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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!

Ryun Theobald
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:

Ryun Theobald, Fillmore Central High School Principal
1410 L Street
Geneva, NE 68361
(402)-759-3141
ryun.theobald@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.

Josh Cumpston, Superintendent of Schools	759-4955
Ryun Theobald, Senior High Principal	759-3141
Haley Hoarty, High School & Middle School Guidance Counselor	759-3141
Ryun Theobald, Activities Director	759-3141
Gabe Eberhardt, Assistant Activities Director	759-3141
Casey Head, Success IV	759-3843
Lisa Kosek-Lamb, Middle School Principal	268-3411
Aaron Veleba Elementary Principal	759-3184
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
Belanger	Tom	tom.belanger@fillmorecentral.org	Band
Dahl	Aaron	aaron.dahl@fillmorecentral.org	Computer
Eberhardt	Gabe	gabe.eberhardt@fillmorecentral.org	Weights
Gaston	Chad	chad.gaston@fillmorecentral.org	Transportation
Grothe	Cindy	cindy.kennel@fillmorecentral.org	Food Service
Head	Casey	casey.head@fillmorecentral.org	Success IV
Hofferber Science	Tyra	tyra.hofferber@fillmorecentral.org	Family & Consumer
Hoarty	Haley	haley.hoarty@fillmorecentral.org	Guidance
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
Patterson	Brittney	brittney.patterson@fillmorecentral.org	Business
Reinsch	Derek	derek.reinsch@fillmorecentral.org	Social Studies
Scheil	Doug	doug.scheil@fillmorecentral.org	Custodian
Schwarz	Jeff	jeff.schwarz@fillmorecentral.org	Choir
Sherman	Kristen	kristen.sherman@fillmorecentral.org	Library
Sherman	Steve	steve.sherman@fillmorecentral.org	PE/Lifetime
Shipley	Jill	jill.shipley@fillmorecentral.org	Art
Smith	Colby	colby.smith@fillmorecentral.org	Social Studies
Steig	Janelle	janelle.steig@fillmorecentral.org	Spanish
Temme	Dawn	dawn.temme@fillmorecentral.org	AD Secretary
Theobald	Kim	kim.theobald@fillmorecenral.org	Life Sciences
Theobald	Ryun	ryun.theobald@fillmorecentral.org	Principal
VanDeWalle	Kurt	kurt.vandewalle@fillmorecentral.org	Agricultural
Verhage	Adam	adam.verhage@fillmorecentral.org	Mathematics
Waldron	Veronica	veronica.waldron@fillmorecentral.org	English
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 any time 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 and 10th grade students will participate in the MAPS assessment. 11th Grade students take the ACT. 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	Quiz Bowl	Cheerleading	Wrestling

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 19 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 #5001** 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 #5001 states that a student who accumulates more than five (5) unexcused absences per semester or more than twenty (20) absences, including at least one (1) unexcused absence, in a school year is "excessively absent."

FCPS Board Policy #5001 requires that in a case where a student has accumulated five (5) days of unexcused absences in a semester, or the hourly equivalent, the parent/guardian will be contacted concerning absences from the principal or his designee.

In any case where a student has accumulated twenty (20) days of absenteeism in a school year, and any of the absences are by choice (unexcused), then the building principal or his designee shall initiate a series of events to determine if a case of truancy or excessive absenteeism exists. Such a process must 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 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.

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. Juniors and Seniors will be granted four days total of verified placement for college or military testing, and for college visits during their Junior and Senior years. (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 ½ 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 state event sanctioned by the NSAA or a state qualifying event

- c. the student choosing to attend must not have exceeded the attendance threshold and be in good academic standing.

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.

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 or emailed 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 unless it has been approved by the principal's office.

Tardies - Any student who arrives late to school, regardless of the reason, must report to the office. Students arriving 1-15 minutes late will be counted as tardy.

Adopted on August 1, 2023

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 two 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.

MISSING ASSIGNMENTS

The high school will continue to use the ICU database to communicate with parents on missing assignments. ICU is an academic support system for students and a communication tool for teachers and parents. Students are entered into the ICU system when an assignment is not turned

in on time. This tool can also be used to communicate assigned work when a student is absent from the class. An email and text message will be pushed out to the parent contact information that is listed in powerschool or has been shared with the school. The ICU system compliments our current GFL policy.

