

Welcome

Welcome to Fillmore Central Middle School for the 2015-2016 school year. The administration, faculty, and support staff are looking forward to the coming school year and hope it is very rewarding for you. Many of you have already attended FCMS; we welcome you back. To those of you attending for the first time, we welcome you to Fillmore Central Middle School.

Introduction

This handbook has been prepared to acquaint you with the curriculum, student services, and activities available to you at FCMS. Also included are the policies, which we all must observe in order to maintain the best possible learning environment. Please read this booklet carefully and refer back to it as needed.

It is our belief that young people must assume the responsibility for their actions and attitudes.

This is the primary step in growing up. The school exists for the purpose of assisting you in the learning and maturing process. Acceptable behavior is expected of all students. This behavior must reflect good taste, decency, and sensitivity to the rights and property of others. 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.

The rules and standards in this handbook apply to all school buildings or any school grounds during, immediately before, or immediately after school hours. They also apply to any school-sponsored function or event whether on or off school grounds. This 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Policy explanations in this handbook are superseded by any and all school board policies passed regarding any of the items.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 the Fillmore Central Middle School.

To the Parent/Guardian

It is the purpose of this handbook to help familiarize you with the school. Cooperation between the home and school is more easily achieved as we become better acquainted. Without your cooperation, it is difficult for the school to help your child reach his/her educational goals. **It is necessary that all parents/guardians review this handbook with their children** so that complete understanding is reached on procedures, policies and regulations at Fillmore Central Middle School.

District Mission Statement

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

Beliefs

The following belief statements reflect the fundamental values and priorities of the Fillmore Central Public Schools.

We believe:

1. In the worth of the individual.
2. All students can learn.
3. Learning is a lifelong process.
4. In a positive, safe, and secured learning environment.
5. That education is a shared responsibility of teachers, students, home, and the community.

6. In a quality education.
7. In a broad spectrum curriculum to meet all student needs.
8. That effective schools have effective leaders.
9. That public education benefits the entire community.

Telephone Directory

In an effort to help our parents and students, we have included a listing of phone numbers most often used in our school district. Email addresses of middle school personnel may be found on the school's website – www.fillmorecentral.org.

| | |
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| Mark Norvell, Superintendent of Schools | 759-4955 |
| Jim Rose, Senior High Principal | 759-3141 |
| Steve Adkisson, Middle School Principal | 268-3411 |
| Aaron Veleba, Elementary Principal | 759-3184 |
| Steve Adkisson, Activities Director | 268-3411 |
| Casey Head, Assistant Activities Director | 759-3843 |
| Becky Adkisson, Elementary Guidance Counselor | 759-3184 |
| Becky Adkisson, Middle School 5/6 Guidance Counselor | 268-3411 |
| Denise Betts, Senior High Guidance Counselor | 759-3141 |
| Denise Betts, Middle School 7/8 Guidance Counselor | 268-3411 |
| Bob Taylor, Transportation Director, Bus Barn | 759-3632 |
| Bob Taylor, Transportation Director, Cell Phone | 759-1034 |

Middle School Staff **Administration**

Mark Norvell, Superintendent
Steve Adkisson, FCMS Principal

Core Teachers

Bailey, Sally, 5th & 6th grade Social Studies and Reading
Baltzer, Darcie – 5th and 6th grade Language Arts and Reading
Fitzgerald, C.C., 5 – 8 Math
Kimbrough, Cathy, 5th & 6th grade Math and Reading
Lauby, Aaron, 7th & 8th grade History
Moses, Alex – 5th & 6th grade Science and Reading
Schiermeyer, Rhonda, 7th & 8th grade Math
Stengel, Jennifer 7th & 8th grade Language Arts and Reading Intervention
Wheeler, John, 7th & 8th grade Science

Non-Core, Exploratory, and Elective Classes

Biba, Susan, Family & Consumer Science, Health
Eberhardt, Shad, Physical Education
Fitzgerald, C.C., Business and Technology
Kaye-Skinner, Ben, Instrumental Music
Shiple, Jill, Art
Swarz, Jeff
Wheeler, John, 7th & 8th grade Science
Wusk, Jeff, Industrial Technology

Resource/SPED Staff

Bergen, Angela, Special Education
Friesen, Vickie, Success III
Holthe, Sarah, SLP
Robinson, Dana, Language Intervention
Tobis, Matt, Special Education

Support Staff

Adams, Misty, Para Educator
Coleman, David, Para Educator
Coon, Sandy, Para Educator
Kamler, Susan, Library Paraprofessional
Lukes, Crystal, Health Paraprofessional
Scott, Lori, Secretary
Shaner, Kim, Para Educator

Student Testing & Surveys

School policy (#7205) dictates that the school must provide advanced, written notice of any standardized testing required of a child. Parents are thus notified that students in grades, to be determined as dictated by Nebraska State Standards, will be administered a standardized achievement test in the months of March and April. All 5th - 8th grade students will be involved with Nebraska State Standards and Assessments, covering language arts, math, science, and social studies.

