

Board of Education Regular Meeting
Monday, July 13, 2026 7:30 PM
Fillmore Central High School
1410 L Street
Geneva, NE 68361-1599

1. **Call to Order**
2. **Recognize Open Meetings Laws and location of the poster**
3. **Roll Call**
4. **Declaration of Legal Meeting/Excuse Absences**
 - 4.1. Declaration of Legal Meeting
 - 4.2. Excuse Absences
5. **Public Comment**
6. **Reports from Administration**
7. **Action Items**
 - 7.1. Consent Agenda
 - 7.1.1. Approval of the Minutes of the following board meetings: June 15, 2026
 - 7.1.2. Receive, review and accept Finance reports
 - 7.1.3. Review and approve the General Fund Claims
 - 7.1.4. Review and approve the Building Fund Claims
 - 7.2. Review, approve, and take any necessary action in regard to the building project
 - 7.3. Discuss, review, and take any necessary action with regards to the theater fundraising effort and naming rights
 - 7.4. Discuss, review and approve the K-12 student handbook, Activity handbook, Staff Handbook, and Coaches/Sponsor Handbook.
 - 7.5. Discuss, review, and take any necessary action on what to do with the Downtown Gym and the Middle School once the total project is complete for the start of the

2028-2029 school year

7.6. Discuss, review, and approve the purchase of a minivan

7.7. Discuss, review, and approve list of surplus items

8. **Discussion Items**

8.1. Building Committee

8.2. Finance Committee

8.3. Theater Committee

8.4. Fundraising for the Theater

8.5. Committees

8.6. Revisit future opportunities with neighboring districts

8.7. Budget Workshop

8.8. Next Meeting: Regular Meeting - August 17, 2026

9. **Adjourn meeting**

July 13, 2026 Board Report

1. Call to Order
2. Recognize Open Meeting Act and Location of Poster
3. Roll Call
4. Declaration of Legal Meeting/Excuse Absences
5. Public Comment
6. Reports from Administration

My Report

Three Day weekend dates for vacations/appointments

Classified Staffing

Transportation-we purchased the bus that we bid on.

Scheduling for next year

7. Action Items

7.1 Consent Agenda

7.1.1 Minutes – the minutes of the June Board meetings are on the Sparq meeting site for your review and approval.

7.1.2 Financial Reports –

7.1.3 General Fund Claims –If you need more information on any claims, contact Jill or I prior to the board meeting and we will get that for you.

7.1.4 Building Fund-If you have questions, please contact Jill or I prior to the board meeting and we will get it for you.

7.2 Review, approve, and take any necessary action with regards to the building project.

7.3 Discuss, Review, and take any necessary action with regards to the Theater fundraising effort and naming rights.

7.4 Discuss, review, and approve the K-12 Student Handbook, Activity Handbook, Staff Handbook, Coaches/Sponsor Handbook.

7.5 Discuss, review, and take any necessary action on what to do with the Downtown Gym and the Middle School once the total project is complete for the start of the 2028-2029 school year.

7.6 Discuss, review, and approve the purchase of a minivan

7.7 Discuss, review, and approve list of surplus items.

8. Discussion Items

- 8.1 Building Committee
- 8.2 Finance Committee
- 8.3 Theater Committee
- 8.4 Fundraising for the Theater
- 8.5 Committees
- 8.6 Revisit Future opportunities with neighboring districts
- 8.7 Budget Workshop
- 8.8 Next Meeting August 17, 2026 Regular Meeting

9. Adjourn

2026-2027

176 Student Days
185 Contract Days

Board of Education Regular Meeting
Monday, June 15, 2026 5:30 PM Central
Posting Locations:

Fillmore Central High School
1410 L Street
Geneva, NE 68361-1599

- Nebraska Signal

Posted Date: June 10, 2026

Chad Engle: Present
Shaun Farmer: Present
Nate Girmus: Present
Christin Lovegrove: Present
Whitney Peppard: Present
Adam Wallin: Present
Present: 6.

1. Call to Order

Called to order by President Engle at 5:30 PM

2. Recognize Open Meetings Laws and location of the poster

3. Roll Call

4. Declaration of Legal Meeting/Excuse Absences

4.1. Declaration of Legal Meeting

Recommendation that this regular meeting of June 15, 2026 be declared a legal meeting passed with a motion by Adam Wallin and a second by Nate Girmus.

Chad Engle: Yea, Shaun Farmer: Yea, Nate Girmus: Yea, Christin Lovegrove: Yea, Whitney Peppard: Yea, Adam Wallin: Yea
Yea: 6, Nay: 0

4.2. Excuse Absences

5. Public Comment

6. Reports from Administration

Superintendent - Mr. Cumpston reported that interviews are ongoing for para-educators and kitchen staff as well as 1 bus driver. In regards to transportation, the larger Chevy vans cannot be used to transport students so there are some transportation changes this upcoming school year.

Principals are excused for the month of June.

7. Action Items

7.1. Consent Agenda

Recommendation that the board approve the consent agenda as presented passed with a motion by Adam Wallin and a second by Nate Girmus.

Chad Engle: Yea, Shaun Farmer: Yea, Nate Girmus: Yea, Christin Lovegrove: Yea, Whitney

Peppard: Yea, Adam Wallin: Yea
Yea: 6, Nay: 0

7.1.1. Approval of the Minutes of the following board meetings: May 11, 2026

7.1.2. Receive, review and accept Finance reports

7.1.3. Review and approve the General Fund Claims

7.1.4. Review and approve the Building Fund Claims

7.2. Review, approve and take any necessary action with regard to the building project
They started on the retaining wall earlier today, they are hoping to start steel in early July with a crane coming in. At the elementary school most of it is framed in and Sheetrock will happen soon. Things are still on schedule and going according to plan.

7.3. Discuss, review, and take any necessary action with regard to the theater fundraising effort and naming rights.

Recommendation that the board accept and direct the Superintendent to execute the School Facility Naming Agreement between the anonymous donor and the district providing the name for the auditorium as "The Grace Auditorium" passed with a motion by Shaun Farmer and a second by Whitney Peppard.

Chad Engle: Yea, Shaun Farmer: Yea, Nate Girmus: Yea, Christin Lovegrove: Yea, Whitney Peppard: Yea, Adam Wallin: Yea
Yea: 6, Nay: 0

7.4. Discuss, review and approve the miscellaneous charges schedule

Recommendation that the board approve the miscellaneous charges schedule for the 26-27 school year as presented passed with a motion by Christin Lovegrove and a second by Whitney Peppard.

Chad Engle: Yea, Shaun Farmer: Yea, Nate Girmus: Yea, Christin Lovegrove: Yea, Whitney Peppard: Yea, Adam Wallin: Yea
Yea: 6, Nay: 0

7.5. Discuss, review, and approve the policy updates for the 2026-27 school year

Recommendation that the board approve the policy updates as presented passed with a motion by Christin Lovegrove and a second by Adam Wallin.

Chad Engle: Yea, Shaun Farmer: Yea, Nate Girmus: Yea, Christin Lovegrove: Yea, Whitney Peppard: Yea, Adam Wallin: Yea
Yea: 6, Nay: 0

These were reviewed by the policy committee (Engle, Lovegrove and Wallin). A few mandatory policies and some require discussion.

6038 - Student Use of AI Tools (not required but policy committee recommends)

4065 - Staff Use of AI Tools (not required but policy committee recommends)

5001 - Compulsory Attendance and Excessive Absenteeism Policy

5004 - Option Enrollment Policy (this is an updated policy based upon new legislation)

7.6. Discuss, review and take any necessary action on handbook sections on attendance tracking, attendance incentives, etc.

Recommendation that the board adopt the change in the handbook and Policy 5001 to change absentee/credit days from 10 to 8 and adopting in the handbook attendance incentives such as a 20 minute earlier dismissal on Friday passed with a motion by Adam Wallin and a second by Shaun Farmer.

Chad Engle: Yea, Shaun Farmer: Yea, Nate Girmus: Yea, Christin Lovegrove: Yea, Whitney Peppard: Yea, Adam Wallin: Yea

Yea: 6, Nay: 0

Chronic Absenteeism — 28 high school students (just over 15.5%), 7 students would have been here if the days would be changed from 10 to 9 or 8, with another 6 that are possible.

7.7. Discuss, review and take any necessary action to add summer mini-grant hours for the high school counselor position

Recommendation that the board add 40 summer mini-grant hours (for a total of 80 hours) for the high school counselor position passed with a motion by Adam Wallin and a second by Nate Girmus.

Chad Engle: Yea, Shaun Farmer: Yea, Nate Girmus: Yea, Christin Lovegrove: Yea, Whitney Peppard: Yea, Adam Wallin: Yea

Yea: 6, Nay: 0

Currently the HS counselor gets 40 hours of 'mini-grant' to work to occur during the summer. This occurs outside of the 185 day window. Request is to increase to 80 hours to provide time prior to the start of the school year.

7.8. Discuss, review, and approve the purchase of social studies materials

Recommendation that the board approve the purchase of social studies materials in the amount of \$73,385 as presented passed with a motion by Shaun Farmer and a second by Christin Lovegrove.

Chad Engle: Yea, Shaun Farmer: Yea, Nate Girmus: Yea, Christin Lovegrove: Yea, Whitney Peppard: Yea, Adam Wallin: Yea

Yea: 6, Nay: 0

Usually materials are purchased every 7 years for different areas. For social studies it has been 10 years. Veleba went through options with staff and are recommending \$73,385 for 7 year digital licenses for 5-8, grade 4 with 5 year license, k-3 licensing \$2,100 per year.

7.9. Discuss, review and authorize Josh Cumpston to bid on a school bus

Recommendation that the board authorize Josh Cumpston to bid on a school bus passed with a motion by Adam Wallin and a second by Nate Girmus.

Chad Engle: Yea, Shaun Farmer: Yea, Nate Girmus: Yea, Christin Lovegrove: Yea, Whitney Peppard: Yea, Adam Wallin: Yea

Yea: 6, Nay: 0

7.9.1. Enter into Executive Session

Recommendation that the board enter into executive session at 6:21 PM to discuss bidding strategy passed with a motion by Nate Girmus and a second by Whitney Peppard.

Chad Engle: Yea, Shaun Farmer: Yea, Nate Girmus: Yea, Christin Lovegrove: Yea, Whitney Peppard: Yea, Adam Wallin: Yea

Yea: 6, Nay: 0

7.9.2. Reconvene Regular Meeting

Recommendation that the board reconvene the regular meeting at 6:28 PM passed with a motion by Shaun Farmer and a second by Nate Girmus.

Chad Engle: Yea, Shaun Farmer: Yea, Nate Girmus: Yea, Christin Lovegrove: Yea, Whitney

Peppard: Yea, Adam Wallin: Yea

Yea: 6, Nay: 0

8. Discussion Items

8.1. Building Committee

8.2. Finance Committee

8.3. Theater Committee

Still waiting on GMP numbers - OAC meeting today, and hoping for a GMP number by the end of June.

8.4. Fundraising for the Theater

Committee meeting today.

\$740,566 has been fundraised so far. Discussion tonight on summer social media and selling auditorium seats, all front row seats have been sold.

8.5. Committee Reports

None

8.6. Future Board Meeting Dates

Review of dates for the next year (July 2026 to June 2027)

8.7. Handbooks

8.8. Next Meeting: July 13, 2026 Regular Meeting

Lovegrove will be absent

9. Adjourn meeting

Recommendation that the board adjourn this regular board meeting of June 15, 2026 at 6:35 PM passed with a motion by Nate Girmus and a second by Whitney Peppard.

Chad Engle: Yea, Shaun Farmer: Yea, Nate Girmus: Yea, Christin Lovegrove: Yea, Whitney

Peppard: Yea, Adam Wallin: Yea

Yea: 6, Nay: 0

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0001	STUDENT FEES	3,683.41	958.00	0.00	0.00	2,725.41
05 704 0002	ATHLETICS	22,395.87	547.43	11,880.00	0.00	33,728.44
05 704 0003	CHEERLEADERS	4,538.43	50.47	0.00	0.00	4,487.96
05 704 0004	CONCESSIONS	4,488.59	426.01	0.00	0.00	4,062.58
05 704 0005	FC CLUB	30,819.72	0.00	210.00	0.00	31,029.72
05 704 0006	FFA	49,238.90	2,161.27	0.00	0.00	47,077.63
05 704 0007	FCCLA	15,216.51	0.00	0.00	0.00	15,216.51
05 704 0008	FBLA	2,148.03	30.80	0.00	0.00	2,117.23
05 704 0009	BAND	735.81	0.00	0.00	0.00	735.81
05 704 0010	VOCAL MUSIC	3,662.65	0.00	0.00	0.00	3,662.65
05 704 0011	NHS/STUCO	1,176.38	141.80	0.00	0.00	1,034.58
05 704 0012	MUSICAL	4,531.28	146.29	6,576.00	0.00	10,960.99
05 704 0014	FAMILY & CONSUMER SCIENCE	438.31	0.00	0.00	0.00	438.31
05 704 0015	AG SHOP	2,828.49	0.00	0.00	0.00	2,828.49
05 704 0017	ART	1,890.40	0.00	0.00	0.00	1,890.40
05 704 0018	CLOSE-UP	663.30	0.00	0.00	0.00	663.30
05 704 0019	FOREIGN LANGUAGE	3,692.47	0.00	0.00	0.00	3,692.47
05 704 0021	HIGH SCHOOL LIBRARY	1,497.62	0.00	0.00	0.00	1,497.62
05 704 0022	INDUSTRIAL TECH	2,743.26	81.83	0.00	0.00	2,661.43
05 704 0024	ONE-ACT	11,118.96	0.00	0.00	0.00	11,118.96
05 704 0025	PRINCIPAL'S ACCOUNT	(81.33)	0.00	0.00	0.00	(81.33)
05 704 0027	MILK MACHINE	2,870.65	0.00	0.00	0.00	2,870.65
05 704 0029	COF GRANT	1.21	0.00	0.00	0.00	1.21
05 704 0030	ELEMENTARY LIBRARY	1,380.07	0.00	0.00	0.00	1,380.07
05 704 0035	ELEMENTARY SCHOOL	4,160.15	0.00	31.20	0.00	4,191.35
05 704 0040	SPEECH	4,591.19	1,935.24	0.00	0.00	2,655.95
05 704 0045	BIOLOGY ACCOUNT	293.94	0.00	0.00	0.00	293.94
05 704 0047	TESTS	1,245.99	0.00	0.00	0.00	1,245.99
05 704 0048	OUTDOOR CLASSROOM PROJECT	3,875.47	0.00	0.00	0.00	3,875.47
05 704 0053	CLASS OF 2025	500.00	0.00	0.00	0.00	500.00
05 704 0054	CLASS OF 2026	474.43	0.00	0.00	0.00	474.43
05 704 0058	CLASS OF 2027	1,951.84	0.00	0.00	0.00	1,951.84
05 704 0059	CLASS OF 2028	4,078.85	0.00	0.00	0.00	4,078.85
05 704 0080	MS STUDENT COUNCIL	1,475.90	587.29	0.00	0.00	888.61
05 704 0081	MS PRINCIPAL'S FUND	483.55	0.00	0.00	0.00	483.55
05 704 0082	MS LIBRARY	1,446.31	0.00	0.00	0.00	1,446.31
05 704 0084	MS MUSIC	1,181.83	0.00	0.00	0.00	1,181.83
05 704 0085	MS ART	17.08	0.00	0.00	0.00	17.08

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0086	MS PACK	2,378.29	254.59	0.00	0.00	2,123.70
05 704 0087	MS BAND	865.03	0.00	0.00	0.00	865.03
05 704 0088	CLASS OF 2029	880.46	0.00	0.00	0.00	880.46
05 704 0097	MABEL NEDZA SCHOLARSHIP FUND	115,652.63	0.00	247.16	0.00	115,899.79
05 704 0098	CLEARING	7,165.11	0.00	0.00	0.00	7,165.11
05 704 0099	INTEREST	8,646.30	0.00	21.05	0.00	8,667.35
05 704 0402	HS FOOTBALL	5,965.56	365.50	0.00	0.00	5,600.06
05 704 0404	HS VOLLEYBALL	4,769.77	400.00	259.00	0.00	4,628.77
05 704 0406	HS SOFTBALL	1,066.76	0.00	0.00	0.00	1,066.76
05 704 0408	HS GIRLS BASKETBALL	4,366.75	1,960.00	305.00	0.00	2,711.75
05 704 0410	HS BOYS BASKETBALL	839.15	1,400.00	0.00	0.00	(560.85)
05 704 0412	HS GIRLS WRESTLING	707.85	0.00	0.00	0.00	707.85
05 704 0414	HS TRACK	6,262.43	0.00	0.00	0.00	6,262.43
05 704 0416	HS BOYS WRESTLING	592.01	0.00	0.00	0.00	592.01
Fund Total: 05		357,613.62	11,446.52	19,529.41	0.00	365,696.51

Clerk's Report
6/30/2026

Beginning General Fund Cash Balance	\$	5,228,828.51
-------------------------------------	----	--------------

Revenue

City of Geneva	Yearbook	\$	40.00
ESU 6	Rent/Stipend	\$	4,835.09
FCPS	Xfer from Depreciation for Bus	\$	70,000.00
Fillmore County Treasurer	General Fund Taxes	\$	262,470.88
Parents/School	Laptop Repair/Yearbook/SENCAP	\$	466.03
State of Nebraska	MIPS-June 2026	\$	3,824.10
State of Nebraska	SPED Reimbursement	\$	208,536.00
State of Nebraska	State Aid	\$	94,089.00
Heartland Bank	Interest	\$	1,369.47
Total Revenue		\$	645,630.57

Expenditures	\$	882,292.00
--------------	----	------------

Payables (Liabilities)	\$	630.91
------------------------	----	--------

Outstanding Deposit	\$	-
---------------------	----	---

Current General Fund Assets	\$	4,992,797.99
------------------------------------	-----------	---------------------

General Bank Balance	\$	5,074,978.99
----------------------	----	--------------

Outstanding Deposit	\$	-
---------------------	----	---

Outstanding Checks	\$	106,357.04
--------------------	----	------------

Cash Account Balance	\$	4,968,621.95
-----------------------------	-----------	---------------------

FCPS Bank Balance	\$	24,354.84
-------------------	----	-----------

Outstanding Checks	\$	100.00
--------------------	----	--------

Cash Account Balance	\$	24,254.84
-----------------------------	-----------	------------------

Accts Rev-Interfund	\$	(78.80)
---------------------	----	---------

Total General Bank Balance	\$	4,992,797.99
-----------------------------------	-----------	---------------------

EXPENDITURES MONTH GROUP REPORT/BOARD OF
06/2026

Account Number	Account Description	Budgeted Amount	Expended During Month	Expenditures Year to Date	% of Budget Spent	Adjusted Balance
01	GENERAL FUND					
1100	REGULAR INSTRUCTIONAL PROGRAMS					
100	OVERTIME SALARIES NON-	3,176,804.00	245,201.78	2,466,959.55	77.66	709,844.45
200	HEALTH BENEFITS NON-	1,537,786.00	115,789.90	1,123,448.73	73.06	414,337.27
300	380	35,000.00	1,517.09	13,051.53	37.29	21,948.47
400	BUS REPAIRS AND MTNCE	177,682.00	2,658.44	109,527.55	62.78	68,154.45
500	TRAVEL EXPENSE AND MILEAGE	7,100.00	500.00	3,662.83	54.41	3,437.17
600	SUPPLIES	116,700.00	2,502.72	81,206.87	141.34	35,493.13
700	730	94,500.00	16,323.89	70,507.32	86.83	23,992.68
800	MISC OBJECTS	21,800.00	8,308.52	18,925.15	86.16	2,874.85
1100	ALL INSTRUCTION	5,167,372.00	392,802.34	3,887,289.53	77.11	1,280,082.47
1200	SPECIAL EDUCATION PROGRAMS					
100	OVERTIME SALARIES NON-	580,333.00	41,525.37	478,080.48	82.38	102,252.52
200	HEALTH BENEFITS NON-	306,187.00	16,142.73	170,143.21	55.57	136,043.79
300	PROFESSIONAL SERVICES	110,700.00	13,518.25	67,210.17	60.71	43,489.83
500	TUITION(TYKE)	1,384,955.00	0.00	373,289.39	26.95	1,011,665.61
600	BOOKS, TEXTBOOKS & PERIODICALS	8,000.00	0.00	3,388.40	42.36	4,611.60
700	730	9,500.00	0.00	1,512.06	15.92	7,987.94
1200	ALL INSTRUCTION	2,399,675.00	71,186.35	1,093,623.71	45.57	1,306,051.29
1300	DRIVERS EDUCATION					
100	SALARIES NON-INSTRUCTIONAL	6,600.00	541.33	5,413.30	82.02	1,186.70
200	RETIREMENT NON-INSTRUCTIONAL	1,150.00	85.14	851.41	74.04	298.59
600	ENERGY-FUEL	0.00	201.67	201.67	0.00	(201.67)
800	MISC OBJECTS	0.00	0.00	0.00	0.00	0.00
1300	ALL INSTRUCTION	7,750.00	828.14	6,466.38	83.44	1,283.62
2100	SUPPORT SERVICES/PUPIL SERVICE					
100	ADDITIONAL COMPENSATION NON-	449,630.00	30,661.49	369,258.08	82.12	80,371.92
200	HEALTH BENEFITS NON-	128,238.00	9,097.76	98,864.68	77.09	29,373.32
300	380	604,662.00	27,554.05	391,374.14	64.73	213,287.86
400	BUS REPAIRS AND MTNCE	12,000.00	0.00	7,586.50	63.22	4,413.50
500	TRAVEL EXPENSE AND MILEAGE	413,833.00	0.00	182,313.60	44.09	231,519.40
600	ENERGY-FUEL	36,450.00	2,762.73	31,890.61	98.79	4,559.39
800	MISC OBJECTS	59,500.00	6,424.33	58,728.04	107.71	771.96
2100	SUPPORT SERVICES	1,704,313.00	76,500.36	1,140,015.65	67.46	564,297.35
2200	SUPPORT SERVICES/LIBRARY-MEDIA					
100	OVERTIME SALARIES NON-	104,227.00	8,738.17	78,487.98	75.30	25,739.02
200	UNEMPLOYMENT NON-INSTRUCTIONAL	43,319.00	3,369.03	32,358.18	74.70	10,960.82
300	380	11,700.00	840.00	7,191.38	61.46	4,508.62
500	TRAVEL EXPENSE AND MILEAGE	2,000.00	0.00	108.00	5.40	1,892.00
600	BOOKS, TEXTBOOKS & PERIODICALS	13,400.00	39.98	4,882.16	47.98	8,517.84

