consideration of a grievance, a student or group of students should request a meeting time and place with the school principal. At the meeting, the student(s) and principal will:

1. Come to an understanding of the problem.
2. Consider possible solutions to the problem.
3. *Select best solution for implementation.

*Note: This decision is the prerogative of the principal and may not be a mutually agreeable decision. The decision of the principal may be appealed to the superintendent for final disposition.

Student(s) may request a faculty or staff member to be present at this meeting. Student(s) are assured they will not endure any reprisals subsequent to initiating a grievance.

STUDENT FEES POLICY

Fillmore Central Public Schools has a student fees policy, in accordance with Nebraska Student Fees Authorization Act. This policy 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 deferral hot lunch program guidelines **may apply** for a waiver of certain fees. These include fees for: a) participation in extra-curricular activities, b) materials for course projects, c) class dues and d) 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 DRUG-FREE POLICY

It shall be the policy of the Fillmore Central Public Schools, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

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

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as part of any of the school activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use of distribution of alcohol.

It shall further be the policy of the District that the violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

This receipt shall serve to demonstrate that you as parent or guardian of the student attending the Fillmore Central Schools have received notice of the standards of conduct of this District exacted of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any of the school's activities as described in Board policy or administrative regulation. This notice is being provided to you pursuant to P.L. 101-226 and 34 C.F. R. part of 86, both federal legal requirements for the District to obtain any federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending the District fully understand the District's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of the school's activities as hereinabove described and that noncompliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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 students' 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 *Alpha 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 such 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.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

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

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

PUBLIC -- PARTICIPATION

Parental Involvement

The Fillmore Central Public School District, after having conducted a public hearing (6-26-95) concerning parental involvement and participation in the school district, herewith declares it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used in the school.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee will have available a complaint form which the parent should use to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to receive written communication when a parent believes it is appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent or his/her designee shall have available a complaint form, herein above referred to, for receiving information from a parent concerning what specific testing, classroom instruction or other school experiences the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection.

It shall further be the policy of the District to provide full access to the records of the students to a parent or legal guardian as set forth in Neb., RRS 79-4,157, the Federal Education Right to Privacy Act, and other applicable law during regular business hours of the school where the student's records are maintained.

It shall further be the policy of the District to notify a parent or parents of any student who is scheduled to take a standardized norm-referenced or criterion-referenced test or standardized tests, such as but not limited to the Comprehensive Test of Basic Skills, and to notify the parent when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. Specifics regarding these tests will be published annually in the student handbook of each school.

It shall be the policy of the District to conduct student surveys judiciously with consideration to the fact that some parents may find certain items of the survey objectionable. It shall, however, be the policy of the District to not generally excuse students from any school authorized survey since to do so might impair the validity and accuracy of such a survey. Parents will be notified in writing in advance of any student survey being conducted. If after receiving written notification of a proposed student survey, a parent objects in writing to their child's participation in that survey, their child will not complete the survey.

This policy shall be reviewed annually and either altered and adopted as altered or reaffirmed by the board following a public hearing.

Legal Reference: LB 1161-1994 Nebr. Leg. Policy Adopted: April 10, 2000 Fillmore Central Public Schools

According to board policy and federal law, all students and their parent/guardians of Fillmore Central Public Schools are required to complete and return pages 44-51.

List Student Name and Grade of students attending high school:

Student(s)	Grade
_____	_____
_____	_____
_____	_____

Part A

Is this student Hispanic/Latino? (Choose only one)

_____ No, not Hispanic/Latino

_____ Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

Part B

What is the student's race? (Choose one or more)

_____ **American Indian or Alaska Native** (A person having origins in any of the original peoples of North and South America—including Central America—and who maintains tribal affiliation or community attachment.)

_____ **Asian** (A person having origins in any of the peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)

_____ **Black or African American** (A person having origins in any of the origins in any of the black racial groups of Africa)

_____ **Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

_____ **White** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

Complete each of the following sections:

I have read the Student/Parents Handbook and understand that 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.

Student/Parent Handbook form _____ 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.