The policy further states that 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 objectionable, he/she must, in written form, notify the school of his objection. That student may then be excused from completing the survey.

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 federal 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) spectator admission fees 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.

Activities

Extracurricular activities will be available for students depending on grade level. More detailed information is available in the Activities Handbook.

Breakfast and Hot Lunch Program

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. School breakfast will be served in the cafeteria from 7:40 a.m. – 8:00 a.m.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Attendance

School begins at 8:15 a.m. and dismisses at 3:10 p.m. for bus students. By being in attendance regularly, students learn more, meet the standards for "regular" attendance as specified by **state law statute 79-209**, 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 three years after graduation.

Notifying The School Regarding Absences

If your child is unable to attend school, a telephone call to the school office, on or before the day of absence, prior to 8:30 a.m., is requested. If you do not call to inform the school why your child is absent, we will make an attempt to contact you. If our attempt to contact you fails, we will notify local law enforcement officials that your child is unaccounted for.

Excessive Absences & Truancy

NE Statute 79-209 and FCPS Board Policy #5100 state that a student who accumulate more than ten (10) absences per semester or more than twenty (20) in a school year.

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

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

Types Of Absences

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

VERIFIED PLACEMENT EXCLUSION: Verified Placement absences are absences in which it is determined that a student must miss school due to extraordinary circumstances. These absences would include serious illness, serious injury, or hospitalization that can be verified by a health professional such as a doctor, a dentist, or a counselor. Other examples would include out-of-school suspensions; and/or placement in an institution to modify behavior and/or to change a student's residence as long as the student participates in an educational program with the approval of Fillmore Central Middle School. All such absences must have written or verbal 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. Verification must be received no more than 2 school days after the day of the absence. For extended absences, the verification must be received no more than 2 school days after the first day of absence. **Cases of mild or moderate illness or injury do not qualify for Verified Placement status even in cases where notification is provided by a health professional.**

EXCUSED: Excused Absences are absences not classified as Verified Placement for which it is deemed necessary for a student to miss school. Such absences might include absences caused by illness, injury, appointments, family bereavement, family gatherings which require total family involvement, 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; drivers license (maximum time allowed is 1/2 day); working at home or for employer (by prior parental permission

only); justified 4-H or State Fair activities; special religious observances recognized as crucial to the religion. A reason for the absence must be provided by a parent/guardian no more than 2 school days after the day of the absence in the form of a signed note or direct phone call.

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

1. In cases of Fillmore Central Middle School involvement at the activity, all Fillmore Central Middle School participants, team members, or student managers in the activity will be dismissed to attend (subject to the discretion of the coach, director, supervisor, activities director, or principal).
2. In activities where Fillmore Central Middle School students are participating, students other than those involved may be dismissed to attend provided that:
 - a. the student presents a note from his/her parent/guardian and obtains a pre-destined form 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 afore-mentioned criterion is not met.

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

UNEXCUSED: Absences are classified as such due to truancy: leaving school without checking out of the principal's office, forged excuses, oversleeping 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.

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

Many absences can be reasonably foreseen. A parent/guardian must notify the principal's office prior to an anticipated absence.

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.

Tardiness

7th and 8th grade students are considered Tardy for any class, including Pride, if they are not in their scheduled classroom or designated area before the bell has rung for class to start and they do not have a pass from a teacher or staff member excusing their late arrival. Students who arrive late to class without a pass and have missed at least half of the class period will be considered Absent-Unexcused.

5th and 6th grade students are considered Tardy for Pride if they are not in their Pride rooms before the bell has rung to start class. 5th and 6th grade students are considered Tardy for their other classes if they report to their scheduled class or designated activity after such time, in the best, professional judgment of the instructor or supervisor, is deemed necessary or appropriate.

Students will be assigned the punishment as deemed necessary by the building principal.

Any student who arrives to school after the 8:15 bell, regardless of the reason, must report to the office. Students arriving late will be counted as tardy. Exceptions will be made when deemed necessary by the building principal.

Make-up Work

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.

Extended School Room II (ESRII)

E.S.R. II is a continuation of the extended study room (E.S.R.) program being used at the elementary building in 4th grade and provides an opportunity for students in grades 5-8 to receive additional support for completion of their school work. The main focus will be on the completion of missing assignments that have not been completed and turned into their classroom teacher by the due date. In addition, a student may also complete a missing summative assessment (test) if needed. Students and parents will find E.S.R. II to be an environment in which schoolwork may be completed free from distractions and with the support and help of school staff. Teachers may assign a student to ESR II due to missing assignments or students may request to attend by notifying their teacher. If your child is assigned to E.S.R.II because of missing assignments, you will be notified the day before they are to attend E.S.R.II. Parents/gaurdians are asked to return the attached ESR II Permission Form prior to students being given the opportunity to attend.