EXPENDITURES MONTH GROUP REPORT/BOARD OF
06/2026

Account Number	Account Description	Budgeted Amount	Expended During Month	Expenditures Year to Date	% of Budget Spent	Adjusted Balance
700 730		3,000.00	0.00	935.16	31.17	2,064.84
800 MISC OBJECTS		18,750.00	0.00	12,502.96	66.68	6,247.04
2200 SUPPORT SERVICES		196,396.00	12,987.18	136,465.82	70.27	59,930.18
2300 SUPPORT SERVICES-GEN ADMIN						
100 OVERTIME SALARIES NON-		212,511.00	16,924.44	170,208.13	80.09	42,302.87
200 290		64,376.00	5,095.28	51,104.41	79.38	13,271.59
300 310		43,250.00	2,899.20	19,383.20	44.82	23,866.80
400 BUS REPAIRS AND MTNCE		8,800.00	184.80	1,848.00	21.00	6,952.00
500 TRAVEL EXPENSE AND MILEAGE		11,100.00	235.55	4,599.72	41.44	6,500.28
600 SUPPLIES		2,500.00	628.79	1,490.13	59.61	1,009.87
800 MISC OBJECTS		30,550.00	1,411.71	17,003.59	56.21	13,546.41
2300 SUPPORT SERVICES		373,087.00	27,379.77	265,637.18	71.25	107,449.82
2400 OFFICE OF PRINCIPAL						
100 ADDITIONAL COMPENSATION NON-		443,886.00	37,263.24	376,030.35	84.71	67,855.65
200 HEALTH BENEFITS NON-		178,078.00	14,468.77	145,245.26	81.56	32,832.74
300 380		2,550.00	0.00	645.00	25.29	1,905.00
500 TRAVEL EXPENSE AND MILEAGE		3,400.00	100.00	1,779.25	59.24	1,620.75
600 SUPPLIES		3,000.00	0.00	332.72	11.67	2,667.28
800 MISC OBJECTS		8,000.00	1,916.80	4,763.50	67.14	3,236.50
2400 SUPPORT SERVICES		638,914.00	53,748.81	528,796.08	82.90	110,117.92
2500 SUPPORT SERVICES-GEN BUSINESS						
100 OVERTIME SALARIES NON-		59,500.00	4,292.66	45,037.53	75.69	14,462.47
200 WORKER'S COMP NON-INSTRUCTIONAL		20,300.00	1,525.75	15,589.46	76.80	4,710.54
300 PROFESSIONAL SERVICES		8,000.00	71.85	747.78	9.35	7,252.22
400 BUS REPAIRS AND MTNCE		20,000.00	10,451.09	15,431.84	77.16	4,568.16
500 TRAVEL EXPENSE AND MILEAGE		152,714.00	1,221.20	154,681.30	101.38	(1,967.30)
600 SUPPLIES		3,800.00	0.00	1,093.06	30.02	2,706.94
700 730		4,200.00	1,500.00	2,443.28	58.17	1,756.72
800 DUES AND FEES		500.00	0.00	2,084.95	416.99	(1,584.95)
2500 SUPPORT SERVICES		269,014.00	19,062.55	237,109.20	88.21	31,904.80
2600 SUPPORT SERVICES-BLDGS & SITES						
100 OVERTIME SALARIES NON-		296,267.00	21,711.95	217,481.11	73.41	78,785.89
200 RETIREMENT NON-INSTRUCTIONAL		168,737.00	12,729.35	126,412.52	74.92	42,324.48
300 PROFESSIONAL SERVICES		57,150.00	11,528.00	46,126.95	86.26	11,023.05
400 BUS REPAIRS AND MTNCE		140,400.00	12,388.76	98,162.40	73.19	42,237.60
500 TRAVEL EXPENSE AND MILEAGE		2,500.00	0.00	64.00	2.56	2,436.00
600 SUPPLIES		298,000.00	17,992.15	215,876.36	72.89	82,123.64
700 730		94,500.00	1,532.23	33,105.55	35.12	61,394.45
800 MISC OBJECTS		103,300.00	674.18	13,747.83	13.31	89,552.17

EXPENDITURES MONTH GROUP REPORT/BOARD OF
06/2026

Account Number	Account Description	Budgeted Amount	Expended During Month	Expenditures Year to Date	% of Budget Spent	Adjusted Balance
2600	SUPPORT SERVICES	1,160,854.00	78,556.62	750,976.72	65.48	409,877.28
2700	SUPPORT SERVICES-PUPIL TRANS					
100	SALARIES NON-INSTRUCTIONAL	152,200.00	8,681.49	136,087.48	89.41	16,112.52
200	RETIREMENT NON-INSTRUCTIONAL	33,300.00	1,341.53	20,875.73	62.69	12,424.27
300	330	9,500.00	86.19	1,249.72	13.15	8,250.28
400	BUS REPAIRS AND MTNCE	78,000.00	771.44	80,255.93	102.92	(2,255.93)
500	STUDENT TRANSPORTATION SVS.	10,500.00	0.00	0.00	0.00	10,500.00
600	ENERGY-FUEL	67,000.00	4,442.53	46,450.65	69.33	20,549.35
700	730	30,000.00	70,000.00	74,005.97	246.69	(44,005.97)
800	MISC OBJECTS	16,500.00	609.47	8,598.59	52.38	7,901.41
2700	SUPPORT SERVICES	397,000.00	85,932.65	367,524.07	92.59	29,475.93
3300	COMMUNITY SERVICES OPERATIONS					
800	MISC OBJECTS	15,000.00	0.00	14,790.85	98.61	209.15
3300	COMMUNITY SERVICES	15,000.00	0.00	14,790.85	98.61	209.15
3500	HIGH ABILITY LEARNING					
100	OVERTIME SALARIES NON-	2,800.00	1,733.91	78,974.06	2,820.50	(76,174.06)
200	HEALTH BENEFITS NON-	500.00	272.73	32,561.02	6,512.20	(32,061.02)
600	SUPPLIES	10,500.00	0.00	8,105.45	77.19	2,394.55
700	730	1,000.00	0.00	290.00	29.00	710.00
800	MISC OBJECTS	3,500.00	3,415.00	4,228.62	120.82	(728.62)
3500	COMMUNITY SERVICES	18,300.00	5,421.64	124,159.15	678.47	(105,859.15)
6200	TITLE I					
100	OVERTIME SALARIES NON-	72,587.00	5,838.67	74,608.48	102.78	(2,021.48)
200	HEALTH BENEFITS NON-	42,433.00	3,253.50	40,840.15	96.25	1,592.85
300	PUPIL SERVICES	12,000.00	0.00	15,554.42	129.62	(3,554.42)
500	STUDENT TRANSPORTATION SVS.	13,000.00	0.00	0.00	0.00	13,000.00
600	SUPPLIES	2,000.00	0.00	132.00	6.60	1,868.00
800	MISC OBJECTS	200.00	0.00	0.00	0.00	200.00
6200	FEDERAL SERVICES	142,220.00	9,092.17	131,135.05	92.21	11,084.95
6300	TITLE II TITLE VI					
100	SALARIES NON-INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00
200	HEALTH BENEFITS NON-	0.00	0.00	0.00	0.00	0.00
6300	FEDERAL SERVICES	0.00	0.00	0.00	0.00	0.00
6400	IDEA PART B					
300	PUPIL SERVICES	176,748.00	3,149.61	75,074.20	42.48	101,673.80
500	TUITION(TYKE)	0.00	0.00	0.00	0.00	0.00
6400	FEDERAL SERVICES	176,748.00	3,149.61	75,074.20	42.48	101,673.80
6700	FED VOC ED (CARL PERKINS)					
600	SUPPLIES	0.00	0.00	0.00	0.00	0.00
6700	FEDERAL SERVICES	0.00	0.00	0.00	0.00	0.00

EXPENDITURES MONTH GROUP REPORT/BOARD OF
06/2026

Account Number	Account Description	Budgeted Amount	Expended During Month	Expenditures Year to Date	% of Budget Spent	Adjusted Balance
6900	OTHER FEDERAL SERVICES					
100	OVERTIME SALARIES NON-	0.00	0.00	0.00	0.00	0.00
200	HEALTH BENEFITS NON-	0.00	0.00	0.00	0.00	0.00
300	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
400	LEASE VEHICLE	45,643.00	45,643.00	45,643.00	100.00	0.00
600	SUPPLIES	0.00	0.00	0.00	0.00	0.00
700	730	0.00	0.00	0.00	0.00	0.00
800	MISC OBJECTS	0.00	0.00	0.00	0.00	0.00
6900	FEDERAL SERVICES	45,643.00	45,643.00	45,643.00	100.00	0.00
8000	TRANSFERS					
700	730	0.00	0.00	0.00	0.00	0.00
900	910	410,930.00	0.00	47,487.00	11.56	363,443.00
8000	TRANSFERS	410,930.00	0.00	47,487.00	11.56	363,443.00
9000	NON-PROGRAMMED CHARGES					
100	SALARIES NON-INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00
200	RETIREMENT NON-INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00
800	MISC OBJECTS	0.00	0.00	0.00	0.00	0.00
900	OTHER ITEMS	0.00	0.00	0.00	0.00	0.00
9000	NON-PROGRAMMED CHARGES	0.00	0.00	0.00	0.00	0.00
01	GENERAL FUND	13,123,216.00	882,291.19	8,852,193.59	68.36	4,271,022.41
02	DEPRECIATION FUND					
2900	OTHER SUPPORT SERVICES					
300	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
700	730	0.00	70,000.00	109,570.00	0.00	(109,570.00)
2900	SUPPORT SERVICES	0.00	70,000.00	109,570.00	0.00	(109,570.00)
02	DEPRECIATION FUND	0.00	70,000.00	109,570.00	0.00	(109,570.00)
05	ACTIVITIES FUND					
2900	OTHER SUPPORT SERVICES					
300	PROFESSIONAL SERVICES	0.00	200.00	30,005.00	0.00	(30,005.00)
600	SUPPLIES	0.00	11,246.52	285,477.88	0.00	(285,477.88)
800	MISC OBJECTS	0.00	0.00	44.06	0.00	(44.06)
2900	SUPPORT SERVICES	0.00	11,446.52	315,526.94	0.00	(315,526.94)
05	ACTIVITIES FUND	0.00	11,446.52	315,526.94	0.00	(315,526.94)
06	SCHOOL LUNCH/MILK FUND					
3100	FOOD SERVICES OPERATIONS					
100	OVERTIME SALARIES NON-	0.00	9,969.21	132,237.94	0.00	(132,237.94)
200	RETIREMENT NON-INSTRUCTIONAL	0.00	4,827.01	61,077.92	0.00	(61,077.92)
600	FOOD	0.00	6,227.15	320,072.65	0.00	(320,072.65)
700	730	0.00	0.00	0.00	0.00	0.00
800	MISC OBJECTS	0.00	533.10	1,046.82	0.00	(1,046.82)
3100	COMMUNITY SERVICES	0.00	21,556.47	514,435.33	0.00	(514,435.33)

EXPENDITURES MONTH GROUP REPORT/BOARD OF
06/2026

Account Number	Account Description	Budgeted Amount	Expended During Month	Expenditures Year to Date	% of Budget Spent	Adjusted Balance
06	SCHOOL LUNCH/MILK FUND	0.00	21,556.47	514,435.33	0.00	(514,435.33)
07	DEBT FUND					
5000	DEBT SERVICE					
800	830	0.00	1,269,908.65	1,629,318.09	0.00	(1,629,318.09)
5000	DEBT SERVICE	0.00	1,269,908.65	1,629,318.09	0.00	(1,629,318.09)
07	DEBT FUND	0.00	1,269,908.65	1,629,318.09	0.00	(1,629,318.09)
08	SPECIAL BUILDING FUND					
2600	SUPPORT SERVICES-BLDGS & SITES					
300	PROFESSIONAL SERVICES	0.00	4,182.12	111,845.44	0.00	(111,845.44)
400	BUS REPAIRS AND MTNCE	0.00	0.00	0.00	0.00	0.00
800	DUES AND FEES	0.00	0.00	12,385.00	0.00	(12,385.00)
2600	SUPPORT SERVICES	0.00	4,182.12	124,230.44	0.00	(124,230.44)
4100	LAND ACQUISITION					
700	LAND & LAND IMPROVEMENTS	0.00	0.00	11,061.95	0.00	(11,061.95)
4100	4000	0.00	0.00	11,061.95	0.00	(11,061.95)
4200	LAND IMPROVEMENT					
300	PROFESSIONAL SERVICES	0.00	0.00	15,087.62	0.00	(15,087.62)
4200	4000	0.00	0.00	15,087.62	0.00	(15,087.62)
4300	ARCHITECTURE & ENGINEERING					
300	PROFESSIONAL SERVICES	0.00	0.00	246,998.40	0.00	(246,998.40)
4300	4000	0.00	0.00	246,998.40	0.00	(246,998.40)
4400	EDUCATIONAL SPECIFICATIONS					
300	PROFESSIONAL SERVICES	0.00	0.00	1,811,788.26	0.00	(1,811,788.26)
400	BUS REPAIRS AND MTNCE	0.00	0.00	0.00	0.00	0.00
4400	4000	0.00	0.00	1,811,788.26	0.00	(1,811,788.26)
4500	BUILDING ACQUISITION & CONSTRUCTION					
300	PROFESSIONAL SERVICES	0.00	236,099.52	659,949.08	0.00	(659,949.08)
4500	4000	0.00	236,099.52	659,949.08	0.00	(659,949.08)
4600	SITE IMPROVEMENTS					
300	PROFESSIONAL SERVICES	0.00	0.00	15,885.61	0.00	(15,885.61)
4600	4000	0.00	0.00	15,885.61	0.00	(15,885.61)
4700	BUILDING IMPROVEMENTS					
300	PROFESSIONAL SERVICES	0.00	897,263.36	897,263.36	0.00	(897,263.36)
400	IMPROVEMENTS OTHER THAN BLDGS	0.00	12,376.26	1,693,687.42	0.00	(1,693,687.42)
4700	4000	0.00	909,639.62	2,590,950.78	0.00	(2,590,950.78)
4900	OTHER FACILITIES ACQUISITION &					
700	730	0.00	2,125.00	2,125.00	0.00	(2,125.00)
4900	4000	0.00	2,125.00	2,125.00	0.00	(2,125.00)
9000	NON-PROGRAMMED CHARGES					
900	910	0.00	0.00	365,000.00	0.00	(365,000.00)
9000	NON-PROGRAMMED CHARGES	0.00	0.00	365,000.00	0.00	(365,000.00)
08	SPECIAL BUILDING FUND	0.00	1,152,046.26	5,843,077.14	0.00	(5,843,077.14)

FCPS FUND - JUNE 2026

Bayard Public Schools	District Vehicle	\$70,000.00
US Bank Card	Activity Meal-State Golf	\$100.33
US Bank Card	Activity Fuel	\$104.92
US Bank Card	District Meals/Conference	\$21.15
US Bank Card	National Speech Fuel	\$55.90
US Bank Card	USPS-District Postage	\$5.30
US Bank Card	OWH-Monthly Fee	\$19.99
Windstream	Phone	\$827.54
TOTAL		\$71,135.13

HOT LUNCH REPORT JUNE 2026

BEGINNING FUND BALANCE		\$37,487.15
-------------------------------	--	--------------------

RECIEPTS

	CURRENT MONTH 6/30/2026	RECEIVED TO DATE
STUDENTS	\$918.50	\$187,030.67
ADULTS	\$116.00	\$5,853.70
FEDERAL REIMBURSEMENT	\$11,002.85	\$174,827.77
STATE REIMBURSEMENT	\$0.00	\$0.00
DISTRICT TRANSFER	\$0.00	\$0.00
MILK/OTHER	\$642.50	\$20,928.25
INTEREST	\$14.71	\$414.64
TOTAL	\$12,694.56	\$389,055.03

EXPENSES

	CURRENT MONTH 6/30/2026	RECEIVED TO DATE
LABOR	\$9,426.55	\$126,040.66
OVERTIME LABOR	\$542.66	\$6,197.28
BENEFITS	\$4,827.01	\$61,077.92
FOOD	\$6,152.48	\$304,624.80
EQUIPMENT	\$0.00	\$0.00
SUPPLIES	\$74.67	\$15,217.39
TICKET REFUND	\$0.00	\$0.00
MISC. EXPENSES	\$533.10	\$1,046.82
TYKE MILK/SNACK	\$0.00	\$230.46
RETURNED CHECKS	\$0.00	\$0.00
TOTAL	\$21,556.47	\$514,435.33

ENDING FUND BALANCE		\$28,754.60
----------------------------	--	--------------------

MASTERCARD -July 2026

Amazon	District Membership	\$129.62
Amazon	Tyke Supplies	\$151.96
Amazon	Elem Supplies	\$88.28
Kaplan Early Learning	Tyke Subscription	\$476.95
Lee Enterprises	Lincoln Journal Star Monthly/Annual Fee	\$167.74
Menards	HS Supplies	\$934.76
Prairie Friends & Flowers	District Supplies (Sympathy Plant)	\$73.13
Sam's Club	Annual Membership-Activity/Tyke	\$128.70
Walmart	District Supplies	\$170.37
USPS	District Fees	\$6.08
TOTAL		\$2,327.59

**FILLMORE CO. SCHOOL DIST. #30-0025
COUNTY TREASURER'S RECEIPTS**

Reporting Period: June 30, 2026

TAX SOURCE	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Y-T-D
Levied Tax 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levied Tax 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$127.84)	\$153.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.70
Interest 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levied Tax 2023	\$119.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$119.19
Interest 2023	\$19.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.95
Levied Tax 2024	\$215,669.31	\$11,651.02	\$4,164.35	\$4,221.99	\$11,518.24	\$1,745.47	\$479.17	\$0.00	\$94.56	\$239.56	\$0.00	\$0.00	\$249,783.67
Interest 2024	\$448.85	\$346.69	\$190.11	\$234.31	\$840.72	\$157.74	\$45.81	\$0.00	\$11.97	\$32.86	\$0.00	\$0.00	\$2,309.06
Levied Tax 2025	\$0.00	\$0.00	\$0.00	\$754,900.16	\$169,324.55	\$46,700.30	\$134,971.55	\$1,502,903.59	\$216,879.06	\$14,886.58	\$0.00	\$0.00	\$2,840,565.79
Interest 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$184.94	\$88.39	\$0.00	\$0.00	\$273.33
Vehicle Tax 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Tax 2024	\$18,661.10	\$21,467.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,128.44
Vehicle Tax 2025	\$0.00	\$0.00	\$20,133.12	\$40,982.10	\$121,625.44	\$25,532.54	\$31,427.33	\$23,473.16	\$27,505.90	\$28,050.07	\$0.00	\$0.00	\$318,729.66
Homestead Exemption	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,494.68	\$12,494.68	\$12,494.68	\$12,494.68	\$12,494.68	\$0.00	\$0.00	\$62,473.40
Property Tax Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$386,901.85	\$0.00	\$0.00	\$386,901.85	\$0.00	\$0.00	\$0.00	\$0.00	\$773,803.70
Property Tax Commissior	(\$2,162.57)	(\$119.98)	(\$43.54)	(\$7,593.56)	(\$1,816.84)	(\$484.76)	(\$1,356.50)	(\$15,029.03)	\$0.00	(\$152.47)	\$0.00	\$0.00	(\$28,759.25)
Property Tax Total	\$232,755.83	\$33,345.07	\$24,444.04	\$792,745.00	\$688,393.96	\$86,018.13	\$178,215.58	\$1,910,744.25	\$257,171.11	\$55,639.67	\$0.00	\$0.00	\$4,259,472.64
Pro-Rate Vehicle	\$750.97	\$0.00	\$0.00	\$2,632.81	\$0.00	\$0.00	\$5,725.36	\$0.00	\$0.00	\$2,170.50	\$0.00	\$0.00	\$11,279.64
School Tax Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$872,022.17	\$0.00	\$0.00	\$872,022.17	\$0.00	\$0.00	\$0.00	\$0.00	\$1,744,044.34
Carline Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$855.89	\$0.00	\$0.00	\$0.00	\$0.00	\$855.89
Co.Court Fines & Lic	\$3,510.94	\$3,498.88	\$3,219.56	\$2,646.34	\$3,226.36	\$3,495.00	\$3,413.86	\$2,352.27	\$5,299.77	\$5,965.91	\$0.00	\$0.00	\$36,628.89
Penalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Railroad Money	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
In Lieu of Tax/1957Prio	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$737.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$737.47
In Lieu of Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$174,273.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$174,273.01
Police Court Fines	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Nameplate Capacity Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,983.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,983.02
Other Taxes Total	\$4,261.91	\$3,498.88	\$3,219.56	\$5,279.15	\$875,248.53	\$3,495.00	\$195,132.72	\$875,230.33	\$5,299.77	\$8,136.41	\$0.00	\$0.00	\$1,978,802.26
TOTAL COLLECTED	\$237,017.74	\$36,843.95	\$27,663.60	\$798,024.15	\$1,563,642.49	\$89,513.13	\$373,348.30	\$2,785,974.58	\$262,470.88	\$63,776.08	\$0.00	\$0.00	\$6,238,274.90

Date Prepared: 7/9/2026

**FILLMORE CO. SCHOOL DIST. #30-0025
COUNTY TREASURER'S RECEIPTS**

Reporting Period: June 30, 2026

School Building Bond 2025

TAX SOURCE	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Y-T-D
Levied Tax 2025	\$280,455.19	\$65,242.11	\$17,659.87	\$53,245.82	\$600,120.32	\$92,753.26	\$7,148.57	\$0.00	\$0.00	\$1,116,625.14
Interest 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.36	\$40.87	\$0.00	\$0.00	\$116.23
Homestead Exemption	\$0.00	\$0.00	\$4,697.37	\$4,697.37	\$4,697.37	\$4,697.37	\$4,697.37	\$0.00	\$0.00	\$23,486.85
Pro-Rate Motor Vehicle	\$0.00	\$0.00	\$0.00	\$1,670.41	\$0.00	\$0.00	\$633.26	\$0.00	\$0.00	\$2,303.67
Carline Allocation	\$0.00	\$0.00	\$0.00	\$0.00	\$321.77	\$0.00	\$0.00	\$0.00	\$0.00	\$321.77
Nameplate Capacity Tax	\$0.00	\$0.00	\$0.00	\$4,129.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,129.06
In Lieu of Tax	\$0.00	\$0.00	\$0.00	\$65,517.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,517.83
Property Tax Credit	\$0.00	\$145,455.51	\$0.00	\$0.00	\$145,455.51	\$0.00	\$0.00	\$0.00	\$0.00	\$290,911.02
Property Tax Commissior	(\$2,804.55)	(\$652.42)	(\$176.60)	(\$532.46)	(\$6,001.20)	\$0.00	(\$71.89)	\$0.00	\$0.00	(\$10,239.12)
Property Tax Total	\$277,650.64	\$210,045.20	\$22,180.64	\$128,728.03	\$744,593.77	\$97,525.99	\$12,448.18	\$0.00	\$0.00	\$1,493,172.45