Media Release _____ Yes _____ No

English Language Learners:

Is there another language, other than English, spoken in your home? _____ Yes _____ No

Insurance:

I have been offered the option of taking school insurance coverage for my child (ren)

Please check one:

- Taking coverage (insurance form and payment enclosed)
- Not taking coverage

I have received notice and understand the Drug-Free Student Policy of Fillmore Public Schools.

Drug-Free Policy Yes No

I give my permission for my child (ren) to participate in surveys that are conducted by the school.

Student Surveys Yes No

I give my permission for my child (ren) to receive non-aspirin from a school employee.

Medication of Non-aspirin Yes No

Signature of Parent/Guardian _____ Date _____

Off Campus Lunch Grade 12 only:

I give my permission for my child (ren), (**grade 12**), to leave campus during lunch and that Fillmore Central High School will not assume responsibility for supervision or damages while students are off campus for lunch.

Signature of Parent/Guardian _____ Date _____

Disclosure of Student Recruiting Information

The No Child Left Behind Act of 2001 requires Fillmore Central Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request Fillmore Central Public Schools not provide this information (i.e., not provide the students' name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Fillmore Central Public Schools will comply with any such request.

_____ I do NOT want information released to post secondary institutions (colleges & universities).
(Please place a check mark if you want this phrase to apply to your student)

_____ I do NOT want information released to the military.
(Please place a check mark if you want this phrase to apply to your student)

**Fillmore Central Public Schools
Student Computer Use Agreement
2015-2016**

This student computer use agreement is made effective as of _____ (date) between Fillmore Central Public Schools and its student _____ + (student's name) and states the agreement of the parties as follows.

Equipment subject to agreement: The equipment subject to this agreement includes laptop computer, computer accessories and related software.

Ownership: The school shall be deemed to have retained title to the equipment at all times, unless the school transfers title to student. The student shall hold no security or ownership interest in the equipment. Likewise, the student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the school may from time to time install on the notebook computer used by the student.

Term equipment use: The student shall return the equipment in good operating condition to the technology department of the school if the student is not enrolled in the current school year. The school may require the student to return the equipment at any time and for any reason.

Equipment storage and use at school: The equipment must be on the school's premise during each of the student's normal school days.

Use of equipment: The primary use of the equipment by the student is for the student's educational programs. The student may use the equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The student shall abide by the school's Acceptable Computer Use Policies.

Compliance with software licenses: The students shall not make copies of software licensed to the school.

Backup requirements: The student may store documents or other files on the equipment and the student is responsible for making backup copies of such documents or other files. In the event of loss of such documents or other files, the school's responsibility is limited to reloading the school's standard software suite on the equipment.

Care of equipment: The equipment may only be used in a careful and proper manner. The student shall keep the equipment in good operating order, allowing for reasonable wear and tear. The student will charge the laptop each evening, so the computer is ready for a full days work during school. The student shall immediately notify the high school technology coordinator if the equipment is not in good operating condition or is in need of repair. The school maintains a service contract covering the equipment.

Right of inspection: The student shall make the equipment available to the school's technology coordinator as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during normal school business hours or over holidays.

All equipment provided by and or obtained through the school are the property of Fillmore Central. As such, the school retains the right to take possession of said equipment at any time deemed necessary to complete any and all need inspections and repairs.

Loss: The student assumes all risks of loss of the equipment and agrees to return it to the school in the condition received from the school, with the exception of normal wear and tear.

Warranty: The school makes no warranty, expressed or implied, as to the equipment subject to this agreement. The student assumes the responsibility for the condition of the equipment.

Indemnity of school for loss or damage: If the equipment is damaged due to negligence or lost, the school shall have the option of requiring the student to repair the equipment to a state of good working order or reimburse the school for the replacement cost of such equipment.

Equipment warranty and insurance: Before a student receives their laptop, parents must pay the \$35.00 to join School District Protection or sign a waiver that Personal Insurance will cover damages. If parents join School District Protection, the first incident will be covered 90% school, 10% parent/student. Second incident will be covered 75% School District Protection and 25% parent/student. The third incident and beyond will be the sole responsibility of parent/student. The student must notify the school immediately if any claims need to be made. Students are required to keep equipment in the provided cases, when the laptop is not in use.