When is E.S.R II?

For those students riding the shuttle bus, E.S.R II will be held in Geneva at the High School building from 3:35 p.m. – 4:30 p.m. on Tuesday, Wednesday and Thursday. Students are expected to wait in the main lobby of the High School building after getting off the bus and will be taken to the E.S.R.II room by a Middle School staff member.

For those students living in Fairmont or riding the route bus E.S.R.II will be held in the Middle School cafeteria from 3:15 p.m. – 4:15 p.m. on Tuesday, Wednesday and Thursday.

It is our hope that this program will be viewed as an opportunity for our students to be successful. Do not hesitate to contact me if you would have any questions

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 may be 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, **students/parents should not call the principal's or superintendent's home telephone to inquire about school cancellation.** Telephone lines need to be kept open to place calls to radio stations, television stations, and faculty members. School closing information can be obtained from a variety of sources. These include:

- KAWL, radio 1370 AM and 104.9 FM
- KUTT, radio 99.5 AM
- KZ100, radio 100.3 FM
- KHAS, Channel 5 T.V. in Hastings
- KOLN/KGIN, Channel 10/11 T.V. in Lincoln/Grand Island
- KLKN, Channel 8 (13) in Lincoln
- www.cancellations.com

Arrival and Departures from School

Students should plan to arrive at school no earlier than 7:40 a.m. unless involved in a special activity. School breakfast will be served in the Middle School cafeteria from 7:40 a.m. – 8:00 a.m. Students riding the shuttle bus from Geneva will be served breakfast in High School cafeteria from 7:30 a.m. – 7:50 a.m. **During passing time, no student is permitted to leave the school building.**

Fillmore Central Middle School is a closed campus. Students may eat lunch at home provided the parent notifies the office in writing. Students must go directly home to eat and return directly to school. Friends **MAY NOT** accompany the student home.

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 according to the guidelines of the school, the responsibility for changing that behavior is assumed by the student and parent. FCMS guidelines for appropriate behavior include the following:

- Be Safe
- Be Respectful
- Be Responsible

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 Middle School will be expected to:

1. **Establish positive, friendly student-to-student relationships. Unacceptable actions 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 according to Board Policy 4000.8
 - 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. Unacceptable actions 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. Unacceptable actions include the following:**
 - a. Talking while instruction is taking place
 - b. Writing or passing notes during instruction
 - c. Sleeping in the classroom
 - d. Moving about the room without permission
 - e. Acts of noise-making that disrupts instruction
 - f. Misuse of computer and Internet equipment according to Board policy #6327
- 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. Occupying designated areas only
 - e. Following attendance procedures
 - f. Handing in required office forms
 - g. Sitting on benches, desks, chairs in the building appropriately
 - h. Keeping hands to themselves
- 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)**
 - 1. 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.
 - 2. 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..."
 - 3. Exceptions. The offense of unlawful possession of a firearm on school grounds shall not apply to:
 - a. Armed Forces and Law Enforcement Officers
 - b. Adult Supervision for receiving instruction
 - c. Gun Rack Rule. 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.**
- 7. **Students are not to engage in any bullying, threatening, or harmful/potentially harmful behaviors towards themselves or another person (this includes acts of "initiation") while at or in reasonably close proximity to any of the Fillmore Central Schools campuses.**

VIOLATIONS OF THE ABOVE RULES ARE GROUNDS FOR DISCIPLINARY CONSEQUENCES THAT COULD INCLUDE SUSPENSION OR EXPULSION FROM THE FILLMORE CENTRAL MIDDLE SCHOOL.

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:

- Assume the threat is serious

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

Disciplinary Procedures

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

Timeout Room

Students who continue to be disruptive despite attempts of the teacher to redirect them may be sent to the timeout room located in the office. The teacher notifies the office that a student is coming to timeout. The principal or the counselor may need to escort the student to the office. The goal is to help a student become calm enough to return to class.

Noon Detention

Inappropriate behavior or other infractions a teacher or the principal believe interfere with attaining the goals of the Fillmore Central Middle School are cause for being assigned a detention. This includes disruption and/or violations of rules for classrooms, the hallways, the lunchroom area, and other areas.

1. Noon detention will be held in the office area under the supervision of a staff member.
2. Students will go to the lunchroom to get their trays and report to the office area for the duration of the lunch period.
3. Students are not to bring any books or work unless serving a detention with a individual teacher and the student is directed to bring specific work to do.
4. The student must meet behavior expectations during noon detention or they will be asked to return the following day.

Suspensions

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.