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. Seniors will need to be academically eligible in order to leave campus. In addition, students who are habitually tardy, have excessive absenteeism and 2 or more ICU assignments may have their open campus privilege revoked or suspended for a period of time as determined by the principal.

USDA Nondiscrimination Statement

For all other FNS nutrition assistance programs, State or local agencies, and their Sub recipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local)

where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-83.39. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_clist.html, and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

#6315

CONDUCT

BEHAVIOR POLICY

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.

VIOLETIONS 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 cigarette, 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.

S 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 students will be given the opportunity to re-do the assignment. The teacher will notify parents/guardians, if a child is caught cheating. Repeated instances of cheating may lead to removal from class or other 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 the entire repair could be covered by an Apple warranty for faulty parts. The School District Protection Plan that parents can belong to by paying the \$40.00, or parent's personal insurance will cover any cost not covered by a warranty. 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. The Third incident and beyond will be covered by parent/student completely.
 - 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 \$40 for purchasing the self-insurance contract from the school. The replacement cost for a single computer is approximately \$735.
- **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 \$40 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 \$735. 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.
- **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?**
- Students will continue to use textbooks in classes. Fillmore Central has started using online textbooks in some classes and will continue to grow in that path in the future.
- **Will software applications be compatible with Windows?**
- Some of them will.
- **Will the school provide parents the opportunity to learn about the student's computer (hands-on, how-to, etc.)?**
- Incoming freshman and their parents attend a laptop orientation night the week of school starting to learn all about the student laptops. Parents are free to ask questions at that time.

- **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.

• ***** **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. 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 back up the files I create on my laptop?**
- The school will provide a file server where each student has a limited amount of space to save school files. Students are responsible for managing the storage of their files. It is possible that the student files be purged each year so it is recommended that students use a flash drive or external hard drive to keep any files from year to year. Each year there is a new lease on the laptops. They will start out fresh with no student files, so any files that the student wants transferred over, they will be responsible to taking care of that. The school will not be doing that.

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 – Up to \$49
AC Adapter & Power Cord - \$79.00

Repair costs

Liquid spills:	\$774.95
Cracked Screen:	\$483.95
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. Prices may vary.

Student Internet and Computer Access

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system,

or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.

12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

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

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Children's Online Privacy Protection Act (COPPA)

- A. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

- B. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

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 violations:

- Clothing or jewelry that is gang related
- Clothing that shows an inappropriate amount of bare skin or undergarments (midriffs, spaghetti straps, sagging pants, excessive holes and tears)
- Clothing or jewelry which displays advertisements for products not available to the student by Nebraska law (drugs, alcohol, tobacco, gambling, promotion of violence)
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage horseplay
- Headwear, including hats, caps, bandanas, hoods, scarves are prohibited during the school day.
- Clothing or jewelry which exhibits nudity, makes sexual references or carries double meanings.
- Inappropriate or distracting markings or tattoos as determined by the administration.
- Pajamas with the exception of school sponsored dress up days

Students that fail to wear appropriate clothing will call parents at home /work so appropriate clothing can be brought to school.

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, Sophomores and Freshman will park in the remaining rows.

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.

EXPULSIONS AND SUSPENSIONS

FORMS OF SCHOOL DISCIPLINE EXCLUSION, SUSPENSION & EXPULSION

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

IN-SCHOOL SUSPENSION

The building administrator may require a student to serve In-School Suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. Students not completing their In-School Suspension will face further disciplinary action. There will be zero tolerance for behavior problems from students placed in in-school suspension. The student is responsible for complying with the disciplinary measures below.

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 must turn in his/her cell phone to the principal or designee.
4. The student will not talk to anyone without approval by the principal.
5. The student may eat lunch and use the restroom facilities as designated by the principal.
6. Violation of in-school suspension rules may result in detentions, longer in-school suspensions, or out-of-school suspension.