Special Building

TAX SOURCE	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Y-T-D
Levied Tax 2022	\$0.00	\$0.00	(\$10.76)	\$12.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.16
Levied Tax 2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest 2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levied Tax 2024	\$396.53	\$1,081.78	\$163.93	\$45.00	\$0.00	\$8.88	\$22.50	\$0.00	\$0.00	\$1,718.62
Interest 2024	\$21.99	\$78.98	\$14.81	\$4.30	\$0.00	\$1.13	\$3.09	\$0.00	\$0.00	\$124.30
Levied Tax 2025	\$46,703.14	\$10,475.56	\$2,889.20	\$8,350.18	\$92,979.74	\$13,417.57	\$921.00	\$0.00	\$0.00	\$175,736.39
Interest 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.39	\$5.44	\$0.00	\$0.00	\$16.83
Homestead Exemption	\$0.00	\$0.00	\$773.01	\$773.01	\$773.01	\$773.01	\$773.01	\$0.00	\$0.00	\$3,865.05
Property Tax Credit	\$0.00	\$23,936.29	\$0.00	\$0.00	\$23,936.29	\$0.00	\$0.00	\$0.00	\$0.00	\$47,872.58
Property Tax Commissior	(\$471.22)	(\$116.36)	(\$30.57)	(\$84.12)	(\$929.80)	\$0.00	(\$9.52)	\$0.00	\$0.00	(\$1,641.59)
Property Tax Total	\$46,650.44	\$35,456.25	\$3,799.62	\$9,101.29	\$116,759.24	\$14,211.98	\$1,715.52	\$0.00	\$0.00	\$227,694.34
Pro-Rate Vehicle	\$247.26	\$0.00	\$0.00	\$354.21	\$0.00	\$0.00	\$134.28	\$0.00	\$0.00	\$735.75
Nameplate Capacity Tax	\$0.00	\$0.00	\$0.00	\$679.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$679.49
In Lieu of Tax	\$0.00	\$0.00	\$0.00	\$10,781.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,781.69
School Tax Credit	\$0.00	\$53,949.07	\$0.00	\$0.00	\$53,949.07	\$0.00	\$0.00	\$0.00	\$0.00	\$107,898.14
Carline Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$52.95	\$0.00	\$0.00	\$0.00	\$0.00	\$52.95
Co.Court Fines & Lic	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Taxes Total	\$247.26	\$53,949.07	\$0.00	\$11,815.39	\$54,002.02	\$0.00	\$134.28	\$0.00	\$0.00	\$120,148.02
TOTAL COLLECTED	\$46,897.70	\$89,405.32	\$3,799.62	\$20,916.68	\$170,761.26	\$14,211.98	\$1,849.80	\$0.00	\$0.00	\$347,842.36

QCAP-Bond 2025

TAX SOURCE	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Y-T-D
Levied Tax 2025	\$23,632.42	\$5,300.76	\$1,462.00	\$4,225.39	\$47,049.46	\$6,789.71	\$466.01	\$0.00	\$0.00	\$88,925.75
Interest 2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.79	\$2.78	\$0.00	\$0.00	\$8.57
Homestead Exemption	\$0.00	\$0.00	\$391.15	\$391.15	\$391.15	\$391.15	\$391.15	\$0.00	\$0.00	\$1,955.75
Nameplate Capacity Tax	\$0.00	\$0.00	\$0.00	\$343.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$343.83
In Lieu of Tax	\$0.00	\$0.00	\$0.00	\$5,455.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,455.70
Pro-Rate Vehicle	\$0.00	\$0.00	\$0.00	\$179.23	\$0.00	\$0.00	\$67.95	\$0.00	\$0.00	\$247.18
Property Tax Credit	\$0.00	\$12,112.17	\$0.00	\$0.00	\$12,112.17	\$0.00	\$0.00	\$0.00	\$0.00	\$24,224.34
School Tax Credit	\$0.00	\$27,299.09	\$0.00	\$0.00	\$27,299.09	\$0.00	\$0.00	\$0.00	\$0.00	\$54,598.18
Carline Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$26.79	\$0.00	\$0.00	\$0.00	\$0.00	\$26.79
Property Tax Commissior	(\$236.32)	(\$53.01)	(\$14.62)	(\$42.25)	(\$470.49)	\$0.00	(\$4.69)	\$0.00	\$0.00	(\$821.38)
Property Tax Total	\$23,396.10	\$44,659.01	\$1,838.53	\$10,553.05	\$86,408.17	\$7,186.65	\$923.20	\$0.00	\$0.00	\$174,964.71

Fillmore Central Public Schools Utilities

Natural Gas

Elementary				Middle School			High School			Downtown Gym		
	23-24	24-25	25-26	23-24	24-25	25-26	23-24	24-25	25-26	23-24	24-25	25-26
Sept	\$ -	\$ 290.31	\$ 370.41	\$ -	\$ 661.19	\$ 710.28	\$ -	\$ 1,083.70	\$ 1,168.00	\$ -	\$ 460.85	\$ 558.52
Oct	\$ -	\$ 317.49	\$ 399.41	\$ -	\$ 731.07	\$ 828.44	\$ -	\$ 1,231.19	\$ 1,435.53	\$ -	\$ 437.47	\$ 568.82
Nov	\$ -	\$ 414.50	\$ 469.82	\$ -	\$ 917.94	\$ 916.71	\$ -	\$ 1,711.93	\$ 1,720.66	\$ -	\$ 481.46	\$ 578.23
Dec	\$ 305.71	\$ 717.53	\$ 811.08	\$ 781.94	\$ 1,476.91	\$ 1,740.47	\$ 1,344.42	\$ 3,192.11	\$ 2,890.66	\$ 415.01	\$ 618.32	\$ 686.75
Jan	\$ 1,229.83	\$ 1,482.85	\$ 1,763.86	\$ 1,965.31	\$ 2,203.08	\$ 2,686.23	\$ 4,296.66	\$ 4,597.32	\$ 5,215.77	\$ 614.23	\$ 1,431.43	\$ 1,495.55
Feb	\$ 922.32	\$ 1,627.77	\$ 1,774.92	\$ 1,598.27	\$ 2,566.91	\$ 2,820.19	\$ 3,502.25	\$ 5,195.65	\$ 5,251.66	\$ 450.43	\$ 1,555.04	\$ 1,564.01
Mar	\$ 4,378.38	\$ 882.34	\$ 1,494.09	\$ 1,355.09	\$ 1,678.49	\$ 2,462.10	\$ 6,977.49	\$ 3,191.11	\$ 4,482.12	\$ 2,114.34	\$ 957.37	\$ 1,323.35
Apr	\$ 4,309.64	\$ 1,076.55	\$ 880.12	\$ 1,788.61	\$ 570.05	\$ 1,634.82	\$ 7,807.75	\$ 1,944.27	\$ 3,145.47	\$ 2,218.21	\$ 618.16	\$ 944.82
May	\$ 418.59	\$ 301.10	\$ 535.01	\$ 938.75	\$ 798.32	\$ 1,094.38	\$ 1,770.54	\$ 1,361.96	\$ 2,003.84	\$ 527.77	\$ 425.92	\$ 628.80
June	\$ 285.47	\$ 331.50	\$ 337.57	\$ 694.47	\$ 493.34	\$ 770.10	\$ 1,209.78	\$ 1,311.17	\$ 1,310.66	\$ 391.54	\$ 499.50	\$ 447.99
July	\$ 283.45	\$ -	\$ -	\$ 662.88	\$ -	\$ -	\$ 1,051.88	\$ -	\$ -	\$ 445.16	\$ -	\$ -
Aug	\$ 290.31	\$ 370.41	\$ -	\$ 661.19	\$ 710.28	\$ -	\$ 1,083.70	\$ 1,168.00	\$ -	\$ 460.85	\$ 558.52	\$ -
Total	\$ 12,423.70	\$ 7,812.35	\$ 8,836.29	\$ 10,446.51	\$ 12,807.58	\$ 15,663.72	\$ 29,044.47	\$ 25,988.41	\$ 28,624.37	\$ 7,637.54	\$ 8,044.04	\$ 8,796.84

Electricity

Elementary				Middle School			High School			Downtown Gym		
	23-24	24-25	25-26	23-24	24-25	25-26	23-24	24-25	25-26	23-24	24-25	25-26
Sept	\$ -	\$ 4,459.97	\$ 3,498.19	\$ -	\$ 5,087.99	\$ 4,088.17	\$ -	\$ 8,063.72	\$ 6,162.49	\$ -	\$ 371.92	\$ 246.82
Oct	\$ 3,354.99	\$ 3,482.46	\$ 3,482.46	\$ 11,074.55	\$ 4,393.01	\$ 3,341.79	\$ 147.65	\$ 6,695.08	\$ 6,695.08	\$ 715.08	\$ 338.82	\$ 338.82
Nov	\$ 5,822.52	\$ 2,658.34	\$ 1,874.15	\$ 3,235.33	\$ 3,291.68	\$ 2,728.53	\$ 21,026.15	\$ 5,341.94	\$ 3,195.74	\$ 660.59	\$ 247.33	\$ 153.26
Dec	\$ 2,025.04	\$ 1,949.08	\$ 2,173.64	\$ 2,858.04	\$ 2,492.99	\$ 2,518.30	\$ 3,712.61	\$ 3,306.53	\$ 3,806.90	\$ 305.62	\$ 325.14	\$ 484.42
Jan	\$ 3,452.83	\$ 1,824.06	\$ 2,000.05	\$ 2,281.27	\$ 2,473.87	\$ 2,388.13	\$ 1,806.39	\$ 3,781.87	\$ 3,801.57	\$ 369.58	\$ 557.22	\$ 533.68
Feb	\$ 1,874.64	\$ 1,855.44	\$ 1,989.31	\$ 2,376.11	\$ 2,553.96	\$ 2,726.35	\$ 3,823.28	\$ 3,632.11	\$ 3,762.52	\$ 548.52	\$ 550.11	\$ 394.11
Mar	\$ 2,110.82	\$ 1,918.66	\$ 2,212.57	\$ 2,598.61	\$ 2,157.11	\$ 2,504.59	\$ 3,914.64	\$ 3,147.21	\$ 3,807.53	\$ 397.39	\$ 306.53	\$ 161.11
Apr	\$ 1,904.27	\$ 2,236.00	\$ 2,483.73	\$ 2,240.49	\$ 2,512.91	\$ 2,829.01	\$ 3,230.88	\$ 3,919.90	\$ 4,449.63	\$ 311.24	\$ 251.79	\$ 135.03
May	\$ 2,399.06	\$ 2,548.23	\$ 2,204.70	\$ 2,768.45	\$ 3,124.04	\$ 2,994.38	\$ 3,955.67	\$ 5,874.23	\$ 5,359.47	\$ 177.85	\$ 270.11	\$ 128.26
June	\$ 2,682.84	\$ 3,248.03	\$ 1,461.82	\$ 2,840.73	\$ 3,465.47	\$ 3,104.59	\$ 6,137.86	\$ 6,760.33	\$ 4,290.65	\$ 253.35	\$ 409.60	\$ 134.42
July	\$ 3,147.89	\$ 3,248.03	\$ -	\$ 21.76		\$ -	\$ 7,091.38	\$ 6,760.33	\$ -	\$ 356.55	\$ 409.60	\$ -
Aug	\$ 3,600.72	\$ 4,735.07	\$ -	\$ 3,493.67	\$ 5,888.44	\$ -	\$ 7,573.79	\$ 6,905.83	\$ -	\$ 424.17	\$ 393.60	\$ -
Total	\$ 32,375.62	\$ 34,163.37	\$ 23,380.62	\$ 35,789.01	\$ 37,441.47	\$ 29,223.84	\$ 62,420.30	\$ 64,189.08	\$ 45,331.58	\$ 4,519.94	\$ 4,431.77	\$ 2,709.93

Water/Sewer												
Elementary				Middle School			High School			Downtown Gym		
	23-24	24-25	25-26	23-24	24-25	25-26	23-24	24-25	25-26	23-24	24-25	25-26
Sept	\$ 1,474.85	\$ 428.40	\$ 448.40	\$ -	\$ 17.50	\$ 373.45	\$ 2,903.70	\$ 1,923.70	\$ 355.00	\$ 153.70	\$ 83.10	\$ 78.15
Oct	\$ 317.55	\$ 538.45	\$ 410.45	\$ 64.38	\$ 478.33	\$ 354.71	\$ -	\$ 1,466.45	\$ 795.55	\$ -	\$ 92.40	\$ 78.15
Nov	\$ 1,133.05	\$ 1,018.95	\$ 367.55	\$ 627.64	\$ 1,049.00	\$ 314.75	\$ 1,038.10	\$ 1,486.60	\$ 544.75	\$ 90.05	\$ 124.95	\$ 92.85
Dec	\$ 360.65	\$ 309.60	\$ 348.00	\$ 347.39	\$ 242.69	\$ 247.07	\$ 389.60	\$ 498.95	\$ 450.75	\$ 103.25	\$ 92.40	\$ 85.00
Jan	\$ 320.45	\$ 312.70	\$ 330.50	\$ 278.39	\$ 221.61	\$ 230.87	\$ 426.10	\$ 378.05	\$ 494.50	\$ 115.65	\$ 87.75	\$ 132.25
Feb	\$ 916.90	\$ 326.15	\$ 360.25	\$ 246.39	\$ 218.20	\$ 257.15	\$ 852.20	\$ 432.60	\$ 471.75	\$ 231.30	\$ 161.45	\$ 100.75
Mar	\$ -	\$ 326.15	\$ 345.10	\$ 285.89	\$ 225.02	\$ 246.71	\$ -	\$ 429.30	\$ 468.25	\$ 18.60	\$ 136.95	\$ 137.50
Apr	\$ 244.50	\$ 339.50	\$ 381.25	\$ -	\$ 222.79	\$ 295.48	\$ 362.55	\$ 429.25	\$ 464.75	\$ 97.05	\$ 97.75	\$ 85.00
May	\$ 334.40	\$ 407.15	\$ 531.75	\$ 198.77	\$ 251.31	\$ 385.12	\$ 409.05	\$ 586.00	\$ 631.00	\$ 92.40	\$ 92.85	\$ 79.75
June	\$ 851.45	\$ 362.60	\$ 379.50	\$ 203.63	\$ 232.71	\$ 192.88	\$ 1,347.10	\$ 439.15	\$ 475.25	\$ 78.45	\$ 92.85	\$ 79.75
July	\$ 722.90	\$ 459.95	\$ -	\$ 3,305.31		\$ -	\$ 1,844.65	\$ 364.90	\$ -	\$ 83.10	\$ 107.55	\$ -
Aug	\$ 798.85	\$ 379.10	\$ -	\$ 161.83	\$ 291.92	\$ -	\$ 1,843.10	\$ 355.00	\$ -	\$ 83.10	\$ 73.25	\$ -
Total	\$ 7,475.55	\$ 5,208.70	\$ 3,902.75	\$ 5,719.62	\$ 3,451.08	\$ 2,898.19	\$ 11,416.15	\$ 8,789.95	\$ 5,151.55	\$ 1,146.65	\$ 1,243.25	\$ 949.15

Trash Collection												
Elementary				Middle School			High School					
	23-24	24-25	25-26	23-24	24-25	25-26	23-24	24-25	25-26			
Sept	\$ -	\$ 508.47	\$ 625.42	\$ -	\$ 551.54	\$ 678.39	\$ -	\$ 542.84	\$ 667.69			
Oct	\$ -	\$ 508.47	\$ 625.42	\$ -	\$ 551.54	\$ 678.39	\$ -	\$ 542.84	\$ 667.69			
Nov	\$ 502.67	\$ 508.47	\$ 625.42	\$ 545.25	\$ 551.54	\$ 678.39	\$ 534.00	\$ 542.84	\$ 667.69			
Dec	\$ 508.47	\$ 508.47	\$ 633.74	\$ 551.54	\$ 551.54	\$ 687.41	\$ 542.84	\$ 542.84	\$ 667.69			
Jan	\$ 508.47	\$ 515.23	\$ 667.58	\$ 551.54	\$ 558.88	\$ 724.11	\$ 542.84	\$ 547.35	\$ 703.81			
Feb	\$ 515.23	\$ 625.42	\$ 659.26	\$ 558.88	\$ 678.39	\$ 715.09	\$ 542.84	\$ 667.69	\$ 703.81			
Mar	\$ 508.47	\$ 633.74	\$ 667.81	\$ 551.54	\$ 687.41	\$ 724.36	\$ 542.84	\$ 667.69	\$ 703.81			
Apr	\$ 508.47	\$ 633.74	\$ 667.81	\$ 551.54	\$ 687.41	\$ 724.36	\$ 542.84	\$ 667.69	\$ 703.81			
May	\$ 508.47	\$ 625.42	\$ 659.26	\$ 551.54	\$ 678.39	\$ 715.09	\$ 542.84	\$ 667.69	\$ 713.81			
June	\$ 508.47	\$ 625.42	\$ 659.26	\$ 551.54	\$ 678.39	\$ 715.09	\$ 542.84	\$ 667.69	\$ 703.81			
July	\$ 1,023.70	\$ 625.42	\$ -	\$ 1,110.42	\$ 678.39	\$ -	\$ 547.35	\$ 667.69	\$ -			
Aug	\$ -	\$ 625.42	\$ -	\$ -	\$ 532.42	\$ -	\$ 542.84	\$ 667.69	\$ -			
Total	\$ 5,092.42	\$ 6,943.69	\$ 6,490.98	\$ 5,523.79	\$ 7,385.84	\$ 7,040.68	\$ 5,424.07	\$ 7,392.54	\$ 6,903.62			

Total Building Utilities for 25-26

Elementary	\$ 42,610.64	HS	\$ 86,011.12
MS	\$ 54,826.43	DT Gym	\$ 12,455.92

Vehicle Transportation Report

		Odometer 6/1/2026	Odometer 6/30/2026		Miles Driven
LARGE BUSES					
Bus #2	Thomas (2012)	183,197	183,197		0
Bus #8	Thomas (2015)	212,733	212,733		0
Bus #9	Thomas (2016)	208,518	208,518		0
Bus #10	Thomas (2020)	149,430	149,430		0
Bus #11	Thomas (2020)	124,054	124,054		0
Bus #12	Thomas (2022)	67,466	67,466		0
Bus #13	Blue Bird (2025)	20,606	20,627		21
Bus #14	Blue Bird (2022)	37,266	37,266		0
Total					21

SPECIAL EDUCATION VEHICLES					
Mini-Bus #1	Thomas (2012)	159,158	159,158		0
Mini-Bus #4	Chevrolet (2016)	3,590	3,683		93
Suburban #2	Chevrolet (2004)	169,302	169,412		110
White Van	Chevrolet (2010)	168,829	171,532		2,703
Total					2,906

ACTIVITY VEHICLES					
Suburban #3	Chevrolet (2016)	173,552	174,836		1,284
Suburban #4	Chevrolet (2016)	136,159	137,529		1,370
Mini-Bus #2	Chevrolet (2016)	27,112	27,896		784
Mini Bus #3	Minotour (2023)	12,023	13,807		1,784
Van #1	Honda Van (2026)	7,906	9,900		1,994
Van #11	Ford (2023)	34,380	36,091		1,711
Total					8,927

MAINTENANCE VEHICLES					
Van 100	Ford (1999) Elem Maint (old	173,085	173,085		0
Van 101	Ford (1998) High School	133,871	133,871		0
Van 102	Dodge (1998) Middle School	91,355	91,375		20
Van 103	Chevrolet (2007) Elem	80,639	80,713		74
Pickup	Chevrolet (2013) Grounds	118,304	118,379		75
Total					169

Fillmore Central Public Schools Funds Report

June 2026

General Fund

Beg Bal	Monthly Receipts	YTD Receipts	Monthly Expense	YTD Expense	Current Bank Balance
\$ 5,227,302.76	\$ 656,262.21	\$ 10,639,129.11	\$ 808,585.98	\$ 9,068,515.77	\$ 5,074,978.99

FCPS Fund

Beg Bal	Monthly Receipts	YTD Receipts	Monthly Expense	YTD Expense	Current Bank Balance
\$ 17,939.77	\$ 78,804.09	\$ 122,818.00	\$ 72,389.02	\$ 117,000.27	\$ 24,354.84

Building Fund

Beg Bal	Monthly Receipts	YTD Receipts	Monthly Expense	YTD Expense	Current Bank Balance	Bond 2025 Proceeds
\$ 2,011,630.51	\$ 1,403,745.94	\$ 9,247,566.15	\$ 1,352,046.26	\$ 8,954,400.17	\$ 2,063,330.19	\$ 46,873,812.34

Activity Fund

Beg Bal	Monthly Receipts	YTD Receipts	Monthly Expense	YTD Expense	Current Bank Balance	Current CD Balance
\$ 258,578.69	\$ 19,529.41	\$ 267,828.73	\$ 15,775.46	\$ 264,905.99	\$ 262,332.64	\$ 110,271.97

Hot Lunch Fund

Beg Bal	Monthly Receipts	YTD Receipts	Monthly Expense	YTD Expense	Current Bank Balance
\$ 52,034.72	\$ 12,694.56	\$ 509,155.03	\$ 21,415.15	\$ 514,414.05	\$ 43,314.13

Depreciation Fund

Beg Bal	Monthly Receipts	YTD Receipts	Monthly Expense	YTD Expense	Current Bank Balance
\$ 84,846.03	\$ 47.25	\$ 50,342.33	\$ 70,000.00	\$ 109,570.00	\$ 14,893.28

Employee Benefit Fund

Beg Bal	Monthly Receipts	YTD Receipts	Monthly Expense	YTD Expense	Current Bank Balance
\$ 64,548.00	\$ 3,459.89	\$ 31,517.27	\$ 6,689.47	\$ 25,502.20	\$ 61,318.42

Unemployment Fund

Beg Bal	Monthly Receipts	YTD Receipts	Monthly Expense	YTD Expense	Current Bank Balance	Current CD Balance
\$ 34,981.77	\$ 9.20	\$ 100.42	\$ -	\$ -	\$ 34,990.97	\$ 30,665.34