Restriction From Activities

Students shall not be allowed to participate, practice, observe, or otherwise engage in any school-sponsored activities during the term of their suspension. Students shall not be allowed to attend school-sponsored activities or events that are held on school grounds or are otherwise sponsored or hosted by Fillmore Central. The term of suspension will include the period of time that begins with the student being notified of their suspension and that lasts through the entirety of that student's last day of suspension.

In-school Suspension

In-school suspension shall mean the student reports to the principal's office at **8:15 a.m.** and will remain in his office or his designated place of suspension until **3:10 p.m.**, or until the principal approves the student's dismissal. The student will, if possible, 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 and use the restroom facilities as 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 Suspensions & Emergency Exclusion:

Any student may be excluded from the Fillmore Central Middle School for a period of time not to exceed five school days in the following circumstances provided that 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. (Clearance must be obtained from Medical Personnel before student may return.)
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, palm pilots, tape recorders, 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:

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 that is 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, or
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 Procedures:

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.

Tobacco Regulations

Fillmore Central Public Schools is committed to providing a positive learning environment for students. The Board of Education is aware of the health problems linked with tobacco use and is devoted to promoting healthy lifestyles among students and staff. Because of this commitment, all district-owned or operated facilities and grounds are declared smoke-free and use of all tobacco products is prohibited for adult fans and visitors.

The use and possession of tobacco by students on school property or during school-sponsored activities is forbidden. **Any student caught possessing, using, selling, or dispensing tobacco, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc. in the school building or during a school-sponsored activity may be suspended one to three days from school.** Students will also be restricted from participation in activities. Repeated violations will result in longer suspension, loss of privileges, further restrictions on participation in activities and expulsion.

Alcohol and Drug Regulations

All students will be required to sign a Drug-Free Form upon entering Fillmore Central Middle School. The possession of or use of alcohol or drugs on school property or during school-sponsored activities is strictly forbidden. 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 a school-sponsored activity may be suspended out-of-school, referred to the Board of Education for long-term suspension, or referred to the Board of Education for 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 may result in the student being suspended out-of-school, referred to the Board of Education for long-term suspension, or referred to the Board of Education for expulsion.

Bullying Policy

Fillmore Central Middle School has adopted the following definition of bullying:

Bullying involves: a desire to hurt or humiliate + actions or words that hurt or humiliate + a power imbalance + repetition (typically) + an unjust use of power + a sense of being oppressed on the part of the target + gratification by the aggressor.

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

What to Do About Bullying

Ha Ha So Strategies

H (Help) Get help from an adult, friend, peer.

A (Assert Yourself) Make assertive statements addressing your feelings.

H (Humor) Use humor to de-escalate a situation.

A (Avoid) Walk away or avoid certain places to avoid bullying situations.

S (Self-Talk) Use positive self-talk to maintain positive self-esteem.

O (Own It) "Own" the put down in order to diffuse it.

Sexual Harassment Policy

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

Activities 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?

1. Tell the harasser to stop! Misunderstandings happen, so the first step in stopping sexual harassment is to tell the person to stop! Say it clearly and firmly, "I didn't like what you did/said, 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:

2. Talk to your friends. It will help you feel better and prevents misunderstandings.
3. Write down everything that happened! Include where it happened, when and who else was there.
4. Avoid being alone with the harasser.
5. Report the incident to an adult. A parent, a trusted teacher, principal or school counselor can help you plan what to do next.
6. 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 bus driver to the school principal or designee who has the authority to suspend that student from bus transportation. The district has added video cameras to our route buses and may use this technology to assist in determining if a rules violation occurred.

Bus Consequences

Consequences will be given at the discretion of the bus driver, transportation director and school administrator. Consequences may be as severe as suspension from bus transportation for the remainder of the school year. Suspensions may be recommended by the bus drivers or transportation director, but the final decision will be made by the administration.

Computer Use

1. Fillmore Central Public Schools is sole owner of all computers and peripherals of the network.
2. Computer usage is a privilege not a right. The computers are for education use only. They are not for student entertainment, which includes playing games and listening to music unless it is part of an assignment or given permission by school personnel.
3. Students wishing to connect their personal devices – phones/tablets - to the school's WIFI for school use, must first register the device with the office. Failure to register the device may lead to device being blocked.
4. Copying of school software is not allowed.
5. Students will use their proper network ID at all times. Use of another student's ID is prohibited.
6. Altering menus, operating systems, desktops or files is prohibited.
7. Vandalism of computers or peripherals includes, but is not limited to, removal of keys, key tops, removal of mouse rollers is strictly prohibited.
8. Installation of a program that puts a virus into any of the computers or the network could result in suspension and legal action to recover damages.

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

The following is prohibited:

1. Transmission and/or storage of material that is subversive or has the potential of causing physical harm to the user or others,
2. Transmission and/or storage of material that is obscene, vulgar, abusive or otherwise offensive,
3. Fraudulent messages (messages sent under an assumed name or with an intent to obscure the origin).