EMERGENCY EXCLUSION

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

SHORT-TERM SUSPENSION

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

1. Conduct constituting grounds for expulsion as hereinafter set forth; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

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

WEAPONS AND/OR FIREARMS

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

LONG-TERM SUSPENSION

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

EXPULSION

1. Expulsion shall mean exclusion from attending school, grounds, and activities for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a

hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. Alternative School or Pre-expulsion Procedures. The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

GROUND FOR SHORT TERM OR LONG TERM SUSPENSION, EXPULSION, EXCLUSION

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Engaging in the selling, using, possessing, or dispensing of material represented to be alcoholic beverages, tobacco, narcotics, drugs, controlled substances or inhalant.
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or Page 74 of 87 attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second

or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by Fillmore Central Public Schools or Fillmore Central Public School staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" defined below.
 - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization.
 - j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
 - k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
 - l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
 - m. Using any object to simulate possession of a weapon;

- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board. The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

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

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

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

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend the appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment.

Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.

7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days; actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

OTHER FORMS OF STUDENT DISCIPLINE

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

The actions may also include

A. Detentions, or Time-outs during the day.

When in-school suspensions, detentions, time-outs, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

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 must turn in his/her cell phone to the principal or designee.
4. The student will not talk to anyone without approval by the principal.
5. The student may eat lunch and use the restroom facilities as designated by the principal.
6. Violation of in-school suspension rules may result in detentions, longer in-school suspensions, or out-of-school suspension.

A principal (or designee) may determine that it is necessary to exclude a student from classes. In-school suspension or time-out may be used as an alternative to out-of-school suspension. The decision to remove a student from the classroom setting is made after a staff member has investigated the facts. Every attempt to notify the parent/guardian in a timely manner will be made, but it is important to understand that parents are not always readily available when a decision to exclude a student needs to be made. Disruptive behavior during the school day may result in an immediate time-out period spent in an isolated area, if available. The time-out will not exceed one (1) full day. In-school suspension will not exceed more than three (3) consecutive school days. Students are expected to complete class assignments and /or other assigned material during this time, and they will receive classroom credit for work appropriately completed.

Video Surveillance, Recordings, and Photographs

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

Recordings Made by Parents/Guardians and Patrons

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

Recordings Made by Students

This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be

approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

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.

SAFETY DRILLS

Safety drills will be conducted periodically to include: fire, bus, tornado, lockdown, lockout, evacuation, shelter and hold. Each classroom will have posted the appropriate route and procedures for each drill. All drill should be treated as actual 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

FILLMORE CENTRAL PUBLIC SCHOOLS

Updated 3/ 7/ 2014

FCPS Grading Policy

GRADING PHILOSOPHY

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	C+ 81 - 84	D+ 73 - 76
B+ 89 - 92	C 77 - 80	D 69 - 72
B 85 - 88		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%

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:

A (4.0)	C+ (2.5)	D+ (1.5)
B+ (3.5)	C (2.0)	D (1.0)
B (3.0)		F (0.0)

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%.

RE - TAKES & ABSENCES

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.

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.**

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.

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.

Honor Roll of Distinction:

In order to qualify for the Honor Roll of Distinction, a student must achieve an average for the grade-reporting period of at least 3.66. All classes will be considered for the Honor Roll of Distinction.

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 3.25.

NATIONAL HONOR SOCIETY

Application/selection criteria:

- GPA of 3.5 or higher
- Must complete the nomination form
- All applications reviewed by a 5-member committee of teachers and candidates will be selected with a majority vote of the committee. Committee will take into consideration the feedback from teachers on the nomination forms. There is no appeal process for non-selection.
- Fall application:
 - Open to juniors and seniors
 - Students will be notified during NSAA Week 19 that they are eligible to apply
 - Applications will be due on the Tuesday before Thanksgiving Break
 - Candidates will be notified of their selection/non-selection during NSAA Week 24
- Spring application:
 - Open to sophomores, junior and seniors
 - Students will be notified during NSAA Week 39 that they are eligible to apply
 - Applications will be due on the last day of NSAA Week 40
 - Candidates will be notified of their selection/non-selection during NSAA Week 42

Need NHS dismissal criteria as well.

- Dismissal requires a majority vote of the faculty committee.
- Dismissal appeal will follow the National NHS guidelines.

ELIGIBILITY

In order to be eligible for extra-curricular activities, students in grades 9-12 cannot be failing two (2) or more classes. Students failing two (2) 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. 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 down list. 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.