Debt Fund

Beg Bal	Monthly Receipts	YTD Receipts	Monthly Expense	YTD Expense	Current Bank Balance
\$ 1,389,451.97	\$ 97,677.92	\$ 1,846,543.33	\$ 1,269,912.65	\$ 1,629,326.09	\$ 217,217.24

QCPUF

Beg Bal	Monthly Receipts	YTD Receipts	Monthly Expense	YTD Expense	Current Bank Balance
\$ 166,932.44	\$ 7,231.52	\$ 174,163.96	\$ -	\$ -	\$ 174,163.96

GENERAL FUND CLAIMS FOR JULY 13 2026

34 ELECTRIC LLC	SERVICES	1,009.02
A STREET AUTO PARTS, INC	SUPPLIES	55.60
ALL COPY PRODUCTS	SERVICES	400.00
AMPLIFY EDUCATION, INC	SUPPLIES	1,400.00
AUTO VALUE/GENEVA	SUPPLIES	16.08
BARBUR FLORAL CO	SUPPLIES	138.00
CITY OF GENEVA	UTILITIES/SERVICES	3,462.00
COLORADO/WEST EQUIPMENT, INC	SUPPLIES	261.48
DAS STATE ACCOUNTING - CENTRAL	SERVICES	635.74
DIODE TECHNOLOGIES	SERVICES	299.74
EAKES OFFICE SOLUTIONS	SUPPLIES	736.67
EDUCATIONAL SERVICE UNIT #4	SERVICES	270.00
EDUCATIONAL SERVICE UNIT #6	SUPPLIES/SERVICES/REGISTRATION	267,469.85
FAMILY ZONE INC	SERVICES	1,686.83
FARMERS COOPERATIVE	SUPPLIES	24.78
FCPS EMPLOYEE BENEFIT FUND	FEES	71.85
FCPS FUND	GENERAL FUND REIMBURSEMENT	1,135.13
FILLMORE COUNTY HOSPITAL	SERVICES	7,127.00
FINAL FORMS	SERVICES	4,293.25
GENEVA HOME CENTER	SUPPLIES	545.57
GENEVA PARTS CITY	SUPPLIES	272.37
GENEVA TIRE PROS	SERVICES	2,528.34
GIBBS SMITH EDUCATION	SUPPLIES	3,561.19
GLENWOOD TELECOMMUNICATIONS	SERVICES	64.95
GO PHYSICAL THERAPY	SERVICES	2,763.31
INNOVATIVE OFFICE SOLUTIONS	SUPPLIES	803.52
KELCH PLUMBING, HEATING & REFR	SERVICES	132.95
KSB SCHOOL LAW	SERVICES	1,024.50
MAGIC WRITER (EFUNDS)	FEES	34.95
MARCIA BRENNER ASSOCIATES	SERVICES	750.00
MASTERCARD CENTER	SUPPLIES/LODGING	2,327.59
MCGRAW HILL SCHOOL EDUCATION	SUPPLIES	30,872.08
MICEK, KARL	SERVICES	600.00
MOGUL'S AUTO REPAIR,	SERVICES	902.80
MOSES, WANDA	SERVICES	400.00
NASB	FEES	185.00
NE RURAL COMMUNITY SCHOOL ASSN	FEES	850.00
NEBRASKA COUNCIL SCHOOL ADMIN	FEES	315.00
NEBRASKA DOOR & WINDOW LLC	SERVICES	623.52
NEBRASKA PUBLIC POWER DISTRICT	UTILITIES	5,992.16
NEBRASKA SAFETY CENTER	SERVICES	270.00
NEBRASKA SIGNAL	ADVERTISING	43.12
NICKS FARM STORE	SUPPLIES/SERVICES	499.33
OLIVA AUDIO VISUAL REPAIR	SERVICES	479.00
ONE SOURCE	SERVICES	24.00
PATHWAY2CAREERS	SERVICES	2,750.00
PRECISION SIGNS & GRAPHICS LLC	SUPPLIES	14.00
PYRAMID SCHOOL PRODUCTS	SUPPLIES	185.55
QUIZIZZ INC	SUPPLIES	1,868.75
SAVVAS LEARNING COMPANY LLC	SUPPLIES	36,836.59
SCHOOL SPECIALTY LLC	SUPPLIES	188.06
SMITH-HUGHES LLC	FEES	150.00
SOFTWARE UNLIMITED INC	SERVICES	8,150.00
STAPLES	SUPPLIES	643.43
TAYLOR LAWN SPRINKLERS LLC	SERVICES	3,496.63
TIME MANAGEMENT SYSTEMS	SERVICES	266.29
UNITE PRIVATE NETWORKS LLC	SERVICES	1,594.60
VENTRIS LEARNING	SUPPLIES	160.00
VILLAGE OF FAIRMONT	UTILITIES	3,297.47

WALSWORTH PUBLISHING CO	SERVICES	6,968.59
WASTE CONNECTIONS OF NEBRASKA	SERVICES	2,252.81
WESTERN OIL II LLC	FUEL	642.42
WOODRIVER ENERGY LLC	UTILITIES	2,481.48
WOODWARD'S DISPOSAL SERVICE	SERVICES	80.00
Fund Total:		419,384.94

Fillmore Co. School District #30-0025

BUILDING FUND RECAP

BEGINNING FISCAL BALANCE: (9-1-2025)

\$1,770,164.21

Reporting Period: June 30, 2026

	Y-T-D												
RECEIPTS	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	TOTAL
Sink.Fund-Co.Treas.	\$90,613.06	\$20,177.82	\$1,115.56	\$404.87	\$46,897.70	\$89,405.32	\$3,799.62	\$20,916.68	\$170,761.26	\$14,211.98	\$0.00	\$0.00	\$458,303.87
Interest	\$668.48	\$775.09	\$640.46	\$633.52	\$507.12	\$477.28	\$537.36	\$506.85	\$482.16	\$533.96	\$0.00	\$0.00	\$5,762.28
Interest on CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ICS Sweep	\$0.00	\$1,000,000.00	\$0.00	\$700,000.00	\$0.00	\$600,000.00	\$200,000.00	\$800,000.00	\$600,000.00	\$1,000,000.00	\$0.00	\$0.00	\$4,900,000.00
Donation	\$50,000.00	\$0.00	\$0.00	\$76,500.00	\$0.00	\$225,000.00	\$0.00	\$180,000.00	\$63,000.00	\$189,000.00	\$0.00	\$0.00	\$783,500.00
CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$141,281.54	\$1,020,952.91	\$1,756.02	\$777,538.39	\$47,404.82	\$914,882.60	\$204,336.98	\$1,001,423.53	\$834,243.42	\$1,203,745.94	\$0.00	\$0.00	\$6,147,566.15

DISBURSEMENTS	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	TOTAL
Fillmore County Treasurer	\$0.00	\$0.00	\$8,410.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,410.95
City of Geneva	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$4,182.12	\$0.00	\$0.00	\$4,332.12
All Around Lawn	\$12,385.00	\$0.00	\$0.00	\$0.00	\$15,735.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,120.61
Cottonwood Title	\$0.00	\$0.00	\$9,585.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,585.00
Engineering Technologies Inc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Genesis Contracting Group	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hausmann Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$969,328.87	\$709,734.79	\$897,263.36	\$0.00	\$0.00	\$2,576,327.02
Olsson, Inc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,247.50	\$0.00	\$12,376.26	\$0.00	\$0.00	\$14,623.76
NASB Alicap	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,420.00
34 Electric	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Geneva Dirtworks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diode Technologies	\$0.00	\$11,100.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,100.54
Jasnowski Surveying	\$0.00	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$650.00
Kelch Plumbing & Heating	\$11,323.03	\$0.00	\$2,049.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,372.31
Taylor Lawn Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Geneva Dirtworks	\$6,026.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,026.67
Schelkopf Engineering	\$0.00	\$0.00	\$7,171.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,171.50
B2 Environmental	\$0.00	\$0.00	\$0.00	\$4,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,300.00
Rutt's Mechanical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Stonewood Landscape Supply	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,476.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,476.95
Protex Central	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$302.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$302.50
Ziamba Roofing	\$64,598.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,598.00
NPPD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,744.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,744.00
BVH Architecture	\$439,595.52	\$296,097.12	\$0.00	\$421,896.48	\$0.00	\$884,897.54	\$274,199.04	\$0.00	\$124,928.02	\$238,224.52	\$0.00	\$0.00	\$2,679,838.24
REGA Engineering	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Benesch	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,500.00
Transfer to Debt Fund (Pay Bond 25 F	\$0.00	\$0.00	\$0.00	\$365,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$365,000.00
TOTAL	\$545,928.22	\$307,847.66	\$27,216.73	\$791,196.48	\$15,735.61	\$909,268.49	\$274,501.54	\$995,996.37	\$834,662.81	\$1,152,046.26	\$0.00	\$0.00	\$5,854,400.17

CURRENT YEAR-TO-DATE BALANCE:

\$2,063,330.19

Current Checking Balance

\$2,063,330.19

Current CD Balance

\$0.00

DATE PREPARED:

7/6/2026

BUILDING FUND CLAIMS FOR JULY 2026

BVH ARCHITECTURE	Bond 2025 Design/Construction	94,199.04
BVH ARCHITECTURE	Bond 2025-Auditorium Design/Construction	9,000.00
HAUSMANN CONSTRUCTION INC	Bond 2025 Construction	1,566,475.47
OLSSON INC	Bond 2025 Soil Testing	6,383.75
PAUL DAVIS RESTORATION	Elem Construction Project-Mold Damage Repair	8,456.82
FUND TOTAL:		\$ 1,684,515.08

TABLE OF CONTENTS

Introduction	3
Administration of the Activities Program	3
The Activities Director's Duties	3
The Coaching Staff	4
The NSAA	4
Activity Sponsors	5
Responsibility for the Administering of the Local Activities Program	5
Responsibilities and Duties	5
Head Coach	5
Sub-Varsity Coaches	6
Sponsors and Directors	6
Areas of Supervision	7
Procedures for Conducting the Interscholastic Activities Program	7
Awards	7
Booster Club	7
Budget Procedure	8
Damaged or Broken School Property	8
Emergencies	8
End of Season Report	8
Equipment Distribution and Return	8
Facilities	8
Loyalty	8
Maintenance and Communications with Custodians	8
Negligence and Liabilities	9
Physical Examinations	9
NSAA "Warning Form"	9
Insurance Form	9
Activity Handbooks	9
Medical Release Forms	9
Postponements or Cancellations	9
Scheduling of Games, Contests, Tournaments, Concerts and Meetings	9
Activity Conflicts	9
Suspensions	10
Transportation and Bus Schedule	10
Activity Purchase Orders	10
Collection of Funds	10
Work Activities	10
Keys	10
Family Nights	10
State Tournaments or State Contests	10
Contests on School Days	10

Game Day Preparation	10
Storage of Equipment	11
Program and Eligibility Information	11
Hiring Officials	11
Scouting	11
Mileage	11
School Attendance by Athletes	11
Publicity	11
Student Handbook/Activities Handbook	11
Down List	11
Non-NSAA Activities	11
Coaches Clinics	12
Summer Transportation	12
Team Camps	12
Summer Leagues	12
Evaluation Procedures	12
Head Coaches	13-15
Assistant Coaches	16-17
Title IX Policy	18

Introduction and Purpose of Handbook

Welcome to the Activities Staff of Fillmore Central Public Schools. As an activities sponsor/coach, you can have a tremendous impact on individual students. Cooperation and hard work are the keys to working with other staff members. Do not hesitate to ask for assistance, as other staff members are willing to help in any way possible. The purpose of this handbook is three-fold: 1) to create uniformity in dealing with each coach and his/her sport and each sponsor and his/her activity; 2) to give all coaches and sponsors the proper procedures to follow; and 3) to have set policies so that coaches, sponsors, students, and parents are informed on what we are doing in the activities program. The philosophy of each program must promote success, growth and participation. Success, in that every time a student competes he/she strives for his/her best. Growth, in that practices develop fundamentals, improved skills, and values such as sportsmanship, character, and leadership. Participation in that all students feel a part of the “team” and are given an opportunity to participate to the best of their ability. Accountability is a very important part of any program. Hopefully, this handbook will answer most of the questions you might have. Please bear in mind that on-going additions, changes, and deletions will be made. While evaluation of the handbook will be done annually in May, your on-going input will be considered.

Administration of the Activities Program

The superintendent of schools is ultimately responsible for all phases of the Fillmore Central Public Schools Activities Program. The Activities Director acts as the superintendent’s representative of the activity programs. Further, the daily organization and administration of the Activities Program is delegated to the Activities Director.

The Activities Director shall:

1. Report and recommend to the secondary principal and or superintendent all matters involving athletic/activities programs, their development, and direction.
2. Prepare a budget for all athletic activities and oversee the budget development of all organizations.
3. Prepare annual reports, handbooks, policies, and procedure booklets to be approved by the administration.
4. Supervise requisitions for equipment and supplies and allocate funds for athletics.
5. Approve all athletic/activities expenditures.
6. Develop procedures for inventory and property accounting for all activities.
7. Handle all correspondence and other information necessary to arrange, schedule, and contract for all events of interscholastic nature.
8. Develop policies and procedures for maintaining and supervising a calendar of activities and interscholastic contests.
9. Seek the principal’s and superintendent’s approval of the developed activities calendar.
10. Arrange for contracting and payment of officials, entry fees, and other necessary expenditures according to requirements.
11. Coordinate and approve arrangements for transportation, lodging, and meals for activity events.
12. Oversee and develop procedures for care, maintenance, and storage of athletic equipment and supplies.

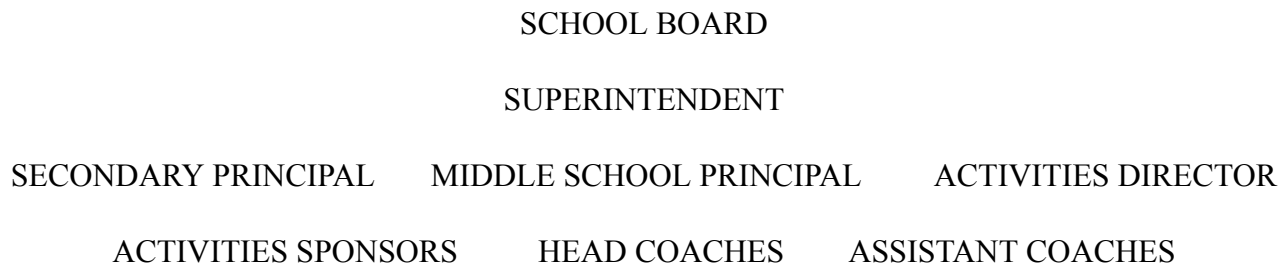
13. Arrange for required medical examinations for student athletes and keep a file on student physical forms, consent forms, warning forms, and other items necessary for activity participation.
14. Develop consistent policies for and approve the granting of awards for student athletic performance.
15. Help develop and secure approval of police for the assignment of personnel to handle ticket sales, supervision, and other functions required during student athletic events.
16. Secure medical personnel for home athletic events as specified by established parameters.
17. Represent the Fillmore Central Public Schools at conference, state, or other area meetings involving interscholastic student activities.
18. Schedule and supervise coaches while encouraging their growth through staff development activities (clinics, workshops, etc).
19. Assume a leadership role in the development of a well-rounded program of student activities.
20. Assure regulations, regarding student and staff eligibility, are compiled for the students and staff of the Fillmore Central High School.
21. Supervise and/or arrange for supervision at games, meets, or contests where supervision is required and supervise the preparation of program materials for athletic performances.
22. Participate in the recruitment, interviewing, selecting, and evaluating of coaches/sponsors.
23. Stimulate cooperative and conciliatory relationships among administrators, teachers, students, and the community regarding the activities program of the Fillmore Central Public Schools.
24. Interpret NSAA and other applicable rules and regulations to the staff.
25. Serve as a counselor and “sounding board” for students and staff members where activities are concerned.
26. Keep accurate records of all activity events from year to year.
27. Establish procedures to assure the security of facilities following activity events.
28. Coordinate facility usage for athletics (practice schedules, games, etc.) and activities as appropriate.
29. Supervise the preparation of facilities for activities.
30. Secure approval of visiting schools of all home officials for varsity sports.
31. Assist the Booster Club upon request.
32. Monitor, assist, and schedule groups selling concessions.
33. Assume other administrative responsibilities as assigned by the secondary principal and/or superintendent.

The Coaching Staff: The coaches are official representatives of the school. The coaches and assistant coaches have the entire responsibility of the guidance of their squads. It is the personal obligation of the coach to have a thorough knowledge of the policies and procedures of the athletic department of the Fillmore Central Public School District, as well as all conference, state, and federal rules pertaining to the coach’s sport.

The Nebraska School Activities Association (NSAA): This group is the official organization in Nebraska for regulating and conducting athletic events, contests, and tournaments among member high schools. The purpose of the association shall be to promote the best interests of secondary education; to maintain cooperation, professional growth, and good fellowship among its members; and to secure uniform regulations and control of interscholastic participation in activities throughout the state as an integral part of the educational program for secondary school students. The NSAA sets up BYLAWS and guidelines for school programs. Should you have questions concerning these, please contact the Activities Director for discussion.

Activity Sponsors: The activity sponsors are official representatives of the school. The activity sponsors have the entire responsibility of the guidance of their activities. It is the personal obligation of the sponsor to have a thorough knowledge of the policies and procedures of the activities program of the Fillmore Central School district, state, and national rules pertaining to the sponsor's activity.

Responsibility for the Administering of the Local Activities Program: The principal is responsible for all school activities that affect students in his/her building. It is imperative that he/she be involved with the operation of the activities program. The activities director is responsible for the actual administration and mechanics of operation of the program. Any problems should follow the chain of responsibility as diagrammed below:



Responsibilities and Duties

The Head Coach Shall:

1. Be responsible for the development and formulation of his/her program in grades 7-12
2. Develop season, weekly and daily practice schedules and assist sub-varsity coaches in doing the same.
3. Recommend assistant coaches to the activities director.
4. Meet regularly with other appropriate staff members.
5. Follow all procedures for conducting the interscholastic program and will turn in all reports properly.
6. Evaluate assistant coaches as outlined in the evaluation procedure.
7. Make certain that lights are out, doors closed and locked, equipment put away, and everything is in order after every practice session and game or make arrangements with the custodial staff if they are on duty.
8. Follow through with strict supervision of the locker area, prior to and after each practice and game.
9. Put an announcement in the morning bulletin of students attending activities three days prior to the event.
10. Be available during the year to lend assistance in guidance and counseling to his/her squad members for scholastic achievement, college entrance, and if necessary, discipline.
11. Attend the NSAA Rules meeting in his/her sport.
12. Follow up on all injuries.
13. Perform other such tasks as may be assigned by the activities director.
14. Be legally certified under NSAA rules.

Sub-Varsity Coaches Shall:

1. Act as assistant coaches to the head coach. They are required to follow the direction of the head coach in all matters pertaining to their sport.
2. Conduct planned daily practice sessions incorporating those techniques and drills as directed by the head coach.
3. Develop with the head coach the season, weekly and daily practice sessions.
4. Attend all varsity games and scrimmages when directed by the head coach.
5. Follow all procedures for conducting the interscholastic athletic program and turn in all reports properly.
6. Be available for any meetings that may be called by the head coach.
7. Perform other such tasks as may be assigned by the head coach or activities director.
8. Be legally certified under NSAA rules. (Middle School coaches must be approved by Superintendent and Middle School Principal as of September, 2013)

Volunteer Coaches Shall:

1. Be approved by the administration. This would require a background check.
2. Perform duties as assigned by their respective head coaches.
3. Complete all training as required by varsity and sub-varsity coaches (Head, Heart, Heat).
4. Follow all school rules and policies, similar to a varsity /sub-varsity coach. This would include signing and following the social media and communication policies.

Sponsors and Directors Shall:

1. Be responsible for the development and formulation of his/her program in grades 7-12 or the appropriate grade levels.
2. Develop yearly, weekly, and daily schedules.
3. If necessary or required, recommend assistants or aides to the activities director.
4. Meet regularly with other appropriate staff members.
5. Follow all procedures for conducting the activities program and will turn in all reports properly.
6. Make certain that lights are out, doors closed and locked, equipment and materials put away, and everything is in order after every practice, event, or activity or make arrangements with the custodial staff, if they are on duty.
7. Follow through with strict supervision, prior to and after each practice, activity, or event.
8. Be available during the year to lend assistance in guidance and counseling to his/her members for scholastic achievement, college entrance, and if necessary, discipline.
9. For NSAA related activities, be knowledgeable in the NSAA rules which pertain to your activity.
10. Be aware of any local, state, regional, or national rules or regulations pertaining to your activity.
11. Follow up on all illnesses or injuries, which may occur during your activity.
12. Submit trip itineraries and financial plans, at least four months in advance, for extended out-of-state trips.

13. Submit a fundraising schedule for the following school year to the activities director no later than May 1 of each school year. This schedule will then be placed on the school's master calendar.
14. Submit a financial summary form to the activities director immediately following the conclusion of all fund raising activities.
15. Perform other tasks as may be assigned by the activities director.

Areas of Supervision:

1. Locker rooms/practice rooms – It is the responsibility of each coach/sponsor to actually supervise or set up a supervision system of all squad members at all times when the locker room/practice room is in use. Property destruction, property abuse, stealing, and improper conduct should not be tolerated. Coaches/sponsors are responsible until the last participant leaves the building and should not leave until the last member of the activity clears the building. If a group is the last one using the area, that particular coach/sponsor is responsible for checking to see that everything is off, floor is picked up, lights are out, and doors and windows are secured.
2. Gymnasiums, fields, theaters and other areas – Students must be supervised at all times. If the head coach or sponsor cannot be in the necessary areas, assistants or other assigned adults must be present. All students should be made aware of this supervisory system and the rules of conduct should be very clear. Each coach or sponsor is responsible for his/her entire activity, from beginning to end.
3. Transportation – Transportation requests are to be submitted to the building principal if students will be missing class time. If not they are to be submitted to the activities or assistant director for their approval. They will submit them to the transportation director. When problems arise, coaches or sponsors are to deal directly with the transportation director while keeping the activities director informed. Upon request, the activities director will assist in keeping open communication channels. Coaches and sponsors should contact the transportation director prior to using the vans to receive any special instructions.
 - a. Whether a bus or a van, the coach and team or sponsor and group are responsible for the cleanliness of the vehicle. All items brought on to the bus, i.e. pop cans, chip bags, etc., and should be taken off the vehicle upon return to the school.
 - b. Coaches and sponsors are to make sure students conduct themselves in a safe and proper fashion at all times while on the bus. Rather than sitting in the front of the bus with the driver, coaches/sponsors may wish to sit in the middle or back of the bus to enforce proper behavior at all times.
 - c. All windows of the bus should be unobstructed. Students should not hang items from the bus rack that obscure the driver's vision.
 - d. Any damage that occurs should be reported (as soon as reasonable) to the transportation director.