4. Harassment (the persistent annoyance of another user),
5. Attempts to access or destroy the data of another user, including but not limited to computer viruses, altering system software, and altering or deleting user files.

Consequences for the behaviors above will follow the school discipline plan and may include loss of computer privileges.

Network Security

Students accessing the school district network services must assist in maintaining a secure system. Users of the school district network services must adhere to the following:

- Confidentiality of data files and email messages cannot be guaranteed. While every effort will be made to keep information secure, users must remember that electronic information may be accessed by others.
- Data files stored on district servers and computers and email messages are like school lockers and desks. In the event of suspicious activities, files and messages can be opened and reviewed by teachers and administrators.
- Addresses, phone numbers, passwords or personal information that would violate user privacy or the privacy of others should never be revealed.

The School District for Fillmore Central Middle School will not be responsible for financial obligations incurred by users of the district's network or Internet system. The district will not accept responsibility for how students use knowledge of Internet or the quality of the information obtained. Any damages a user may suffer including loss of data will not be the responsibility of the district. All users shall assume full liability, legal, financial, or otherwise, for their actions.

Power School and Accessing Student information

Fillmore Central Middle 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.

Dress Expectations

This is your school. It is up to you as an individual and student body to practice personal cleanliness, modesty in appearance, and appropriate behavior. Respect yourself for the way you look, act, and learn; then others will respect you. Keep in mind; you do not have the right to disrupt the learning of others. If how you are dressed is a distraction, you will be asked to change what you are wearing. If your personal hygiene causes discomfort for others, you will be asked to shower and dress in clean clothing.

Realizing that dress and appearance affect some attitudes, it is your responsibility to come to school wearing appropriate attire. Clothing that is not acceptable includes: **wearing apparel that is sexually suggestive; features crude, vulgar or profane language; advertises tobacco, alcohol or other drugs; displays racial or ethnic slurs; portrays any type of gang, satanic or occult group affiliation, or items that promote violence (No Fear t-shirts).**

Some clothing does not display these kinds of things, but are still distracting to the learning environment and are not allowed. Examples of this attire are: **pajamas, cut-up/torn or obvious holes above the knee in jeans/slacks/pants, no shoes, mesh shirts with no undergarments, "half-shirts", tank tops, muscle shirts, hats on in the building, coats or jackets worn during class, short shorts and skirts (above finger-tip length), biking tights/shorts, belts hanging down from the loops, and overly big waistlines on pants which hang down below the waist and show under garments.**

Sometimes, the concern over student appearance isn't about clothing. It's about other things that affect the efficiency of the school. Some of these kinds of things include: **body graffiti; exotic body piercing**

(this pertains to piercing any body part other than the ear); ear piercing (may be restricted if it becomes disruptive).

The final decision relating to the appropriateness of student dress is the responsibility of the building administrators or his/her designee.

Consequences for Dress Code Violations

Students not meeting the standards for dress will be asked to correct the inappropriate attire. A complete change of clothing that is appropriate for school may be provided by the administration if necessary. Ongoing violations of the dress code are subject to disciplinary action, with the inappropriate clothing being kept until a conference can be held with the parents.

Telephone Usage Policy

Students will be allowed to use the office telephone on a limited basis. They must have permission from a teacher, coach, secretary or principal. Only calls deemed necessary will be allowed, and all calls will be supervised. Students and parents should make prior arrangements for pickup times from after-school activities.

Student Messages

The school encourages parents to keep student messages to only those necessary. Office personnel will call the student to the office at the end of the day. Many times there is only one person working in the office, which makes it impossible for that person to leave to deliver the message to the student in person.

Cell Phones

Cell Phone –All cell phone brought into the building by students must be used in a responsible manner. Students must have their teacher’s permission to use in the classroom. Cell phones used in a non-responsible manner during school hours may be confiscated. Cell phones should not be turned on in the locker room or rest room areas under any circumstances.

Backpacks, Gym Bags, and Coats

Backpacks and gym bags are convenient devices for transporting school supplies to and from school. Backpacks, gym bags, and coats are not allowed in classrooms, lunchroom, etc. and should be kept in lockers during the day. Backpacks, gym bags, and coats are not to be left lying unattended in hallways, the lunchroom, classrooms, etc., unattended items will be picked up and placed in the lost and found. Backpacks and heavy bags may be detrimental to health. Backpacks, gym bags, and coats can cause an unsightly safety hazard when left lying in the hallway, classrooms etc.

Agenda Books

Agenda books will be provided by school personnel. All students are required to have them in each class and to complete them daily. These books are important as an organizational tool and as a communication device with parents. Good communication between home and school improves a student’s opportunity to be successful. If a student loses his/her agenda book, they will need to buy a replacement from the office.