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 55 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 years 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. All Juniors must take a math class. Students taking 8 th grade Algebra will need to take 3 years of math in high school.
Science	Three classes of science are required and must include Physical Science and Biology I. Students may choose one additional science class from the following: Environmental Science, Biology II, Chemistry I & II, Forensic Science, and Physics. All Juniors must take a science class.
Physical Education	Health will be a required semester course and all students will still need one year of physical education to graduate. (Weights or Lifetime Activities)
Vocation Education	Three courses of Vocational Education including Personal Finance. (Vocational Classes are Agriculture, Industrial Tech, Business, and Family& Consumer Science)
Ninth Grade Exploratories	Rather than trimester courses of (Careers, Ag and FCS), we will now be offering: FCS 9, AG 9, Info Tech 9. Careers will move to grade 10 and pair with Speech 10.
Speech	Starting with the Class of 2027
Info Tech	Starting with the Class of 2027

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.

*Students who have not met the board adopted graduation requirements, or have not met their IEP goals, will not participate in the graduation ceremony.

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, salutarian, 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
- Algebra II and Pre-Calculus
- Two of the following science classes: Biology II, Chemistry I, Chemistry II, Physics, Anatomy & Physiology
- Two foreign language classes and both classes must be in the same language

Students must attend two full years to be eligible for these awards.

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

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

If you know that your student has asthma or a known allergy, it is *critically important* that you communicate this information to our school staff. You may contact 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.

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, and discovery of a 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 devices 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 or at the discretion of a teacher.

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.

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.

Pregnant and Parenting Students

#5008

Fillmore Central Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

Policy Adopted: **August 1, 2023**

(Fillmore Co. School District #30-0025)

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

PERSONNEL

#4000

Title IX Policy

#3057

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

1. Title IX Coordinator

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

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

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

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

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the

1.1.time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic

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

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

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

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

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

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

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

**A complete list is available in the Board Policy Book Definition.*

1.4.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

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

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

2.2.1.2.1. The length of the relationship.

2.2.1.2.2. The type of relationship.

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

2.2.2. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth

victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.2.3. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.2.3.1. fear for his or her safety or the safety of others; or

2.2.3.2. suffer substantial emotional distress.

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

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

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

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

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

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

4. Response to Sexual Harassment

- 4.1.Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day
- 4.2.General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- 4.3.Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.
- 4.4.Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.
- 4.5.General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1.General Requirements.

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

measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

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

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

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

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

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

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district’s education program or activity;

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

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

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

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

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

- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. Notice of Allegations.

- 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
- 5.2.1.1. A copy of this policy.
- 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. Dismissal of Formal Complaint.

- 5.3.1. The district will investigate the allegations in a formal complaint.

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

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

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

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

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

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

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

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

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

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

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

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

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible

student,” as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a “parent,” as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

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

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

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

1.3.Determination Regarding Responsibility

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

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

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

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

1.3.2.3. Findings of fact supporting the determination;

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

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

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

1.3.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

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

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

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

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

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

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

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

1.1.3. As to all appeals, the district will:

1.1.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

1.1.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

1.1.3.3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

1.1.3.4. Issue a written decision describing the result of the appeal and the rationale for the result; and

1.1.3.5. Provide the written decision simultaneously to both parties.

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

1.2.1. Provides to the parties a written notice disclosing:

1.2.1.1. The allegations;

1.2.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

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

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

- 1.2.2. Obtains the parties' voluntary, written consent to the informal resolution process;
and
- 1.2.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

1.3. Recordkeeping.

- 1.3.1. The district will maintain for a period of seven years records of:
 - 1.3.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
 - 1.3.1.2. Any appeal and the result therefrom;
 - 1.3.1.3. Any informal resolution and the result therefrom; and
 - 1.3.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 1.3.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

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

3. Access to Classes and Schools.

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

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

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

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

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

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

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

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

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

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

4. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

4.1. **Specific Circumstances.**

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

4.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination

regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

5. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.
6. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).
7. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.
8. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Policy Adopted: 9-14-20

(Fillmore Co. School District #30-0025)
Fillmore Central Public School