Procedures for Conduction of the Interscholastic Activities Program

Awards: The criteria for athletic and activity awards are set up by the individual head coaches and sponsors. All head coaches and sponsors must submit a copy to the Activities Director before your season begins for approval.

Booster Club: Each coach or sponsor should be supportive of his/her respective club since Booster Clubs support activities. Every coach or sponsor is welcome at booster meetings and has the opportunity to be a member of the organization. All coaches shall make a request to the Activities Director for equipment or funds to be donated to their programs. In fairness to all programs, please do not meet with individual boosters for funds or equipment, without the AD approval.

Budget Procedure: Head coaches and sponsors recommend to the activities director all supplies and requests. Budget request sheets will be handed out at the end of each season for the following year and head coaches and sponsors will turn these in and meet with the activities director for any justification, questions or changes.

Damaged or Broken School Property: The coach or sponsor is responsible for reporting any broken or damaged school property as soon as possible to the activities director.

Emergencies: Administer appropriate first aid, notify the parents or guardians, and call the family doctor if needed. You can only act for a parent or guardian if unable to reach them. You should have parents' telephone numbers and family doctors' numbers available. If unable to reach a doctor, call the police and request an ambulance if necessary. Never leave a student alone; leave an assistant with them or have a parent or guardian there. More specific procedures will be communicated each year for specific activities.

End of Season Report: At the conclusion of each athletic season, all head coaches shall submit a summary report of the season, which includes the following information:

1. Letter winners – List them by class including managers.
2. Team records – Games won and lost with scores of all teams under your specific sport.
3. Team or individual statistics and records.
4. Any other awards received by any of your players.
5. Inventory lists of all your equipment and uniforms with the condition of the items stated. The list should include the company where the item was purchased and year purchased (if known).
6. Budget requests.
7. General Comments on Season – This report should be turned in and completed as soon as possible to the activities director. Maximum time is three (3) weeks from the final game or meet.
8. Assistant coaches evaluation form shall be filled out.

Equipment Distribution and Return: The coach is responsible for handing out and collecting all uniforms and equipment. If not returned, the coach is responsible for collecting the due amount. Record all equipment that you issue.

Facilities Assigning Procedure: The activities director, along with the head coaches and activity sponsors, will arrange the time and place for practices, meetings, concerts and performances of all teams, groups and organizations. Coaches and sponsors should be on time when starting and stopping (if another group is waiting).

Loyalty: Support your fellow staff!! If you question something, ask them. Success of our total program comes about only with everyone pulling for everyone else. If feasible, attend as many activity events as possible. Remember, our goal is the success of each and every student in the Fillmore Central system as well as each and every child in the community. Please refrain from making negative comments toward other programs

Maintenance and Communications with Custodians: All coaches and sponsors should assist in the pick up and general appearance of their areas. Arrangements should be made ahead of your events. Do not take for granted your events will be set up by the AD or Custodians. Any problems should be directed to the activities director.

Negligence and Liabilities: Every coach and sponsor should know the legal aspects involved with negligence and liabilities. A general rule is to act the way a prudent person would in all situations and make sure you or an assistant is always supervising all phases of your activity. Make all of your students aware of the dangers, or dangerous phases, of your sport or activity and make sure to use up-to-date training methods.

Physical Examinations, Parental Approval & Athletic Guidelines: All athletes are required to have a physical examination before starting practice. Community or area doctors give physicals yearly. Each athlete is responsible for paying for his/her own physical exam. No athlete will be allowed to begin practice until he/she has turned in the **Preparticipation Physical Evaluation Clearance Form**

NSAA Student and Parent Consent Form Form: No athlete will be allowed to begin practice until he/she has turned in the **NSAA Student and Parent Consent Form Form**. The student and a parent or guardian must sign it.

Insurance Form: Is part of the physical form and shall be completed by a parent or guardian prior to participation.

Activity Handbook: Parent and student signature page shall be signed and turned in prior to participation in the first contest.

Medical Release Form: Form is found in activities handbook and will provide emergency treatment. Form shall be completed prior to the first contest.

Postponements or Cancellations: The changing of schedules, postponements, or cancellation, is the sole responsibility of the activities director in cooperation with the secondary principal. Coaches and sponsors will be involved when this is done. If the activities director is not available, the head coach or sponsor will make the decision after consulting with the secondary principal.

Scheduling of Games, Contests, Tournaments, Concerts, and Meetings: Are scheduled via the activities director. No coach or sponsor has the authority to schedule any event without first getting the authorization from the activities director. Head coaches shall recommend schools they wish to place on their schedule to the activities director.

Activity Conflicts: There are times when scheduled activities may overlap each other. When these conflicts result, we will use the following criteria to solve the conflicts, as we do not want students to have to choose between events:

1. All NSAA District, State and Conference activities shall take first priority over other scheduled events.
2. In the months of August and September all Softball and Volleyball tournaments should be scheduled for weekends and have priority over other scheduled events.

3. In the month of October band marching contest and marching in parades should be scheduled and priority over non-district, non-state and non-conference scheduled activities.
4. Rescheduled events will not take priority over a regularly scheduled event, unless this event is a NSAA qualifying event, SNC event, or if the activity sponsors involved can mutually agree upon which students they need to participate in their respective activity.

Suspensions: Any coach or sponsor suspending a student should turn in a written report to the activities director explaining the circumstances for the suspension. Any area involving this should be a part of the coaches or sponsors rules explained to athletes prior to the beginning of their activity. The basic elements of due process should be utilized in suspending or dismissing a student. Students may accompany the team to events, if approved by the head coach/sponsor.

Transportation and Bus Schedule: Transportation requests are to be submitted to the building principal if students will be missing class time. If not they are to be submitted to the activities or assistant director for their approval. They will submit them to the transportation director. The forms are located in each building's principal's office. Forms should be turned in two weeks in advance whenever possible.

Activity Purchase Orders: Must be filled out with your organizational code on it 3-5 working days prior to your need for a check. The activities or assistant director prior to ordering shall sign all Activity purchase orders.

Collection of Funds: All funds collected for your activity shall be turned in to the AD office and deposited into your account. For all sports related activities, your funds will be deposited into the # 5 account and marked for your sport. Please note, for you to spend this funds, the Activities director shall have the final approval. School employees do not have the right to keep camp funds or other school connected funds for personal use. If you plan to pay yourself for your summer services, it must go through a school issued purchase order.

Work Activities: All coaches are expected to assist in work activities for all other sports when their teams are not involved in practice or competition. This is necessary for the program to operate effectively and is a small price to pay for the benefits provided through clinic and tournament or state meet attendance.

Keys: Keys should not be loaned to students. If a coach or sponsor feels a student needs his/her keys, he/she may wish to accompany the student rather than loan his/her keys. Use good judgment. Such action shall not remove the need to supervise students while engaged in athletic practice or activity functions.

Family Nights: No contests involving students will be scheduled after 6:00 p.m. on Wednesday so as to not conflict with a student's family activities. All practice's should end by 6:00 p.m. and all students should be out of the building by 6:30 p.m. The only exceptions will be in the case of state competition over which the school has no control. Sunday activities must have the approval of the Activities Director. All Sunday activities will be scheduled between 2:00 p.m. and 5:00 p.m. when necessary.

State Tournaments or State Contest: Each activity shall be granted two professional leave days to attend a state competition, provided that their team, group or individuals fail to qualify for the state competition. These days may be used by one coach/sponsor, or they may split between more than one coach/sponsor of that particular day.

Contests on School Days: When students are to be absent from school due to competition, or to attend state sponsored events, coaches or sponsors should turn in a list at least two days in advance so teachers can plan their classes accordingly.

Game Day Preparation: Each coach is expected to check with the activities director to be sure all final arrangements have been made for game day. Football and track coaches are expected to help in having the field or track ready for game or meet day. Basketball and volleyball coaches are expected to help in getting the gym set up for each contest. Cross Country and golf coaches are expected to help set up for their contests according to their needs. The activities director's job is to assist you with the preparation. **Do not take anything for granted!!**

Storage or Equipment: All athletic equipment must be stored properly. The activities director must be made aware of the storage areas.

Program and Eligibility Information: Coaches and NSAA related sponsors are requested to have their program information and eligibility information to the activities director at least seven (7) days prior to the first contest. Each head coach and sponsor shall fill out student information via the internet for the NSAA website. You should request your NSAA code from the AD office.

Hiring Officials: All head coaches are requested to supply a list of officials for the next contest year no later than the fourth week for their sport each year. The activities director will then hire officials that are available.

Scouting: A mileage allowance will be paid for scouting only when a school vehicle is unavailable. Check with the activities director before reimbursement fees are turned in. When scouting, all coaches should make arrangements with the activities director and fill out a vehicle request form first.

Mileage: When a coach or sponsor is required to use his/her own car, mileage will be paid at a rate determined annually.

School Attendance by Athletes: Students who are absent from school because of illness will not be allowed to compete. Students must be in school within 15 minutes of the start time to be considered a full day to participate. The administration reserves the right to make all decisions in extreme or unusual circumstances.

Publicity: It is the duty of each coach or sponsor to handle the publicity for his/her team, both pre-game and post-game. It is hoped that each coach or sponsor will forward to the local editor a write-up concerning his/her team or group prior to the first competition and also a write-up following all competition throughout the length of the activity.

Students Handbook & Activities Handbook: Make sure you read these handbooks and familiarize yourself with all materials in these handbooks. If you need clarification, see either the activities director or your principal.

Down List: Published weekly. Students may not be failing in two or more classes or they are ineligible for that specified week of competition. Once placed on the down list in two subject areas, the student is ineligible from Monday at 12:01 a.m. until the following Monday at 12:01 a.m. Students on the down list may ride to away contests with the team/group, as long as no school time is missed.

Non-NSAA Activities: All activity trips that are non-NSAA related should be scheduled for after school hours. For your organization to miss any school time, you must have the Principal's approval. All school trips such as: band trips, choral trips and close-up trips should be scheduled for the summer months due to loss of school time.

Coaches Clinics: Fillmore Central Schools provides membership in the Nebraska Coaches Association and pays for Clinic registration fees for all coaches to attend the summer clinic. Since this clinic covers all sports, and is outside of school time it is the best opportunity to provide professional development without taking away from your duties and obligations to your teacher contract. During the school year, head coaches may be allowed one professional day to attend a clinic. Assistant coaches that wish to attend must use a personal day. School vehicle(s) can be used for the purposes provided for the previously mentioned clinic information. A coach that attends any clinics other than those specified above must pay their own registration and provide their own transportation. Fillmore Central will not provide for any summer coaches clinics or transportation other than the NCA Coaches Clinic.

Summer Transportation Requests: Fillmore Central will use the following protocols for using school owned vehicles for transportation to summer athletic activities.

1. The school will provide the use of a small vehicle (van or suburban) up to 8 one-day trips, pending availability. This can be for a team camp or for a summer league game.
2. If you would like to use a small vehicle for additional days above the 8 allotted, this may be permissible, but the coach/sponsor will need to rent the vehicle for \$35 per day. School funds may not be used to cover the cost of additional transportation
3. Travel is limited to a distance of 150 miles for team camps. Distances further than that will require administrative approval from the.
4. Travel is limited to a distance of 75 miles for a summer league. Distances further than that will require administrative approval.
5. We will not be using any buses for summer athletic events.

Evaluation Procedure

The basic objective of this procedure is the development of outstanding coaches. Sponsors will be evaluated via the evaluation process for teachers. Your honest assessment is important so that all areas can be covered and the Fillmore Central Public Schools students will receive the best coaching possible. All head coaches evaluation sheets will be filled out by the activities director. It is his/her job to evaluate each coach within the school system. The activities director and the head coach shall sign the final evaluation sheet. The head coach will evaluate assistant coaches.

The following information shall be completed by each head coach and turned into the activity director's office within fourteen (14) days of completion of your season.

1. Schedule of games played, the score, etc..
2. List of participants, letter winners, managers and coaches.
3. List of records that were broken during the season.
4. List of post-season honors for individual players.
5. Summary of the season.
6. Accurate equipment inventory.
7. Lettering criteria.

Fillmore Central Public Schools
Head Coach's Evaluation

COACH EVALUATED _____ DATE _____

COACHING ASSIGNMENT _____

PERSONAL CHARACTERISTICS	BELOW EXPECTATIONS	MEET EXPECTATIONS	EXCEEDS EXPECTATIONS
1. Grooming and Dress (School, practices and games.)			
2. Emotional Control & Poise			
3. Enthusiasm			
4. Language			
ADMINISTRATION			
1. Organization (Team preparation, practices & games.)			
2. Care of Equipment (Issuance & storage)			
3. Organization of Staff			
4. Communication with Coaches			
5. Communication with Activities Director			
6. Adherence to District & School Philosophy & Policies			
7. Public Relations			
8. Supervision			

9. Knowledge of Rules			
-----------------------	--	--	--

SKILLS	BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
1. Knowledge of Sport			
2. Presentation of Fundamentals			
3. Conditioning			
4. Game Preparation			
5. Prevention and Care of Injuries			
PROFESSIONAL QUALITIES	BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
1. Cooperation with Administrator			
2. Cooperation with Activities Director			
3. Rapport with Coaching Staff			
4. Respect for, and support of, Other School Programs			
5. Discipline			
6. Communication with Players			
PERFORMANCE	BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
1. Appearance of Team on the Field, Court, Course or Track			
2. Execution of the Sport by the Team or Individual(s) on the Field, Court or Track			

3. Attitude of the Team			
4. Conduct of the Coach during Game or Meet			

SELF-IMPROVEMENT	BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
1. Professional Growth by Attending Clinics			
2. Keeps Updated by Reading Current Literature or Articles in Their Sport			

COMMENTS:

STRENGTHS AND/OR WEAKNESSES:

Signature of Coach

Date

Your signature does not mean you agree with the above account or expectations. It only signifies that you were presented with this form as completed. If you disagree with any portion of this form, you may submit your own written account to be attached and filed with this document. Your written account must be submitted within seven (7) days of receiving this form.

Signature of Activities Director

Date

FILLMORE CENTRAL PUBLIC SCHOOLS

ASSISTANT COACH'S EVALUATION FORM

COACH EVALUATED _____ DATE _____

COACHING ASSIGNMENT: _____

EVALUATION BY: _____

NOTE: HEAD COACH EVALUATES THE FOLLOWING ITEMS:

PERSONAL CHARACTERISTICS	BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
--------------------------	-----------------------	-----------------------	-------------------------

1. Grooming and Dress

2. Emotional Control and Poise

3. Enthusiasm

4. Language

INSTRUCTION

1. Organization in practice and Games

2. Communication with Coaches

3. Public Relations

4. Supervision

5. Knowledge of Rules
(Sport, NSAA, and eligibility)

-

SKILLS

1. Presentation of Fundamentals

2. Game Preparation

3. Care of injuries

PROFESSIONAL QUALITIES	BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
------------------------	-----------------------	-----------------------	-------------------------

1. Discipline

2. Respect for, and Support of, Other
School programs

3. Communication with Players

4. Cooperation with Head Coach

5. Conduct of Coach (practice and games)

COMMENTS: _____

NOTE: ACTIVITIES DIRECTOR EVALUATES THE FOLLOWING CRITERIA

PERFORMANCE OF DUTIES	BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
-----------------------	-----------------------	-----------------------	-------------------------

1. Professional Growth

2. Rapport with Coaching Staff

3. Cooperation with AD

4. Respect for, and Support of Administration and programs

5. Appearance of Team on the Field, Court, Course, or Track

6. Conduct of the Coach During the game or Meet

STRENGTHS AND/OR WEAKNESSES: _____

Signature of Coach

Date

YOUR SIGNATURE DOES NOT MEAN YOU AGREE WITH THE ABOVE ACCOUNT OR EXPECTATIONS. IT ONLY SIGNIFIES THAT YOU WERE PRESENTED WITH THIS FORM AS COMPLETED.

Signature of Activities Director

Date

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, 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, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: August 1, 2023

Revised on: July 15, 2024

July 14, 2025

Reviewed on: _____

TABLE OF CONTENTS

Section 1 - Extracurricular Activity Philosophy	2
Section 2 - Extracurricular Activity Code of Conduct	2-9
Section 3 - Attendance	9-10
Section 4 - Academic Standards	10-11
Section 5 - Team Selection and Playing Time	11-12
Section 6 - Lettering Requirements	12-13
Section 7 - School Dances	13-15
Section 8 - Relationships Between Parents and Coaches/Sponsors	16-17
Section 9 - Good Sportsmanship - Behavior Expectations of Spectators	17-18
Section 10 - Practice and Rehearsal Schedules	18
Section 11 - Transportation	19
Title IX Policy	20
Appendix A/Signature Page	21

Section 1 Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provides experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 2 Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, the student body, and the community. Participants are not only representing themselves, but also their school and community in all of

their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement, or in which a grade is earned, and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, Cheerleading, Pep Band, Jazz Band, L Street Singers, Speech, One-Act, FBLA, FCCLA, FFA, Close-Up, Mock Trial, Student Council, National Honor Society, Quiz Bowl, ESports and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the calendar year, whether or not the student is a participant in an activity at the time of such conduct.

For example, the rules apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. If an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct in June, the student may be suspended from participating in the conference.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance, inhalant or any look alikes or imitations, including K2, electronic cigarettes, vapor pens, etc. (Note: Refer to “Drug and Alcohol Violations” for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student’s health and safety or a danger to the health and safety of others or repeated violations of dress

- and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding Fillmore Central Public School buses or vehicles used for activity purposes.
 16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
 17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event. (see High School Handbook)
 18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
 19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
 20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Drug and Alcohol Violations. (Including Tobacco)

Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences.

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs and Alcohol. (including Tobacco)

An activity participant who violates the drug, tobacco, alcohol, or any look alikes or imitations, including K2, electronic cigarettes, vapor pens, etc rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 calendar days and at least 3 activities. If a student self-reports within 48 hours to their coach, AD, or principal, the suspension shall be reduced to 21 calendar days and at least 2 activities.
2. Second Violation: 60 calendar days and at least 6 activities. If a student self-reports within 48 hours to their coach, AD, or principal, the suspension shall be reduced to 42 calendar days and at least 4 activities. The student will also be required to attend a Drug/Alcohol program that is approved by the school. Should a student choose not to complete the Drug/Alcohol program, 18 calendar days at 2 activities will be added to their suspension. Proof of successful completion of the program must be submitted in writing to the Activities Director. All costs associated with the program are to be borne by the student/parent or guardian.
3. Third and subsequent violations: A third or subsequent violation will result in a suspension from all activities for a period of one year. The student will be required to attend a Drug/Alcohol program that is approved by the school. The

student's suspension will continue past one year if the Drug/Alcohol program is not completed.

4. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in the use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

Note: Violations occurring during 7th-8th grade years are kept separate from those that occur during the 9th-12th grade years.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin. All suspensions begin at the date the student is informed by the administration. Under suspension, students participating in an activity season must complete the season for the suspension to be acceptable.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting. A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information

pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Principal or the Principal's designee will send a written statement to the student and the student's parents or guardian. The statement will describe

- the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
 - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
 - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
 - c. If a hearing is requested:
 - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parent or guardian.
 - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
 5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
 6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.
 - 7.

Section 3 Attendance

Student participants and spectators are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, activity or practice. A full day is defined as not later than 15 minutes into the first period of the day.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

4. Students who are non-participants (injured athletes, JV athletes attending varsity contests, athletes who cannot compete due to entry limits) will adhere to the following guidelines for traveling with the team:
 - a. students will not be allowed to leave school early if there is school transportation leaving after the school day has ended, unless there is adequate room on the scheduled transportation vehicle
 - b. students must be academically eligible
 - c. students must not have more than 3 ICU entries at the time transportation is leaving
 - d. students must not have attendance concerns as determined by the principal
 - e. each athletic or activity program may have their own guidelines for non-participants attending events during the school so long as they are approved in advance by the principal and communicated to students and parents at the start of each activity season

Section 4 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities shows evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. **Grades 7-12.** No student shall participate in any activity if he or she is failing two or more classes. Determination of whether a student is on the ineligible list is based upon semester-to-date grade point average. A student cannot gain eligibility for one week after being placed on the ineligible list. A week is from 12:01 A.M. Monday through 11:59 P.M. Sunday.

2. Middle School. No student shall participate in any activity if he or she is failing three or more classes. Determination of whether a student is on the ineligible list is based upon semester-to-date grade point average. A student cannot gain eligibility for one week after being placed on the ineligible list. A week is from 12:01 am Monday through 11:59 pm Sunday.
3. Academic requirements do not apply to:
 - (A) Instructional field trips which are a part of the scheduled course learning experience and for which a grade is given; or
 - (B) Prom, Homecoming Activities, and school dances.
4. The high school eligibility policy will determine a student's academic standing.

High School Principal Responsible To:

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

Section 5 “Team Selection” and “Playing Time”

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purpose of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and

success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 6 Lettering Requirements

The lettering requirements for each sport are outlined as follows. Coaches ultimately have discretion to reward a letter as they see fit.

The lettering requirements for each sport are outlined as follows. Coaches may use their discretion within their identified requirements after consultation with the athletic director.

General Requirements

- All athletes must complete their season(s) in good standing.

Football

- Athletes must play in at least 25% of varsity quarters during the season.

Volleyball

- Athletes must play in at least 1/3 of all varsity sets played during the season.

Softball

- Appear in 40% of games played.
- Pitchers may letter if they pitch a minimum of 10 varsity innings.

Cross Country

- A runner must be a top 6 runner in varsity meets the majority of the season.

Basketball

- Must play in 25% of the varsity quarters throughout the season

Boys Wrestling

Mandatory:

- Attend two elementary wrestling practices.
- Work at an elementary wrestling tournament, unless approved by the coach.

Achieve one of the following:

- Participating in 75% or more of the scheduled varsity matches
- Medal in a major meet with 6 or more teams
- Having a .500 record

Girls Wrestling

- Participating in 75% or more of the scheduled varsity matches
- Medal in a major meet with 6 or more teams

- Having a .500 record

Boys Golf

- Place at a major invite (seven or more teams).
- Contribute a score to a runner-up or champion team score at a major invite (seven or more teams).