Textbook usage

Textbooks are the property of Fillmore Central Public Schools. Students will not be charged for the use of textbooks; however, they may be assessed charges for the abuse of textbooks. Damages that occur that are beyond the normal wear and tear of a textbook are the responsibility of the students. Examples include but are not limited to: ripped pages, pencil or pen markings, damaged covers or bindings. The Principal must approve all assessed charges.

Snacks and Pop Regulations

Pop, milk, and snacks may be eaten in designated areas including the “pop pit”. None of these items are allowed in the gym. Food and drink may be used in any class as long as it is allowed by the teacher and does not become distracting or create a mess. Food and drinks are not allowed in the following: computer lab, science lab, library, band, chorus, and speech classes. No food or drink items may be brought into the

school building and kept in the student lockers. Open drink containers are not to be brought into 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 food and drink use. This privilege requires every student's cooperation.

Pop machines will be turned off during the school day. Snack machines will be turned off from 7:40 a.m – 8:10 a.m. and 10:00 A.M. to 2:00 P.M. during the day. Milk may be purchased at appropriate times. The final decision relating to the confiscation of food items is the responsibility of the building administrator.

If a student wishes to bring food items to celebrate a birthday or other activity, they must secure permission from their classroom teacher prior to bringing in such items. This practice is to protect the health of all students and staff members.

Emergency Routines

The Fillmore Central Public Schools all plan to provide for the safety of each student in the event of an emergency situation. Fire, tornado, and evacuation drills are held periodically during the year in accordance with the law. Each classroom will have posted the route for people in that room to use when exiting the building during a fire alarm/tornado drill.

Fund-Raising

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

Grades and Grade Reports

Grades will be figured, assigned and reported to students and parents at the end of each quarter of the school year. Students and parents will be give the procedures, requirements and expectations from individual teachers to insure understanding about how grades are figured. The Grading For Learning document was approved by the BOE and therefore, is the official grading policy for Fillmore Central School District grades 3-12. Please contact the office if you need additional copies of the GFL document.

Academic Recognition

The Fillmore Central Middle School believes it is important to recognize its students for their academic achievements. Starting with the 2000-01 school year Fillmore Central Middle School will recognize its students with two specific types of academic recognition.

1. 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 93%.
2. Honor Roll: In order to qualify for the Honor Roll recognition, a student must maintain an average of 89-92% for the grade-reporting period.

Classes marked with a ^ in the following class listings indicate courses used for determining Honor Roll status.

Academic Concern List

In addition to quarterly progress reporting, teachers will also complete the Academic Concern List weekly. Academic Concern List will be mailed to parents each Friday and will include classes that a student is failing, and classes in which a student has 'missing work'.

Academic Progress Reports

Individual teachers may choose to send home academic progress reports as deemed necessary. Academic progress report may be mailed home and contain information about student progress and performance. Parents wishing to follow up on academic progress reports with conferences should contact the Principal's office to arrange appointments.

Late Work Policy

Fillmore Central Middle School wants to stress the importance of returning completed homework to the teacher in a timely manner. Refer to the Grading For Learning document for the Late Work Policy.

Parent-Teacher Conferences

Fillmore Central Middle 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 (402-268-3411).

Academic Requirements

The following specific requirements must be successfully completed during the middle school years:

Fifth Grade Classes:

| Core | Non-Core & Exploratory | Electives |
|------------------|-----------------------------------|------------------|
| Language Arts^ | Art | Band^ |
| Reading^ | Industrial Tech | RIT5^ |
| Social Studies ^ | Keyboarding | |
| Spelling^ | Music | |
| Science^ | PE | |
| Math^ | | |

Sixth Grade Classes:

| Core | Non-Core & Exploratory | Electives |
|-----------------|-----------------------------------|------------------|
| Language Arts^ | Art | Band^ |
| Social Studies^ | Industrial Technology | RIT6^ |
| Math^ | Keyboarding | |
| Science^ | PE | |
| Reading^ | Music | |
| | PE | |

Seventh Grade Classes:

| Core | Non-Core & Exploratory | Electives |
|-----------------|-----------------------------------|---------------------|
| Language Arts^ | Applied Science | Band^ |
| Social Studies^ | Art | Choir ^ |
| Math^ | Family and Consumer Science | H&R Lifestyles^ |
| Science^ | Health | Adv. Computer App.^ |
| | Industrial Technology | RWSL Workshop^ |
| | Suite Applications | |
| | PE | |

Eighth Grade Classes:

| Core | Non-Core & Exploratory | Electives |
|-----------------|-----------------------------------|------------------|
| Language Arts^ | Art | Agriculture^ |
| Social Studies^ | Careers | Band^ |
| Math^ | Fitness | Careers^ |
| Science^ | Health | Choir^ |
| | Industrial Technology | RWSL Workshop^ |
| | PE | Current Events^ |
| | Video Production | H&R Lifestyles^ |

NOTE: Exceptions may be made for students with special needs and/or who are enrolled in special programs. Classes available are subject to change.