Any attempt by the student to repair equipment on their own will void warranty and insurance coverage. The student is never to duct tape or superglue or otherwise try to repair damaged equipment on his/her own. Attempting to do so is considered gross negligence and voids warranty and or insurance coverage resulting in the student being responsible for any and all charges related to the repair or replacement of the equipment.

Damage to equipment due to gross negligence or willful misconduct is not covered by warranty or insurance. If damage is attributed to either of these causes, the student will be held responsible for all charges related to the repair or replacement of equipment.

Equipment (batteries) carries only a one-year warranty. Batteries needing replacement past the first year of use will be the responsibility of Fillmore Central.

Any theft or accidental damage to equipment must be reported immediately. Any theft of laptop will be turned over to and handled by the Fillmore County Sheriff's Office.

Signature page will be completed the night of Parent/Student orientation or for those students registering during the school year at the time of registration.

Entire agreement and modification: This agreement constitutes the entire agreement between the parties. No modification or amendment to this agreement shall be effective unless in writing and signed by both parties. This agreement replaces any and all prior computer use agreements by both parties.

***Governing Law: Nebraska statues 79-737 and 79-2, 127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Student/borrower acknowledges and agrees that his/her use of the district property is a privilege and that by student/borrower's agreement to the terms hereof, student/borrower

acknowledges his/her responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by Fillmore Central Public Schools.

Waiver: The failure to either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of that party's right to be subsequently enforce and compel strict compliance with every provision of this agreement.

Disclosures: The student and his/her parent/guardian hereby agree to these policies and regulations.

School: Fillmore Central Public Schools

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Student's Name: _____

Student's Grade: _____

Student's Signature: _____

Laptop Serial Number: _____

Fillmore Central Public Schools
Computer Damage/Loss Cooperative Fund
2015-2016 School Year

APPLICATION FORM

Please read this entire document to determine if this program is needed for you and your student's protection against damage and loss of the loaned computer equipment in your care. This form must be completed and marked Yes or No before the computer will be provided to the student.

COVERAGE AND BENEFIT

Parents/students may pay \$35.00 and be part of School District Protection coverage. Belonging to the School District Protection coverage would cover 90% of expense on the first incident and 75% of expense on the 2nd incident. Third or more incidents, involving damages to a laptop, will be the sole responsibility of the parent/student. Coverage for the School District Protection Plan is 24/7. Parents will be given the option of Self Insurance, under their homeowner's insurance plan and not pay the \$35.00.

EFFECTIVE AND EXPIRATION DATES

This coverage is effective from the date of this request form and premium payment is received by the school through the date at which the computer is requested to be returned in good order to the school.

PREMIUM

The total premium cost is \$35.00 per school year. Partial semesters are not refundable.

It is agreed and understood that:

- The Fillmore Central Public Schools will offer coverage to all students.
- Coverage is totally voluntary
- A separate application will be needed for each computer covered.

Complete the following information below and return the white copy of this form either tonight or to the main office no later than _____

Date of Request _____ Grade _____

Name of Student _____

Address _____ Zip _____

Home Phone _____ Other Phone _____

_____ Yes, I would like to participate in the Damage/Loss Cooperative.

\$35.00 Payment: Check # _____ Cash Money Order

_____ No, I decline service at this time, and I understand that I am responsible for 100% of any damage or loss to the loaned computer.

Parent/Guardian Signature _____ Date _____

**MEDICAL TREATMENT RELEASE FORM
(Athletics, Activities and Field Trips)**

Student Name _____

Address _____

Home Phone _____

Parent Work Phone _____

Emergency Phone Number _____

Nearest Relative Name _____

Nearest Relative Address _____

Health Insurance Company _____

Health Insurance Policy Number _____

Family Doctor _____

Family Doctor Office Phone Number _____

Family Doctor Home Phone Number _____

Student Hall Locker Number _____

Fillmore Central Public Schools has my permission to allow emergency medical treatment to my son/daughter. I also give my permission for medical treatment to be administered from proper certified medical authorities when an emergency occurs.

Parent/Guardian Signature

I give my permission for the athletic trainer to give my son/daughter to be given Advil, Tylenol, or Motrin/ibuprofen.

Parent/Guardian Signature