Track

- Must score a full point in a varsity meet that contains 5 or more teams
- All relay teams that score will have points divided among the four team members but can be compiled together

Injured Participants

- Cases involving injured athletes are at the discretion of the head coach, but at a minimum, athletes must first meet the following criteria:
 - Must compete the season in good standing
 - Must have lettered in a previous season in the same sport

Seniors

- Any student that has successfully participated in a sport for (4) years will letter regardless of playing time.

Managers

- Student managers, if allowed in a sport, are not eligible for an athletic letter. However, at the discretion of the coach, they may be awarded a manager letter. This notation may be added to their senior plaque.

Section 7 School Dances

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Fillmore Central Public Schools and their guests may attend.
 - a. Students currently attending Fillmore Central High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Fillmore Central High School or their own school are generally considered appropriate dates or invited guests.
 - b. Persons who are younger than 16 or older than 19 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances. **Students who are 20 and are a graduate of Fillmore Central may attend if they are in good standing.**

- c. Some school dances may be restricted to students attending specified grades levels at Fillmore Central Public Schools. For any dances at the middle school level, only students attending Fillmore Central Public Schools in the grade(s) for which the dance is being held may attend.
 - d. Students who are currently suspended from school or from extracurricular activities may not attend.
 - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
 - f. Rules for dances may restrict students and their guests from leaving dance until the dance ends without written parental permission on a form provided.
 - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

Eligibility for Selection as Royalty. Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:]

1. Achievement, Citizenship and Conduct Qualifications:

- a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
 - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
 - c. The student must have a cumulative grade average of a 2.0 by the end of their Junior Year.
 - d. The student must not have had excessive violations of school policies and procedures during their high school career.
 - e. The student may not, within twelve months of the dance, have engaged in criminal violations involving: (i) a Class I, II, III, or IIIA or Class W misdemeanor; or (ii) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
2. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by the Senior Sponsor and the Principal for each dance at which royalty is to be selected.
3. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student's eligibility for the honor of being nominated for or awarded dance royalty.
4. Specific Dance Eligibility and Selection Requirements:
 - a. Homecoming Queen & King:
 - Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
 - The Senior Class will nominate five queen and five king candidates from the list of eligible students provided by the Senior Sponsor and Principal.
 - The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week.

Section 8

Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you winning or losing, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that there are two sides to every story. Temper your reaction and investigate before overreacting.

Communicating with the coach

- Communication you should expect from your child's coach includes:
 - Philosophy of the coach
 - Expectations the coach has for your child
 - Locations and times of all practices and contests
 - Team requirements
 - Procedure should your child be injured

- Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
 - Concerns expressed directly to the coach
 - Notification of any schedule conflicts well in advance
 - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
 - The treatment of your child, mentally, and physically
 - Ways to help your child improve
 - Concerns about your child's behavior
 - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance from trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
 - Playing time
 - Team strategy
 - Play calling
 - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
 - Call or email to set up an appointment with the coach
 - Do not confront a coach before or after a contest or practice ((these can be emotional times for all parties involved and do not promote resolution). Please practice the 24-hour rule, which is to wait a minimum of 24 hours before reaching out to the coach
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
 - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
 - At this meeting, an appropriate next step can be determined, if necessary.

Section 9 Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noise makers of any kind are not allowed.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders, personnel at the scorers’ table, and student-athletes.
11. Respect public property by not damaging the equipment or the facility.
12. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
13. Refrain from the use of alcohol and drugs on the site of the contest.

Section 10 Practice and Rehearsal Schedules

Activities, practices, meetings, or rehearsals must be terminated by 6:30 p.m. There shall be no activities, practices, meetings, or rehearsals scheduled on Sunday. The only exceptions to this are:

- NSAA scheduled activities such as district or state contests as scheduled by the NSAA.
- Those state and national conventions and/or trips which extend over a number of days.
- Morning practice may be allowed with prior administrative approval and may not start before 6:30 a.m.
- When an NSAA sanctioned activity, or the equivalent, is scheduled on a Monday. (a Sunday practice would then be allowed, must be between 2:00 – 5:00 p.m.)

- When, in the judgment of the Superintendent of Schools, special circumstances warrant an exception.

Section 11 Transportation

At times throughout the year, athletes and activity participants may be allowed to drive themselves to practice locations off school grounds. Examples of this may include, but are not limited to: golf course, downtown gym, softball field, Rialto, long distance running routes in the country. If you as a parent/guardian do not want your child driving to these locations, please let the school know and we will make other arrangements. **Students are not allowed to drive themselves to and from competitions.**

3057 Title IX Policy

As required by Title IX of the Education Amendments of 1972, 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, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: August 1, 2023

Revised on: July 15, 2024

July 14, 2025

Reviewed on: _____

Appendix A

RECEIPT OF FILLMORE CENTRAL HIGH SCHOOL 2025-26 STUDENT-PARENT ACTIVITY HANDBOOK

We acknowledge receipt of the 2025-26. Student-Parent Activity Handbook.

We agree to abide by the extracurricular activity code of conduct set forth in the handbook and the other rules and regulations set forth in the handbook.

We agree to read the handbook. In the event we have a question on the meaning of any of the material in the handbook, we understand that we can request a conference with the Principal or the Athletic Director to get an explanation.

Date: _____

Date: _____

Student's Printed Name

Parent or Legal Guardian's Printed

Student's Signature

Parent or Legal Guardian's Signature

Fillmore Central Public Schools Staff Handbook

2026-2027



TABLE OF CONTENTS

Staff Handbook	0
INTRODUCTION	1
Notice of Nondiscrimination	2
DRUG-FREE WORKPLACE REQUIREMENTS	2
Accidents and Injuries	4
Activity Accounts and Fundraising	4
Activity Tickets	4
Administering Medications - Policy 5024	4
Agents, Salesmen and Other Business Representatives	5
Announcements and Circulars	5
Assignment of Professional Staff Members	5
Bell Schedule	5
Board Organization	6
Board Policies, Rules, and Directives	6
Child Abuse	6
Church Night and Sunday Activities	7
Complaint Procedure	7
Complaints About Instructional Materials	13
Computers and the Internet: Acceptable Use by Staff	13
Conflict of Interest	13
Confidentiality	13
Contact Information	14
Copyright and Fair Use	14
Corporal Punishment	14
Crisis Response Team	14
Disability Leave (Short-Term)	15
Discrimination and Harassment	15
Driving (both school and personal vehicles)	15
Dress Code	16
Drug and Alcohol Testing	18
Duty to Report	18
Electronic Communication While Driving	18
Emergency Protocol for Asthma and Anaphylactic Symptoms	19
Expenses	19
Extra Duty Assignments/Compensation	20
ID Badges	20

In-School Communication	20
Intellectual Property	21
Jury and Witness Duty Leave	21
Keys	21
Leave Request Procedure	21
Locker Room Supervision	22
Maintenance & Cleaning Request Forms	22
Meals Program	22
Mileage for Staff Assigned to Multiple Sites	22
Military Leaves of Absence	23
Milk Expression	23
News and Press Releases/Publicity	23
Newsletters	24
Obligations Related to American Civics Instruction	24
Outside Employment	24
Political Activities	24
Pregnant or Parenting Students	24
Professional Boundaries Between Staff and Students	25
Professional Growth	26
Professional Personnel Employment	26
Purchasing	26
Records and Reports	28
Recordings of Students and Classrooms	28
Relationship of Teacher to Custodians/Secretaries	29
Return-to-Work Program	29
School Calendar	29
School Closing	29
School Property	29
School Vehicle Use - 4060	30
Security	30
Sexual Harassment	30
Smoking on School Premises or at School Activities - 3016	31
Sniffer (Drug) Dogs	31
Social Media Usage by Staff -4051	31
Solicitation and Distribution of Merchandise	31
Staff Room	31
Student Interviews	32
Telephones	32

Threat Assessment and Response	32
Ticket Taking	35
Transportation Regulations	35
Transportation Request Forms	36
Visitors	37
Wage and Salary Payments	37
Weather-Related Closings	38
Workplace Searches	38
POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF	39
Absences	39
Assemblies	40
Assignment Notebooks	40
Assignment of Teachers	40
Certificates, Teacher Contracts, Salary Information	40
Compensation and Fringe Benefits	41
Contracts	41
Cheating	42
Check-out Forms	42
Class Record Books	42
Classroom Management and Student Discipline	42
Classroom Sanitation	43
Coaching Supplies	44
Collection of Student Money	44
Community Involvement	44
Computer Lab	44
Display of Classroom Work in the School and the Community	45
Down Slips	45
Duties of Certified Staff	45
Eligibility Grades 7-12	46
Extracurricular Activities	46
Evacuations	47
Evaluations	48
Examinations	49
Faculty Meetings	49
Field Trip Request Forms	49
Grading Policy	49
Grievance Procedure - 4013	50
Guest Lecturers	50

Hall Duty	50
Handbooks/Policies	51
Homework Policy	51
Hours of Employment	51
Instructional Materials	51
Inventory	51
Lesson Plans	52
Media Center	52
Paraeducators	52
Parent-Teacher Communication	53
Parking	53
Parties	53
Planning Time	53
PowerSchool and PowerGrade	54
Private Tutoring	54
Projection Maps	55
Pupils' Records	55
Reduction in Force- Teachers only? or Teachers and Classified?	55
Release of Student Information	56
Return-to-Work Program	56
Rights of Certified and Probationary Teachers	56
School Day	56
Separation	56
Sponsors	56
Student Activities	57
Student Aides	57
Student Attendance	57
Student Attire	58
Student Illness	58
Student Medication	58
Student Searches	58
Substitute Teaching During Planning Period	59
Substitute Teaching	59
Substitute Teachers	59
Supervision	59
Teaching Controversial Issues	59
Tenure	60
Textbooks	60

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF	60
At-Will Employment	60
Classification and Salary Schedule	61
Conditions of Work	61
Emergency Procedures In Inclement Weather	62
Hours	62
Non-Certificated Personnel Employment Policies	62
Overtime and Compensatory Time	63
Leave/Holidays	64
Bereavement	64
Holidays	65
Personal Leave	65
Sick Leave	65
STAFF DIRECTORY	69

INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Josh Cumpston at 402-759-4955, josh.cumpston@fillmorecentral.org, 1410 L Street, Geneva, NE 68361 or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Aaron Veleba at 402-759-3184, aaron.veleba@fillmorecentral.org, 225 N 17th Street, Geneva, NE 68361 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link:

<https://www.fillmorecentral.org/page/statement-of-non-discrimination-and-title-ix>

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Josh Cumpston at 402-759-4955, josh.cumpston@fillmorecentral.org, 1410 L Street, Geneva, NE 68361 or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact Josh Cumpston at 402-759-4955, josh.cumpston@fillmorecentral.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

DRUG-FREE WORKPLACE REQUIREMENTS

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

Notice of Employee Rights

The Nebraska Labor Law poster is located in all three buildings. In the Elementary the poster is located in the workroom next to the mailboxes. At the Middle School the poster is located in the workroom by the mailboxes. At the High School the poster is located on the bulletin board in the staff lounge hallway.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Each staff member shall report to the principal, direct supervisor or designated person all accidents and injuries while on duty that are to be considered more than just bumps, minor cuts, or bruises. The affected staff member or direct supervisor will fill out the *Accident Report* form and forward it to the superintendent's office. All accidents should be reported to the Bookkeeper within 48 hours for Worker's Compensation purposes.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

All staff, spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

Administering Medications - Policy 5024

In order for school personnel to administer medication to a student, it is necessary to have a physician's authorization and a parent's/guardian's permit for dispensing of the same. All medications shall be stored in a locked cabinet in the office unless there is written permission from the doctor and approval of the school administration.

Under no circumstances will medication (prescription or over-the-counter) be administered that is not brought to school in the prescription container, properly labeled, including student's name, physician's name (if prescription) and directions for administering.

The student's physician may be consulted on the timing of the medication. Some prescriptions can be written to eliminate the need for giving medication during school hours.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Flyers

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any flyers or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Assignment of Professional Staff Members

The prime consideration in assignment of a staff member shall be the best interests of the students. Placement of staff members shall be based on the qualifications of the individual, the needs of the District, and the staff member's request. When it is not possible to address or meet all three criteria the following rank order of criteria shall take precedence: (a) personnel assigned in accordance with the needs of the District if qualifications of the individual meet the position standards; (b) where the administration judges the staff member to be most qualified for the position; (c) the expressed preference of the staff member. (Board Policy #4024)

Board Organization

The initial Board for Fillmore County School District #30-0025 (Fillmore Central Public Schools) is a 6-member Board. The current Board Members are: Chad Engle, President; Shaun Farmer, Vice-President; Christin Lovegrove, Secretary; Nate Girmus, Member; Whitney Peppard, Member; and Adam Wallin, Member.

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the

school district. A complete policy manual is available on the district's website at www.fillmorecentral.org or in the district office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the district office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

- b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;

- 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.
 - a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration

unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a) When the complaint is about a board policy, not implementation of the policy;
- b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
- c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
 - e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
 - g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
 - h) There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on

appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
- b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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

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

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

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

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

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Confidentiality

As staff members, you have access to confidential information regarding students and families. In addition you will know about incidents at school regarding specific students. Any faculty discussions, either in formal meeting or in informal conversations concerning pupils or school matters should be treated confidentially. Always greet the community professionally and present a positive image to students, your peers, and the district.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary and bookkeeper to report a change.

Copyright and Fair Use

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review

Reproduction of Copyrighted Works by Educators and Librarians from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Josh Cumpston at 402-759-4955 , josh.cumpston@fillmorecentral.org or in

person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Aaron Veleba at 402-759-3184, aaron.veleba@fillmorecentral.org, 225 N 17th Street, Geneva, NE 68361 or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Josh Cumpston at 402-759-4955 , josh.cumpston@fillmorecentral.org or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

The attire worn by staff members projects an important image to students and the general public. Certified staff, paraeducators and office staff should generally dress in business casual attire.

The building principal may temporarily suspend all or a portion of the dress code in the event other factors support a lower dress expectation for school employees.

The appearance of staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;

- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation for child abuse and/or neglect;
- Any complaint or other administrative that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Expenses

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit card reimbursement fees are processed through a requisition in weblink or an activity PO. Appropriate receipts must be attached. For questions, reach out to Jill Swartzendruber.

To be reimbursed for an item or for personal vehicle use, staff members must complete a requisition in WebLink or an Activity PO, attach receipts and submit it to the building principal for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. **Mileage reimbursement will be denied if a school vehicle was available.**

Extra Duty Assignments/Compensation

All Certificated staff will be expected to take tickets, take book, run clock, etc. 2 times at home events per the Negotiated Agreement.

Staff members who coach a sport may take tickets at an event they do not coach. Staff will also be issued a conference pass after they are signed up for two events.

Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the activities director and/or the AD Secretary of who will be taking their place.

Certificated staff that work more than the required number of events, or classified staff that work events will be paid at the end of each season (Fall, Winter, Spring) at the rate set by the negotiated agreement. The payment for working extra events will be included in the staff members pay check.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. The school district will utilize the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

ID Badges

Badges will be distributed each school year. Badges should be worn at all times when on duty.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not,

shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Leave Request Procedure

Leave Request Procedure

In the event that a staff member is planning to be gone, the staff member needs to complete a Leave Request via Weblink. Leave requests must be filled out and submitted electronically to the secretary so she can call a substitute if needed. After submission, the leave request will be sent for approval by the principal and superintendent. The bookkeeper will receive the final approved leave request to enter into payroll.

Leave Balances

The leave request will ask for a start and end time. Staff are responsible for making sure their leave times are correct. Failure to do so, may result in incorrect leave balances.

Staff must correct their leave times in the corresponding leave request or by contacting Jill Swartzendruber.

Staff have until the 10th calendar day of the next month to get their leaves corrected before payroll.

When paychecks have been disbursed, staff must look at leave balances to ensure they are correct. If staff members have questions, or need an edit made to their leave balances, staff members have 10 days to notify Jill Swartzendruber. Any questions/concerns that should come after the 10 days may not be reflected in the next paycheck.

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance request email just as soon as they need or see a maintenance problem. This email must include the building principal for approval.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$4.30 for lunch, \$4.30 for salad bar or \$2.15 for breakfast. The lunch price includes one carton of milk. Extra cartons cost \$0.50 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Lunch supervisors will receive a free reimbursable meal when present. This includes extra milks, and seconds. (Excludes extra drinks at the High School). If the regular lunch supervisor is absent, their free meal may be transferred to their substitute, or another teacher/staff member who subs in their place.

Substitutes in all three buildings may receive a free reimbursable meal. Substitutes shall notify the building secretary, the secretary shall then notify the lunch staff for lunch count.

Mileage for Staff Assigned to Multiple Sites

Employees are responsible for getting from their home to their first job assignment. They are also responsible for getting from their last job assignment back to their home. Job assignments may include teaching assignments, extra-duty assignments, and meetings (staff meeting, curriculum meeting, etc.) which the employee is required to attend.

Teachers required to be at more than one site will be paid mileage for traveling from one site to another (8 miles) one-way only. This includes travel for teaching and/or extra-duty assignments except if the direction of travel takes you home.

School vehicles may be used, however, if they are not available staff will be reimbursed at the rate set by the school. The school uses whatever rate our

Board sets. The rate for the 2026-2027 school year is 0.50 cents per mile. The District may also require employees to use school vehicles.

Employees should complete a purchase order listing the dates they traveled that month, and then submit them to the district bookkeeper by the first of the month. Reimbursements will then be approved at the regular Board meeting on the second Monday of the month.

Mileage is not paid for traveling between sites within the same town.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Milk Expression

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

News and Press Releases

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with

local TV, radio, and print media promptly after matches or games to disseminate the results.

Newsletters

Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students

The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with

the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth - 4032

Every six years, permanent certificated employees shall give evidence of

professional growth. After a three-year probationary period in the District, all permanent certificated employees shall give evidence of professional growth in six-year cycles. Six semester hours of college credit shall be accepted as evidence of professional growth.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

See policy 4032 for the full policy.

Professional Personnel Employment

The conditions of employment in this school district, including wages, hours, terms, and benefits, shall be applied without regard to race, creed, religion, color, national origin, sex, or marital status. Age shall be considered only with respect to minimums set by law and retirement as specified by the state or policies of this Board.

There shall be no discrimination against any employee because of his/her activity or membership in an employee organization.

Job descriptions for individual assignments may be found on file in the superintendent's office.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Supplies and equipment may be purchased ONLY if approved by the principal and superintendent and accompanied by a purchase order.

General Fund

ALL general fund supply orders will be done using the WebLink server (training will be provided by the bookkeeper).

Staff will complete a requisition in full (name of company, address, fax number, quantity, catalog number, description, unit price, total amount, date, teacher and general fund code) when requesting a purchase of any equipment or supplies.** In the event a new vendor is being used, staff will need to contact the bookkeeper in order to get the vendor set up in the system.

Staff will receive email notifications when each requisition is approved or rejected.

Once the purchase order is approved by the superintendent, the bookkeeper will approve and proceed with **ALL** the ordering. (Staff will need to send a link in an email to the bookkeeper if the items are to be ordered online and not through a faxed Purchase Order. In the email please send the link and any important information.)

The purchase order copies are distributed as follows:

- White - faxed, emailed or sent to vendor
- Yellow - Staff member's copy
- Pink - Principal/Supervisor office copy

The yellow staff member's copy of the purchase order will be marked by the staff member as received, back ordered, canceled or to arrive when an order or partial order is received from the vendor. **Please check orders once received. If everything is included, the packing slip may be thrown away.**

When an invoice is received in the superintendent's office, the corresponding purchase order is checked for correctness and presented to the Board of Education for payment. Any invoices found in the packaging should be forwarded to the bookkeeper, with the staff member's name if it is not listed on the invoice.

At the annual spring budget and ordering time, teachers will complete budget request forms instead of requisitions.

Activity Fund

ALL activity fund supply orders will be done using Activity Fund Purchase Order forms (training will be provided by the Athletic Director/AD Secretary).

Activity purchases are **NOT** done through WebLink. Coaches/Sponsors shall submit activity purchase order requests from the activity fund to the Athletic Director/Building Principal (using the activity purchase order); Club/Class Sponsors shall submit activity purchase orders to their building principal. These also **MUST** be approved before purchases are made.

If a staff member needs to purchase items locally, each staff member will need to follow the same procedure and will receive a copy of the approved purchase order **BEFORE A PURCHASE IS MADE.** Once the purchase is made, return the activity purchase order and a paper clipped original receipt/invoice to the Activity Director/Building Principal with the sport/class/activity listed on the Purchase order **AND** receipt/invoice.

If something needs to be ordered online through an Activity account, please write that on the Purchase order, and send a link to Dawn Temme at dawn.temme@fillmorecentral.org.

If a coach/sponsor needs personally reimbursed, please specify on the PO who the check needs to be written to.

Cash Box purchase orders will need to be made 5-7 school days in advance.

PLEASE REMEMBER: ALL PURCHASES NEED TO BE APPROVED IN ADVANCE.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom

instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 3059 for information on recording by students.

Relationship of Teacher to Custodians/Secretaries

1. **All extra custodial services are to be requested by the teacher through the principal.** A work request email is to be sent to the custodian with the building principal included on the email.
2. Teachers are requested to cooperate with the custodians in the maintenance of the building. Conditions resulting in unsafe or unsanitary working environments should be reported to the building maintenance supervisor and/or the principal.
3. Office secretaries are vital to the success of our building. Each secretary has a job description with tasks they are required to complete on a daily basis. Please resist asking them to complete tasks that are not part of their duties.

Return-to-Work Program

See board policy #4061.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Closings

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on KOLN, NTV, Fillmore Central School website, and Fillmore Central social media. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

Unless there are extenuating circumstances, when school is canceled there will not be after school activities.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will

be announced on FC social media.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

School Property

School property is not to be lent to individuals except by permission of the building principal or superintendent.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use - 4060

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Driving School Vehicles

Staff members who drive school vehicles to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the district facilities after school hours without adult supervision. Keys to any school areas are not to be loaned to anyone under any circumstances.

Self Management of Diabetes or Asthma/Anaphylaxis

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

Sexual Harassment

It is the policy of the Board of Education to provide an environment free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. The purpose of this policy is to establish clearly and unequivocally that the Board of Education prohibits sexual harassment by and of its employees and students.

Sexual harassment is misconduct that interferes with work productivity and deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances and sexually oriented communication, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The procedure for reporting sexual harassment can be found in Board Policy 3057.

Smoking on School Premises or at School Activities - 3016

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic

nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs - 3045

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

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

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Please see policy 4051 at the end of this handbook.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response - 3039

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

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat

assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

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

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Team

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

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

4. Threat Assessment Investigation and Response

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

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

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

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those

threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

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

Transportation Regulations

All staff must adhere to the following transportation rules and regulations of Rule 91 and Rule 92 set by the Nebraska Department of Education.