Class Changes: Students in grades 5-8 may choose whether or not they will participate in band. A student in 7-8 may also choose whether or not to participate in choir. Students will have 10 school days from the last day of a quarter or semester (beginning with the 1st day of the new quarter/semester) to drop/add these classes. After this time period no class changes will take place except in extreme

circumstances. Students may only change their schedule by picking up a drop/add form from the office, completing it and turning it back in to the office within the appropriate timeframe. All class changes must be approved by a parent, the teacher, and the building principal.

Middle School Credit

8TH GRADE ALGEBRA

Students taking Algebra I during their 8th grade year will have the successfully completed course added to their high school transcript. The grade that is earned by that student will **not** be used towards their high school GPA.

8th Grade Credit

8th grade students are required to pass 3 out of 4 of their core classes (math, language arts, science and American history) and 75% of their exploratory and elective classes each semester. Failure to do so automatically causes the student to be referred to the Student Assistance Team (SAT) for consideration for retention following the policy procedures for retention listed below.

5-7th Grade Promotion

When a child's educational progress indicates that he/she may be a candidate for retention, the parent/guardian will be notified. Decisions about promotion or retention shall be based on consideration of academic achievement of the student and be directed toward the welfare and development of the student. The decision regarding retention of a student in grades five through seven will be determined according to the Retention Policy printed below.

SAT (Student Assistance Team)

It shall be the purpose of the Fillmore Central Middle School Student Assistance Team to identify young people who are exhibiting behaviors that inhibit learning and growth and to make proper intervention.

Retention Policy

1. Decisions about promotion or retention of students shall be based on consideration of the academic achievement of the student and be directed toward the welfare and development of the student.
2. Parents/guardians must be notified by the end of the third quarter that retention is being considered.
3. In the event a student is failing academic course work, the Student Assistance Team (SAT) team members will meet and after consideration of the individual circumstances, make a recommendation concerning retention or promotion of the student.
4. Students will be required to repeat the same grade level or course of study when it has been determined that the student's educational needs are best served by retention.
5. The parent/guardian will be notified in writing of the recommendation by May 1 of the current school year.
6. The parent/guardian has the right to appeal the recommendation by requesting to meet with the SAT team.
7. If a decision cannot be mutually agreed upon, the parents/guardians may appeal the decision to the Superintendent of Schools within five (5) school days of the decision date. A hearing shall be set within five (5) school days of the receipt of the hearing request. A recommendation based upon the evidence presented in the hearing shall be made to the Superintendent of Schools by the hearing officer. The superintendent shall within five (5) days of receipt of the hearing officer's recommendation, make a final decision and notify the parents and the principal.

Students Rights

Release of Student Information

It is the practice of Fillmore Central Middle School not to release the names and/or addresses of its students to outside individuals or organizations. The school is required by law to provide the above information to various U.S. military organizations. However, to insure student privacy, Fillmore Central

Middle School will not release the names and/or addresses of its students to any organizations, outside of the United States military.

Searches of Student's Property

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

Police Questioning of Students

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 the principal.

Parent/guardians will be notified if their student will be questioned by law enforcement officials and given the chance to be present during questioning. If it is not possible for the parent/guardian to be present, they should be informed of the substance of the interview as soon as possible by the questioning officer and/or school.

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

Student Services

Counselor

The counselor for the 7 & 8 grade is located south of the main office and the counselor for grades 5 & 6 is located in the West Wing. His/Her primary purpose for being in the school is for the benefit of each individual student. He/She is available throughout the school day and welcomes the opportunity to discuss your concerns with you. Above all, he/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 him/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 Middle School.
4. Provide information about occupations, careers and vocations.
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.

Health Paraprofessional

The Health Paraprofessional is located in the main office. If a student becomes ill or injured during school hours, he/she must check with the Health Paraprofessional or 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 transportation, 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.

Medication

Because of safety issues involved in students carrying prescription medications or non-prescription medication on the bus, **parents** must transport the medication to school and fill out the appropriate forms to allow the school to administer the medication to their student.

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

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening “breathing” emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. Jason Bespalec 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 building’s Health Paraprofessional, or any building principal. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician (using the school’s 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, Betty Farmer, or any building principal.

School Immunization Rules and Regulations

All Students

All students, regardless of grade, must have 2 doses of the chicken pox vaccine or have previously contracted the chicken pox virus.

Students Entering The 7th grade

Any student entering the 7th grade **MUST** have a physical before entering school and have the following vaccinations:

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 doses of chicken pox (Varicella) vaccine and 1 dose Tdap vaccine.

Nebraska Statute 79-248 - 79-252 requires that school health screenings be conducted every year for 7th and weight/height (BMI). A child is not required to submit to school health screening if the parent or guardian provides the school with a statement signed by a physician, physician assistant, an advanced practice registered nurse-nurse practitioner or any other qualified provider stating that your child has

undergone such required screening within 6 months of school starting. If no statement is received, the child will be screened at school.