1. All staff must possess a valid driver's license to operate any school vehicle (car or van). Any exceptions must be authorized by the Superintendent. Only staff with a valid CDL license may operate a full sized school bus. Only staff with an 11-hour training course may operate a mini bus. All staff members must complete a driver certification form in FinalForms in order to drive any school vehicle.
2. Staff who violate traffic rules assume responsibility for payment of any associated fines or penalties.
3. The maximum number of passengers in all vans is ten (10) person. At no time shall there be more than 10 people in the van including the driver. While driving the school vans, the headlights must remain on while the vehicle is moving. All occupants must use seat belts in all seats of vans so equipped.
4. Students may not ride in the back of the school pickup.
5. Students may not ride in the lunch van or any other vehicle which has not been properly inspected and certified to carry students.
6. Staff may not authorize any student to transport any other student to any school sanctioned event.
7. Staff must complete the "Request for Transportation" form at least a week prior to the date needed.
8. Staff must assume responsibility for actively supervising students on all school sanctioned events. (i.e. field trips, music trips, athletic events, etc.)
9. In the event of a vehicle breakdown or malfunction, staff are asked to seek roadside assistance if available. If the problem cannot be resolved at the site of the problem, staff should call the transportation director – Jac Marchand 308-627-0195 (cell phone) for

assistance. Any expense associated with emergency assistance will be fully reimbursed.

10. A list of all students and sponsors on the trip must be provided prior to departure. (Cell phone numbers should be provided if available.)

11. If a parent/guardian will be driving a school vehicle for a school event, a Driver Certification form and a copy of the front and back of their drivers license must be given to [Kenna Marchand](#) in the District office before departure. (Rule 91)

12. When driving a school vehicle, it is vital that the driver completes the mileage sheet information before and after the trip. If the vehicle is below a half a tank of gas, please notify the transportation director. At the beginning of each month, a new mileage sheet will need to be started. Mileage sheets from the previous month must be turned in to the District Bookkeeper.

Transportation Requests

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the transportation director adequate time to schedule drivers and vehicles.

Teachers are responsible for completing the Transportation Request google form which are available at the link below

<https://docs.google.com/forms/d/e/1FAIpQLScvv1AGzI0dHih4HLPGIQ7vbL71G9q0m5UmxxbWNftDOCEQyw/viewform>.

The Transportation Director will email the original sender of the google form to confirm or deny the request, along with other important information. **Requests should be made at least one week in advance.** If you have any questions, please reach out to Jac Marchand at jac.marchand@fillmorecentral.org.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours without prior building principal approval
- visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments

Staff members are paid on the 20th of the succeeding month, unless the 20th falls on the weekend, whereupon the checks will be issued on the Friday previous to the 20th.

Paystubs will be sent to staff emails. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the bookkeeper (Jill Swartzendruber) in the district office. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to Jill Swartzendruber at 402-759-4955 or jill.swartzendruber@fillmorecentral.org.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also

reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building secretary by 6:00 a.m.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may not take personal leave adjacent to a school break. For example, if school is not in session on a Monday, certified staff may not take personal leave the preceding Friday or following Tuesday.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. **Substitute Folders**

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for each day of absence if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent or bookkeeper of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Pay Deductions

Certificated staff that use more than their allowed amount of leave will have deductions taken out of their paycheck. The first pay deduction will be at the substitute rate determined by the miscellaneous charges schedule. Any additional deductions will be taken at the certificated staff members contracted daily rate.

All pay deductions will be removed in the following pay period. (Ex.If an additional day is used in March, the entire deduction will be taken from the April paycheck.)

If a certificated staff member is out of sick leave, and is absent from work, their personal leave will be used. After all sick leave and personal leave is used, the first pay dock will be at a substitute rate determined by the miscellaneous charges schedule. Any day(s) after will be deducted at contract rate.

Compensation and Fringe Benefits

Compensation and fringe benefits are negotiated. See the most recent [negotiated agreement](#) for further information.

Contracts

The written contract shall be used to consummate an employment agreement for all staff. Such a contract shall specify terms and conditions of employment rights of both the employee and employer.

The Board of Education authorizes the superintendent or his/her designee to offer contracts to part-time summer help if the positions were in the budget. Contracts for replacement, new or additional positions require justification and approval from the Board prior to contract discussion. The contract becomes binding only after a majority of the Board of Education approves the administrative recommendation.

The contract of permanent certificated employees shall be a continuing contract until Board action changes its status. Probationary certificated employee contracts shall be deemed renewed and remain in full force unless amended or not renewed.

A certificated employee's contract may be terminated, canceled, or amended by the majority of the Board of Education members for reasons specified in

state law. In the event that one of these actions is being considered, proper notice shall be given to the employee on or before April 15 of each year of such possible action.

Employees may not be forced to accept a contract before March 15 of each year.

A signed contract constitutes a legal contract for services between the school district and the teacher for the coming school year. As such a release of the teacher from that contract is discretionary on the part of the board of education. The board has no legal obligation to grant a release from a contract.

Please refer to policy 4056 below for more information on resignations.

4056

Resignation of Certificated Staff

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Unless otherwise required by law or contract, the following resignation requirements apply.

Staff members who submit their resignations to the board of education by the earlier of (a) April 15th or (b) the date designated in a written request of the school board or the administrators to accept employment for the next school year pursuant to section 79-829 (provided that such acceptance date may not be earlier than March 15th of each year) will be released from the next school year's contract. Staff members who refuse to fulfill their contractual obligations will be reported to the Commissioner of Education.

Cheating

Students caught cheating (including plagiarizing) may be sent to the building principal for administrative discipline. The classroom teacher will follow GLF policy and guidelines.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff

member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct by referring them to the office and filling out the proper Branching Minds incident report. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from

scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Fillmore Central Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Staff may not request funds through non-profit organizations (i.e. Geneva Gives, FC Foundation) without prior building principal approval.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Extracurricular Activities

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time to be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school. (See transportation for more information.)

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Church Night and Sunday Activities - 3015

School sponsored activities on Wednesday evening after 6:30 p.m. or on Sunday must be approved in advance by the Superintendent of Schools, such a request being first submitted to the Principal or the Activities Director.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.

- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student (s) listed)
 - 3) hold up a White Card (extra students listed)

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the basement, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Standard Response Protocol/Crisis Management

Each teacher is responsible for acquiring a crisis management booklet at the beginning of each school year. Staff are expected to reference the manual for all scenarios.

Evaluations - 4030

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate.

Examinations

Semester examinations may be given in all classes.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

Field Trip requests are to be submitted to the building principal for approval with as much notice as possible. Once approved, the supervising teacher is responsible for submitting the transportation request with at least a week's notice.

Grading Policy

See student handbook for the grading policy.

Grievance Procedure - Policy 4013

Grievance procedures can be found in policy 4013.

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Handbooks/Policies

Teachers are responsible for reviewing, knowing, and enforcing the contents of the Student/Parent Handbook and the Faculty Handbook. They are also responsible for teaching the applicable segments of the Student/Parent Handbook to their students.

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Hours of Employment

Teachers are expected to be at school for an eight hour day (7:45 – 3:45). Special permission for early dismissal when needed may be granted upon request to the principal. Please secure your room before leaving in the afternoon. On Fridays and before holidays, teachers may leave as soon as students have cleared the building.

If a staff member needs to leave the building during the day, the staff member shall notify the building secretary.

Inventory

Each teacher will keep a complete and correct annual inventory of all equipment in the assigned room(s) or department. All movable equipment is to be listed. Each teacher is responsible for items listed and for additions to the equipment inventory during the school year. Inventory sheets should be shared with the District Bookkeeper.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, and after school with adult supervision. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, and preparing bulletin boards. Paraeducators are to work only on and within their assigned work days. If

the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or school counselor.

Parking

Staff members have the designated parking lot reserved for them at each building. **Students are not to park their cars in the staff lot.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties/Celebrations/Rewards

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

In accordance with the district's Wellness Policy, foods offered on the school campus are strongly encouraged to meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources. Foods and beverages will minimally be used as a

reward, and will not be withheld as punishment for any reason, such as for performance or behavior.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

PowerSchool and PowerTeacher

All teachers/classroom aides will be required to use PowerSchool and PowerGrade. Attendance will be taken as follows: PK-4 – at the beginning of the morning, and right after lunch; and 5-12 – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with PowerTeacher.

Certified staff who have trouble/problems with PowerSchool/PowerTeacher, should contact Jodi Meyer at jodi.meyer@fillmorecentral.org.

Projection Maps

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
 - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
 - b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

Pupils' Records

Student records will be kept in accordance with board policy.

Reduction in Force - 4037

See Nebraska State Statutes or Board Policy 4037

Release of Student Information

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

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:45 a.m. and 3:45 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work should not be done on school time.

Sponsors

Certified staff members are assigned by the building principal or the activities director as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the building principal, activities director or Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. The student will be held responsible for clothing and equipment that is not returned.

Student Mentors

Student mentors are to be directly supervised by the certified staff member. Student mentors are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student mentors or not. A student mentor should not be present in assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching

Teachers who perform substituting duties shall be paid on an hourly basis according to the rate in the most recent miscellaneous charges schedule.

Substitute Teaching During Planning Period

Review Article 7 of the negotiated agreement.

Substitute Teachers

In the event of illness or an emergency, which necessitates absence, teachers are to contact the school secretary in the building in which they start their day (Deb Yates, High School – 402-759-1124; Lori Scott, Middle School – 402-759-3563; Amy Rust, Elementary – 402-314-1018 as early as possible. The substitute's job is not easy, and students need to know that disciplinary problems will receive prompt attention.

Each teacher is to maintain an up-to-date substitute file containing the following information:

- A current list of all students in class and a seating chart for each class
- Rules and regulations, which your class routinely follows
- Location of books, materials, and supplies
- Lunch schedule, fire and tornado procedures, etc.
- Any other information unique to your teaching assignment
- Method in handling discipline issues
- Class schedules, i.e. regular, late and early dismissals

Supervision

Teachers are expected to be in classrooms at all times during assigned classes. Students are not to be left unsupervised. Failure to follow this directive may result in negligence.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.

- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

The Employee is hired as an "at will" employee and accepts employment on that basis. The Employee is hired for the position of: provided the duties of the Employee are subject to assignment by the Superintendent of Schools and by the Employee's supervisor. The Employee agrees at all times to perform all of the duties that may be required of him or her faithfully, industriously and to the best of his or her ability, experience and talents.

Employees may be re-assigned between the three school buildings temporarily or permanently in order to facilitate essential operations due to unforeseen circumstances or changes in student population and needs.

Conditions of Work

Evaluation

This school district is committed to employing and retaining the best personnel possible. In order to maintain the high standard of performance, a system of periodic appraisal has been established. All employees must be appraised at least once each year.

Lunch Break

Employees that work more than six (6) hours each day will take a half-hour (30 minute) lunch break.

Personnel Files

A copy of any written comments about an employee, to be included in the individual's personnel record, must be signed by the individual employee and the author.

Rest Breaks

Employees are entitled to two fifteen-minute breaks in an eight-hour day.

Termination of Employment

If there is a need to terminate the employment of any employee, Fillmore Central Public School will give such employee at least two weeks notice prior to the effective date of termination, unless the employee has committed an act that necessitates immediate termination (neglect of duty, unprofessional conduct, insubordination, immorality, physical or mental incapacity). Written notice of resignation must be given to the immediate supervisor at least two weeks prior to the effective date.

Upon termination of employment, an employee may apply to the Retirement Office, PO Box 94816, Lincoln, NE, 68509, for return of contributions made to the Nebraska School Employees Retirement System.

Hours

Work hours vary with the classified staff member's department and position. Hours for part-time employees are determined by their immediate supervisor. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Non-Certificated Personnel Employment Policies

Definitions

- A. A Classified 12 Month Employee is defined as an employee who is under contract for 52 weeks per year.
- B. A Classified 10 Month employee is defined as an employee who is under contract for 40-44 weeks per year.
- C. A Classified 9 Month Employee is defined as an employee who is under contract for 36-40 weeks per year (August-May).
- D. Full-time employee is defined as an employee who is on the job six or more hours per workday and five days per week.
- E. Part-time employee is defined as an employee who is on the job less than six hours per workday, less than five days per week, or less than 12 months per year. Leave provisions shall be prorated according to F.T.E.
- F. Regular workday is defined as average hours worked per day or length of contractual day.

Payroll

- A. Compensation will be calculated on a per hour basis.
- B. Classified Employees will keep track of their time using the TMS system.
- C. Salaries will be termed per hour, per day, per month or per year depending upon position needs.
- D. Overtime pay must be approved by an administrator or supervisor.
- E. Checks will be issued on the 20th day of the succeeding month, unless the 20th falls on the weekend, whereupon the checks will be issued on the Friday previous to the 20th.
- F. Pay deductions will be calculated on the pay rate per hour times the regular work day (not to exceed 8 hours) times the number of non-approved days absent.
- G. If an employee works more than one position at different pay rates, salary will be calculated on the pay rate per hour for each position. Overtime will be paid at the primary job rate.

Example:

If someone's primary job rate is \$14 an hour and their secondary job rate is \$20 an hour, compensation will be figured out by doing the following.

If an employee worked 50 hours in a week and 20 of them were at the secondary job and 30 were at the primary job then the overtime calculation would be:

(20 hours at secondary position X \$20) + (20 hours at Primary position X \$14) + (10 hours at Primary position X (\$14 X 1.5 = \$21) an hour of overtime primary position rate)

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

Overtime (at 1 1/2 times your regular rate of pay) is to be paid for hours worked in excess of 40 hours per week; however, hours of work that must be counted toward the 40 hours include all the time you were actually at work.

Example:

	Mon.	Tues.	Wed.		Thurs.	Fri.	Total	Total Reg Hrs.	Total
OT									
	9hr	9hr	8 hr Sick		8hr	8hr	42 hr	42 hr	
0									

Overtime cannot be paid for the 2 hours over 40 because actual hours worked for the week was only 34.

Fringe Benefits Schedule:

The full fringe benefits schedule can be found at the end of this handbook.

Classified 12 month employees are eligible for Health Insurance (Single or Family Insurance as appropriate for the employee involved) and Single Dental Insurance.

Classified 10 month employees who work 40 weeks per year are eligible for Single Health/Single Dental Insurance.

Classified 9 month employees are eligible for \$1450 deductible Single Health/Single Dental Insurance where the district pays 80% of the premium cost and the employee pays the remaining 20%. These employees' insurance plans will continue through the summer months if the employee returns the following school year.

In the event an employee would voluntarily end their employment or is terminated by the district during any time of the school year, insurance coverage would end on the last day of the month of their final day of employment. Premium deductions will be adjusted and any extra premium deductions taken for summer coverage will be reimbursed to the employee through payroll and processed on their final paycheck.

Additional dental coverage for a spouse or family member(s) will be the responsibility of the employee and be a monthly deduction from the employee's paycheck.

Leave/Holidays

Leave Policies: (After 90 calendar days employees will be eligible for paid leave. No paid leave will be allowed prior to those 90 days.)

Bereavement

Classified employees will be granted up to three days off from work with full pay in the event of the death of an immediate family member; up to one day in the event of the death of a relative or close friend. Additional time may be granted at the sole discretion of the Superintendent. All requests for bereavement leave should be submitted to the building administration in advance of the leave whenever possible, and immediately upon return in other cases.

Holidays

Twelve month classified employees will receive paid time off on the following holidays: New Year's Day, Memorial Day, Independence Day or the Monday following if a holiday falls on a weekend, Labor Day, Thanksgiving, and Christmas Day. Either Good Friday or Easter Monday may be taken as a holiday with pay providing the day chosen is approved by your immediate supervisor and building principal.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Full-time and part-time 12 month classified employees qualify for legal holiday pay equal to their regular work day length (not to exceed 8 hours) and regular pay rate.

School year employees do not qualify for legal holiday pay.

Personal Leave

Classified employees will receive up to two days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent at least (2) days in advance. There shall be no carryover of personal days from year to year. Classified employees shall not be paid for any unused personal days at the end of the school year or in the event of termination of employment.

Sick Leave

All full-time and part-time Classified 10 month, and Classified 9 month, employees will receive five days of sick leave. All full-time and part-time Classified 12 month employees receive seven days. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Sick leave does accumulate from year to year up to 60 total days. Classified employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination of employment.

Pay for sick leave days will be based on the employee's regular workday length (not to exceed 8 hours) and regular pay rate.

Leave for personal illness will be processed by the employee notifying his/her immediate supervisor by telephone or message and recording "illness" on the leave request for the time absent.

A maximum of 5 days per year of sick leave may be used to care for illness of children, parents, or spouse.

All requests for sick leave must be filed with the immediate supervisor and approved by the superintendent upon return to duty. Also sick leave should be noted on the monthly timecard.

Vacation

Classified 12 month employees qualify for vacation pay each school year. Employees that have been with the district for less than 10 years will get 10 vacation days each year. Employees that have been with the district for more than 10 years will get 15 vacation days each year. Employees may carry over 3 vacation days each year. Any remaining vacation days will be paid out in August.

Classified 12 month employees qualify for vacation pay equal to their regular work day (not to exceed an 8 hour day) and regular pay rate. Employees should consult with their immediate supervisor for vacation information.

New employees will not be entitled to any vacation leave for the first 90 days of employment. After the completion of the last day of the 90 days of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment in their contract. After the completion of the last day of the 180 days of employment, new employees will receive the remaining days of vacation provided for their job assignment per their contract.

Employees may accrue up to three days of vacation. Once vacation days are accrued, they may be carried forward from year to year. If an employee carries forward accrued vacation days, he/she shall receive additional vacation days for the next contract year to bring the total of accrued vacation days to the maximum number of days allowed for his/her particular job assignment. In no event shall the employee receive any additional days beyond the maximum accrual cap listed above. Classified employees shall be paid for any unused vacation days in the event of termination of employment.

Full-time and part-time school year employees receive the same vacation days as students during the year unless specified by individual contract or by administrative request.

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work based on their positions:

- a) **The Superintendent of Schools** should report to work.
- b) **District Employees** should report to work. (Executive Secretary, Bookkeeper, Data Steward, Transportation & Grounds Director.)
- c) **Secretaries/Clerical staff** should not report to work unless specifically directed to do so by their supervisor or the superintendent.
- d) **Paraprofessionals** should not report to work unless teaching staff are asked to report.
- e) **Food Service staff** should not report to work.
- f) **Bus Drivers** should not report to work.
- g) **The Head Building Custodian*** should report to work.
- h) *The Head Building Custodian will decide if the assistant custodian should report for work.

The above-mentioned staff members who are on a leave status the day before the storm emergency and continue in that same status the day after the emergency will be considered on leave during the emergency day. A person on sick leave the day before the emergency day and who reports back to work the day after the emergency will not be charged sick leave the day of the emergency.

STAFF DIRECTORY

Members of the Board of Education:

Chad Engle.....	President
Shaun Farmer.....	Vice President
Christin Lovegrove.....	Secretary
Nate Girmus.....	Member
Whitney Peppard	Member
Adam Wallin.....	Member

78Administration

Josh Cumpston.....	Superintendent
Ryun Theobald.....	High School Principal/AD
Lisa Lamb.....	Middle School Principal
Aaron Veleba.....	Elementary Principal

Administrative Assistants

Deb Yates.....	High School Secretary
Amy Rust.....	Elementary Secretary
Lori Scott.....	Middle School Secretary
Dawn Temme.....	AD Secretary/Health Para

District Staff

Aaron Dahl.....	Technology Coordinator
Jac Marchand.....	Transportation/ Grounds Director
Kenna Marchand	Executive Secretary
Jodi K. Meyer.....	Data Steward
Jill Swartzendruber.....	Bookkeeper

Elementary Teaching Staff:

Melissa Myers.....	Kindergarten
Sadie Jones.....	Kindergarten
Susan Becker.....	1 st Grade
Danae Birky.....	1 st Grade
Jen Schroeder.....	2 nd Grade
Doreen Schelkopf.....	2 nd Grade
Tiffany Scheele.....	3 rd Grade
Hailey Steider.....	3 rd Grade
Jenny Eichelberger.....	4 th Grade
Stacy Filipi.....	4 th Grade
Gabe Eberhardt.....	Physical Education
Merissa Zajic.....	Resource
Joni Karcher.....	Resource
Kristi Most	Tyke

Shaunna O'BrienTyke
 Jeff Schwarz.....Vocal Music
 McKenzie Scheil.....K-7th School Counselor
 Steve Sherman.....Physical Education
 Jill Shipley.....Art
 Katherine Smith.....Title I
 Jacey Wit.....Media & Technology

Middle School Teaching Staff:

Sydney Anderson.....7th & 8th Math
 Sally Bailey.....6th Language Arts & Reading
 Brittany Becker.....Resource
 Tom Belanger.....5th & 6th Vocal Music, 5th-8th Instrumental Music
 Angela Bergen.....Resource
 Shad Eberhardt.....5th-8th Grade Physical Education/Health
 Brooke Boelter.....5th Language Arts, Reading, & Social Studies
 Haley Hoarty.....8th-12th School Counselor
 Anna Fisher.....7th Health/Family & Consumer Science
 ?????????????????.....6th Math & Study Skills
 Alex Moses.....7th & 8th Science
 McKenzie Scheil.....K-7th School Counselor
 Rhonda Schiermeyer5th Math, Science & Study Skills
 Jeff Schwarz7th & 8th Vocal Music
 Morgan Segner7th & 8th Language Arts & Reading
 Jill ShipleyArt
 Hunter Verhage7th & 8th Social Studies
 Macy Wilkins6th Science & Social Studies
 Jacey Wit.....Library
 Jeff Wusk.....Industrial Technology

High School Teaching Staff:

Tom Belanger.....Instrumental Music
 Gabe Eberhardt.....Physical Education
 Haley Hoarty.....8th-12th School Counselor
 Tyra Hofferber.....Family & Consumer Science
 Ryan Komenda.....Math
 Shelia Lauby.....Resource
 Mitch Lockhart.....Science
 Jodi E. Meyer.....Language Arts
 Brittney Patterson.....Business Education
 Derek Reinsch.....Social Studies
 Jeff Schwarz.....Vocal Music
 Steve Sherman.....Physical Education
 Jill Shipley.....Art

Colby Smith.....	Social Sciences
Janelle Steig.....	Spanish
Kim Theobald.....	Science
Kurt VanDeWalle.....	Ag Education
Adam Verhage.....	Math
Veronica Waldron.....	Language Arts
Jacey Wit.....	Media & Technology
Jeff Wusk.....	Industrial Technology

Support Staff

Custodians

Ron Doremus.....	Elementary Head Custodian
Chris Gangstad.....	Middle School Head Custodian
Doug Scheil.....	High School Head Custodian
Julie Aude.....	Middle School Custodian
Jim Gewecke.....	Elementary Custodian
Chase Smith.....	High School Custodian

Paraprofessionals:

Brooke Gamboa.....	TYKE Paraprofessional
Deb Jenkins.....	Elementary Paraprofessional
Barb Koca.....	Elementary Paraprofessional
Genevieve Korbelik.....	Elementary Paraprofessional
Kelly Nun.....	Elementary Paraprofessional
.....	Elementary Paraprofessional
.....	Elementary Health Paraprofessional
.....	Elementary Paraprofessional
Jackie Swartzendruber.....	Elementary Paraprofessional
Melyssa Young.....	Elementary Paraprofessional
Misty Adams.....	Middle School Health Paraprofessional
Sandy Coon.....	Middle School Paraprofessional
Tonia Frey	Middle School Paraprofessional
Susan Janing.....	Middle School Paraprofessional
Sussy Kamler.....	Middle School Library Paraprofessional
Kristen Sherman.....	High School Library Paraprofessional
Traci Uldrich.....	Middle School Paraprofessional

Hot Lunch Staff:

Tami Dittmer.....	Cook Manager/High School Head Cook
?????????	Middle School Head Cook
Beverly Evans	Middle School Cook
Shelly Reed.....	Elementary Head Cook
Dakota Wootton.....	Cook

Transportation Department

Jac Marchand.....	Transportation Director
Kenney Brown.....	Route Driver
Ron Harris.....	Route Driver
Jodi K. Meyer.....	Route Driver
Ashley Stevens.....	Route Driver
Tyler Salmon.....	Activity Driver
Josh McCoy.....	Activity Driver

4051

Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Panther Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for

the school district's business purpose. Staff members may not use "official" accounts for personal use.