Transfer Students From Out Of State

All Transfer students from outside the state of Nebraska, regardless of grade are required to have the following:

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 doses of the chicken pox vaccine (or have previously had the chicken pox), 1 dose Tdap vaccine, and a physical before entering classes.

Insurance

A school time accident insurance policy is made available to all students who desire to enroll. 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).

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 been made. The records are available to the students for review after they have reached the age of majority. Fillmore Central school district forwards education records requested by other schools in which the student seeks or intends to enroll.

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.

Hallway Lockers

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 a reason to suspect school rules or regulations are being violated. Pornographic material or material promoting the use of drugs and/or alcohol is forbidden. Posters recognizing a student's involvement in activities are allowed to be displayed on the front of school lockers. Such displays must be kept neat in appearance and should be kept free from graffiti and inappropriate messages. Displays that become unsightly or contain inappropriate graffiti/messages will be taken down. Students are not allowed to use lockers that are not assigned to them by school personnel. **Students are encouraged to put locks on their lockers to protect their belongings. If you bring a lock from home, the key or combination 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. PLEASE LOCK YOUR LOCKERS. The school cannot be responsible for lost items.**

Gym Lockers / Locker Room

Gym lockers may be assigned to 7th & 8th grade students for use for PE and after-school activities. Students may keep coats and bags in their gym lockers when there isn't enough room for these items in their hallway lockers. Students will not be allowed to access their gym locker or the locker room during the day except for the following circumstances: dressing/changing for PE class, dressing/changing for after school practice, storing items (coat, bag, etc.) in their locker before school, getting a coat or putting a coat away for outside for outside recess, gathering items (coats, bag, etc.) to take home after the school day has ended. Students will not be allowed to loiter in the locker rooms before school, during school, during lunch, or after school.

Money

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. **Students are discouraged from bringing large amounts of money or valuable items to school. The school is not responsible for money or valuables stolen from lockers, purses, etc.**

Visitors

All visitors are asked to use only the south doors leading to the office area of the building. During the school day, all entrances will be locked and visitors must be buzzed into the building by office personnel. **STUDENTS ARE NOT TO LET ANY VISITORS INTO THE SCHOOL BUILDING, EVEN IF THEY KNOW THE INDIVIDUAL THEY ARE LETTING IN.** Visitors must sign in at the office and will be asked to wear a visitor's badge. We encourage family members to stop in and visit our school at any time throughout the school year. We do ask that we be notified in advance of your visit. Please keep in mind that short visits are best because they do not distract students who need the structured routine of a normal school day. Visitors should keep their visits to a length of one hour or less. This does not include staying for lunch. Parents who wish to eat lunch with your student should notify the office in advance and pay for the meal in the office.

Students may not bring visitors to school without prior approval of the Principal. Visitors will be expected to abide by the same rules as the student body observes, or they will be asked to leave. The Principal reserves the right to refuse visitor passes. Having school-age visitors during the school day can be disruptive to the learning environment.

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.

Students Driving To School

Students who wish to drive to the middle school must first meet with the building principal to show legal authorization (school permit, driver's license, etc.) and to receive guidance on issues pertaining to parking, safety, and security.

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 a 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 that they will not endure any reprisals subsequent to initiating a grievance.

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.

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 student's education records. They are:

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

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

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

Parents or eligible students may ask *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**

Notice of Nondiscrimination

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

Mr. Mark Norvell, Superintendent
Fillmore Central Public 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 for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

COMMUNITY RELATIONS - Policy # 7205

Public – Participation, Parental Involvement

A public hearing was conducted on 6-26-95 concerning parental involvement and participation in the school district. It was declared that 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 state statutes, 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.

Some student testing is required by the teacher, the district and the State. This may include classroom testing, standardized achievement tests, criterion referenced tests, etc. Students are expected to take part in such testing. Parents have the right to inspect samples of such tests and to register complaints if they so wish.

It shall be the policy of the District to conduct student surveys judicially 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.

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. Possession, use, or distribution of alcohol.

Student Drug-Free Policy (continued)

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, or 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.

According to board policy and federal law, all students and their parent/guardians of Fillmore Central Public Schools are required to **complete the signature page, computer user agreement, and medical release form and return by August 26.**

DATING VIOLENCE

Fillmore Central Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

Pursuant to Section 79-2,140, the Legislature has defined (a) "dating violence" to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) "dating partner" to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. provides physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to,

dating violence, will not be tolerated and must be avoided by all students and staff.

Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Dating violence training, as defined by Section 79-2,141(4,) shall be provided to staff deemed appropriate by the administration. The administration will be responsible for reviewing the school district's Student Code of Conduct to insure that this policy is reflected therein.