2. Staff are required to provide their supervising administrator with the username and password to school-affiliated social media accounts.

3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.

4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak "for the district" directly or indirectly unless specifically authorized and directed to do so.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

1. Staff may use social media for school-related communication with fellow educators, parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.

2. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

C. Unacceptable Use

1. Staff shall never access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.

2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.

3. Staff shall not access social media networking sites such as Facebook, X, Instagram, Snapchat, and TikTok on school-owned devices or during school time unless permitted by district policy or preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, blogs, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains fighting words or content that is threatening, harassing, or discriminatory;
4. Advocates, promotes, or encourages the use of

drugs, alcohol, or other prohibited substances;

5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or

6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every official school account administrator must keep a copy of any removed content or banned/blocked individual account and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Fillmore Central School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signatures will be collected on the Staff Handbook page on FinalForms.

		Benefits Schedule		
	Certified Full Family Health & Single Dental	Classified 12 Full Family Health & Single Dental	Classified 10 Full Single Health & Single Dental	Classified 9 (School Year) 80% Paid Health & Single Dental
BCBS NE Medical \$1,050 PPO	X	X	X	N/A
BCBS NE Medical \$1,450 PPO	N/A	N/A	N/A	X
BCBS NE Medical \$3,800 HSA Plan	X	X	N/A	N/A
Dental Option 2	X	X	X	X
HSA with Election of \$3,800 Medical	X	X	N/A	N/A
		Additional Benefits		
Healthcare FSA	X	X	X	X
Dependent Care FSA	X	X	X	X
Voluntary Life & AD&D	X	X	X	X
Long Term Disability Mandatory EE Cost	X	N/A	N/A	N/A
Long Term	N/A	X	N/A	N/A

Disability Voluntary				
Transamerica Accident	X	X	X	X
Transamerica Critical Illness	X	X	X	X
Transamerica Hospital Indemnity	X	X	X	X
Transamerica Universal Life	X	X	X	X

FILLMORE CENTRAL PUBLIC SCHOOL

K-12 STUDENT HANDBOOK

2026-2027 Edition

ELEMENTARY SCHOOL
225 N 17TH STREET
GENEVA, NE 68361
Phone: (402) 759 3184
Fax: (402) 759 3110

MIDDLE SCHOOL
950 F STREET
FAIRMONT, NE 68354
Phone: (402) 268 3411
Fax: (402) 268 3491

HIGH SCHOOL
1410 L STREET
GENEVA, NE 68361
Phone: (402) 759 3141
Fax: (402) 759 4038

DISTRICT OFFICE
1410 L STREET
GENEVA, NE 68361
Phone: (402) 759 4955
Fax: (402) 759 4038

Table of Contents

WELCOME	6
Intent of Handbook	7
Notice of Nondiscrimination	7
SECTION ONE	10
BASIC SCHOOL RULES AND GENERAL PRACTICES	10
Attendance	10
Attendance Incentives	14
Band	14
Bicycle Rack	14
Bills	14
Books and Supplies	14
Breastfeeding and Lactation	14
Bulletin Boards/Posters/Signs	15
Bullying	15
Cafeteria Rules	16
Candy and Gum (Applies to FCES Only)	17
Cell Phones and Other Electronic Devices	17
Child Abuse and Neglect	19
Class Dismissal	19
Class Dues - (Applies to FCHS ONLY)	19
Classroom Behavior	20
Classroom/Teacher Assignments	20
Closed Campus	20
Coats and Boots - (Applies to FCES Only)	20
Communicable Diseases	20
Communicating with Parents	22
Complaint Procedure	22
Computer Network Use by Students	29
Conferences	31
Copyright and Fair Use	32
Damage to School Property	32
Dating Violence	32
Discrimination and Harassment	33
Dress Code	33
Drills & Evacuations	34
Driving and Parking Personal Vehicles	34
Drug Free Schools	35

Early Dismissal - Planned and Unplanned	35
Emergency Contact Information	36
Eye Exams	36
Fund Raising	36
Food Service Program	36
Field Trips	38
First-Aid	39
Hallway Expectations	39
Head Lice	39
Health Problems Limiting Activities	39
Homeless Children and Youth	39
Illness or Injury at School	40
Immunizations	40
Immunizations for Transfer Students From Out of State	41
Initiations and Hazing	42
Insurance	42
Lockers and Other School Property	42
Lost and Found	43
Medications	43
Media Center/Library	44
Memorials	44
Opting Out of Assessments	44
Parental Involvement	44
Parental Involvement in Title I	46
Parties/Celebrations/Rewards	47
Personal Items	48
Physical Exam	48
Pictures	48
Playground Rules	48
Positive Behavior Interventions and Supports (PBIS)	49
Police/Law Enforcement Questioning and Apprehension	49
Protection of Student Rights	50
PowerSchool	50
Public Displays of Affection	50
Rights of Custodial and Non-Custodial Parents	51
Searches of Student Property	51
Secret Organizations	51
School Day	52

Self Management of Diabetes or Asthma/Anaphylaxis	53
Smoking and Tobacco	53
Sniffer (Drug) Dogs	53
Standardized Testing	54
Student Assistance	54
Student Conduct at Activities	54
Student Fee Policy	54
Student Illness	55
Student Government	55
Student Records	55
Student Schedule Changes	58
Tardiness	59
Telephone Calls	59
Threat Assessment and Response	60
Title IX Policy	63
Transportation Services	63
Video Surveillance, Recordings, and Photographs	65
Visitors	66
Weather-Related School Closing	68
Withdrawal From School	68
Work Permits	68
SECTION TWO	68
ACADEMIC INFORMATION	69
Academic Recognition	69
Honor Roll of Distinction:	69
Honor Roll:	69
Cheating, Plagiarism, and Academic Dishonesty	69
Class Rank	70
Credit for Non-Academic Work	70
College Course/Post Secondary Courses	70
Correspondence and Online Courses	70
Eligibility	71
Forfeiture of Credit	72
Grades	72
Graduation Awards	72
Graduation Requirements	73
Homework	75
Mid-Term Graduation/Early Graduation	75

Missing Assignments	76
Multicultural Education	76
National Honor Society	76
Physical Education	77
Report Cards	77
Retention/Promotion (K-8)	77
SECTION THREE	78
STUDENT DISCIPLINE	78
General Discipline Philosophy	78
Forms of School Discipline	79
Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:	84
Due Process Afforded to Students Facing Long-term Suspension or Expulsion	88
SECTION FOUR	91
School Wellness	91
STAFF DIRECTORY	96

WELCOME

Dear Students and Parents:

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

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

There are several forms in FinalForms that you must read, sign, and return no later than August 21, 2026.

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

Sincerely,

Josh Cumpston
Superintendent

Intent of Handbook

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

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

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Josh Cumpston at 402-759-4955, josh.cumpston@fillmorecentral.org, 1410 L Street, Geneva, NE 68361 or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Aaron Veleba at 402-759-3184, aaron.veleba@fillmorecentral.org, 225 N 17th Street, Geneva, NE 68361 or in person at school. The School District’s

specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link:

<https://www.fillmorecentral.org/page/statement-of-non-discrimination-and-title-ix>

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Josh Cumpston at 402-759-4955, josh.cumpston@fillmorecentral.org, 1410 L Street, Geneva, NE 68361 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-759-4955, josh.cumpston@fillmorecentral.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

Title IX

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: <https://www.fillmorecentral.org/page/statement-of-non-discrimination-and-title-ix>

Asbestos Notice

Federal regulations require all schools to inventory asbestos containing materials (ACM) in their buildings and annually inform patrons and employees of the existing management plan.

The plan for Fillmore Central Public Schools is available for inspection to the general public, teachers and other school personnel. The plan is available at the Superintendent's Office during the hours of 8:00 a.m. – 4:00 p.m. Monday through Friday

MISSION STATEMENT

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

BELIEF STATEMENTS

- We believe...
- In the worth of the individual
- All students can learn
- Learning is a lifelong process
- 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 all effective school have effective leaders.
- That public education benefits the entire community.

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

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend an exempt school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences – Physical or Mental Illness

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences - Others

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Severe weather
2. Medical appointments for the student or for a child whom the student is parenting.
3. Death or serious illness of the student's family member
4. Attending a funeral, wedding or graduation
5. Appearance at court or for other legal matters
6. Observance of religious holidays of the student's own faith
7. College planning visits - (3 visits per career)
8. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 8 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 16 absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences due to illness

A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre arranged absences. A full day means that the student missed no more than 15 minutes of a class period.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Attendance Incentives

Students in grades 9-12 may earn an early dismissal on Friday's if they meet the following criteria.

- Students cannot have any first period tardies during the week. Additionally, they can have no more than 1 tardy to any other class during the week.
- Attendance - students may not miss any school, other than for a school activity to be eligible for the early release option
- Students must be passing all classes
- Students must not be on the ICU list
- If students choose to leave, they must leave campus. They are not required to leave
- Students must not have any discipline or behavior issues during the week
- Parents will need to give consent at the start of the year for their student to access this option, should they meet the criteria.

Backpacks

For grades 5-12 backpacks will need to be stored in hallway lockers during the day. They will not be allowed in classrooms, restrooms, locker rooms, lunch rooms, etc., during the school day. Gym bags will still be allowed to be stored in the locker room as usual.

Students will be allowed to carry their school issued laptop bag with them to their classes. Small, clear pencil bags will be allowed, and provided by the school upon request. Students may also provide their own. Locks for lockers, should students want one, are available from Deb. Students wishing to use their own lock may do so, but they must provide the office with the combination or key.

Band

Students may begin taking band in the 5th grade. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bicycle Rack

Bicycles should be parked in a bicycle rack.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school building's office in which they attend. Any check for these

payments should be made out to Fillmore Central Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$10.00 for any check returned from the bank for insufficient funds. If two checks have been returned for insufficient funds, the parent or guardian may be asked to pay in cash only.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

The District will supply K-12 students with consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. For questions, contact your students building in which they attend.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards/Posters/Signs

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A copy of daily announcements will be posted on PowerSchool.

Bulletin boards and other electronic publishing spaces may be provided for the use of students and student organizations for purposes of notifications related to student activities and student groups. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media. Published material may be removed after a reasonable time.

Bullying

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

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

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Parents may report bullying to a teacher, building principal, or school counselor. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays, and utensils to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container. Forks and spoons should be placed in the pan with water, **NOT THROWN AWAY!**
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are generally available at the Middle and High School to those who have positive lunch funds as required by board policy 3012.
6. Extra milks (at middle school and high school) and extra drinks (at the high school) may be purchased by those who have positive lunch funds or exact cash in hand.
7. Students should remain at their tables until they are dismissed.
8. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
9. Students must treat lunch personnel with respect.
10. Students who violate the above rules will be disciplined.

Candy and Gum (Applies to FCES Only)

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Cell Phones and Other Electronic Devices

Fillmore Central K-12 Cell Phone Policy

Fillmore Central Public Schools has created the following phone policy in an effort to: minimize distractions, promote positive social interaction, and encourage classroom engagement.

Policy Overview (K-12):

Use of Cell phones, smartwatches, earbuds/headphones, and any other non-school issued personal electronic devices/smart devices are not permitted from the beginning of the school day until dismissal. These devices must be turned off and not on the student. They may be stored in lockers, cars, or designated storage areas.

All communication during the school day should go through the school office.

Parents – if you need to reach your child during the school day please contact your child's school building's office – Elementary 402-759-3184, Middle School 402-268-3411, or High School 402-759-3141.

Students that need to reach their parents during the school day may ask to use the phone in the office.

Allowed Cell Phone Use:

Before and after school hours.

Activity Bus Trips, but not educational field trips

Exceptions:

Accommodations for students with health or educational needs will be made through IEP's/504 Plans.

Consequences for Violation (K–12):

1st Offense: Electronic device(s) will be confiscated and electronic device(s) held in office. A Parent/Guardian, or another adult that the parent/guardian tells the office has permission, may pick up the device in the school building's office until 4 p.m. that day or the next morning after 7:30 a.m.

2nd Offense: Electronic device(s) will be confiscated and electronic device(s) held in office. A Parent/Guardian, or another adult that the parent/guardian tells the office has permission, may pick up the device in the school building's office until 4 p.m. that day or the next morning after 7:30 a.m. The student will need to turn their phone into the office and be able to retrieve it from the office after dismissal for the next five school days.

3rd Offense: Electronic device(s) will be confiscated and electronic device(s) held in office. A Parent/Guardian, or another adult that the parent/guardian tells the office has permission, may pick up the device in the school building's office until 4 p.m. that day or the next morning after 7:30 a.m. The student will need to turn their phone into the office and be able to retrieve it from the office after dismissal for the next ten school days.

4th Offense: Electronic device(s) will be confiscated and electronic device(s) held in office. A Parent/Guardian, or another adult that the parent/guardian tells the office has permission, may pick up the device in the school building's office until 4 p.m. that day or the next morning after 7:30 a.m. The student will need to turn their phone into the office and be able to retrieve it from the office after dismissal for the next 45 school days.

Repeated Offenses: May result in suspension of electronic devices privileges for the remainder of the quarter/semester and additional disciplinary action.

Locker Room/Restroom If a student has a phone/device confiscated in the locker room or restroom during the school day it will be turned into the office and will follow the consequences of a 4th offense.

Final Notes:

This policy is in effect on all school property, vehicles, and at school-sponsored events during the school day unless otherwise communicated.

The school is not responsible for lost, stolen, or damaged electronic devices.

The policy will be reviewed annually with student, staff, BOE, and administration input.

Locks:

Middle and High School Students may check out a padlock from the school if they would like to lock their phone/device in their locker or they may supply their own lock (with supplying the office with a key or combination). Phones and devices stored in lockers will need to be turned off. Elementary students may check their devices into the office in the morning and retrieve them at the end of the day.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or

neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Class Dues - (Applies to FCHS ONLY)

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.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Classroom/Teacher Assignments

Any pupil may be assigned, at the discretion of school officials, to the grade level, class, or teacher most appropriate for the academic, social, and

emotional development of the pupil. Judgments about the appropriateness of pupil assignment are the prerogative of the professional employees of the district.

Closed Campus

Students may not leave the building without permission from the administration. Seniors may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office. Seniors will need to be academically eligible in order to leave campus. In addition, students who are habitually tardy, have excessive absenteeism, 2 or more ICU assignments, or in violation of the cell phone policy may have their open campus privilege revoked or suspended for a period of time as determined by the principal.

Coats and Boots - (Applies to FCES Only)

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

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. It is encouraged that boots worn to school be marked with the student's name.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the [Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3](#) of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call 402-759-4955.

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

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

1. **Measles (Rubeola):** A student may return to school on the fifth day after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding the exclusion of other students and personnel who are at risk of contracting the disease. Measles are most communicable prior to the rash.
2. **Three-Day Measles (Rubella):** Students may return to school four days after the onset of a rash. The State Health Department must be notified immediately and will advise the school regarding the exclusion of other students and personnel who are at risk of contracting the disease. Rubella is most communicable prior to the rash.
3. **Fifth Disease:** A student may attend school while the rash is still present if there is no fever, excessive itching, sore throat, or other discomfort.
4. **Mumps:** A student may return nine days after the onset of parotid swelling. The State Health Department must be notified immediately and will advise the school regarding the exclusion of other students and personnel who are at risk of contracting the disease.
5. **Chicken Pox (Varicella):** A student may return to school after one week if symptom-free and the pox are dried.
6. **Shingles (Herpes Zoster):** A student may return to school after all lesions are dried. Shingles are rare in students – they may return with lesions covered or as the doctor advises.
7. **Streptococcal Infection:** A student may return to school 24 hours after the start of antibiotic therapy and when they are afebrile (no fever).
8. **Ringworm, Impetigo, Scabies, and Pinkeye (Conjunctivitis):** A student must remain out of school for at least one day and until treatment has begun. Children with mild scabies, lice, impetigo, tinea corporis, and conjunctivitis can be sent home with instructions not to return until the condition improves or a physician states admission is acceptable.
9. **Head Lice:** Students can be excluded from school until they are determined to be louse-free.
10. **Hepatitis:** A student will be readmitted upon the approval of a family physician.
11. **Scarlet Fever:** A student may return to school 24 hours after starting antibiotics.
12. **Elevated Body Temperature:** Students with temperatures over 100.4 degrees will be sent home. They may return after being fever-free for 24 hours.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing through communication from the school or through parental access to the district's student information system. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail, electronic communication, telephone calls, by personal contact, or other appropriate method." Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school. By providing the school district with their telephone number(s), parents agree to receive notifications from the school district's automatic notification system.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who

is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

- 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
- d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.
 - a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

- d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
- 5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
 - a) When the complaint is about a board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c) When the board is required by law, policy, or contract to hear a complaint or appeal.
- 6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) calendar days from the date the

superintendent communicated his/her decision to the complainant.

- c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
- e) There is no appeal from any decision of the board unless authorized by law.

7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
- b) Determine whether the complainant has discussed the matter with the superintendent.

- 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
 - d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
 - e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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

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

with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

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

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

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

Computer Network Use by Students

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

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 sharing systems including, but not limited to Aimster or Freenet and the like.
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 falsify 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. Protection of Students

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

1. 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.
2. 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.

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

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

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or

research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their teacher or building principal, review the school district’s copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

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

Dating Violence

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

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

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Josh Cumpston at 402-759-4955 , josh.cumpston@fillmorecentral.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Aaron Veleba at 402-759-3184, aaron.veleba@fillmorecentral.org, 225 N 17th Street, Geneva, NE 68361 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the building principal at Elementary - 402-759-3184, Middle School - 402-268-3411, High School - 402-759-3141 , aaron.veleba@fillmorecentral.org, lisa.lamb@fillmorecentral.org, ryun.theobald@fillmorecentral.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

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

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures, slogans, or carries double meanings.
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandannas during the school day.
4. Bare feet (some type of footwear must be worn).
5. Shoes must have a rubber sole. Shoes with wheels on the bottom are not allowed.
6. Excessively short: shorts, biker shorts, or cutoff shorts
7. Hairstyles which distract from the learning process or the health and safety for either the student or others
8. Any clothing that could cause damage to others or school property
9. Clothing that is torn, ripped, or cut
10. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
13. Pants and shorts worn below the waist so as to expose undergarments
14. Pants that drag on the floor
15. Coats during school hours unless the student has permission from a faculty member
16. Clothing with excessive tears or holes that expose flesh or underclothes
17. Clothing that is "pajama-like" in nature and gives the impression of coming to school directly from bed.
18. Clothing or jewelry that promotes violence, gang affiliation; satanic or occult group affiliation.

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

Drills & Evacuations

Safety drills will/may be conducted periodically to include: fire, bus, lockdown, secure, evacuation, shelter and hold. Each classroom will have posted the appropriate route and procedures for each drill. All drills should be treated as actual events. We follow Standard Response Protocols (SRP) as recommended by the I Love You Guys foundation.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

FCMS - Students who wish to drive to the middle school must first meet with the building principal to receive guidance pertaining to parking, safety, and security.

FCHS - 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.

Drug Free Schools

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

Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

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

Early Dismissal - Planned and Unplanned

Planned Early Dismissal Procedures

1. Students who usually walk or bike home, ride the bus, or have a parent/sibling/friend pick them up after school each day, as indicated on the registration form, will do the same when there is a planned early dismissal.
2. Elementary Students: It is the parent/guardian's duty to instruct the office or classroom teacher, in writing, by phone call, or by e-mail, if your child's usual after school plan will differ when there is a planned early dismissal.

Unplanned Early Dismissal Procedures

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

Emergency Contact Information

Parents must complete all necessary forms for each child enrolled in the district, on FinalForms. The form should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They

must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Fund Raising

The Principal and/or 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.

Food Service Program

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

Breakfast

FCES - The elementary and will serve breakfast daily from 7:30 a.m. until the start of the school day.

FCMS/FCHS - Middle School and High School students will have the opportunity to eat second chance breakfast.

The school district charges K-4 students \$2.15, 5-12 students \$2.15, and adults \$2.15 for breakfast. All Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-4 is \$3.20, Lunch for 5-12 lunch is \$3.55 for students and \$4.30 for adults.

Milk Break

The school will offer a milk program to students in grades K-1. All milk served to a student (except the initial carton served with lunch) will cost \$22.00 per quarter. The price for milk may change during the school year.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be given to the building secretary of your child's school building.

For a table on meal prices by month click the link.

<https://www.fillmorecentral.org/o/fillmore-cps/page/food-service>

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. After 20 days without payment, the building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful after 40 days without payment, the school district may pursue any other methods to collect delinquent debt as allowed by law unless the family signs up for the free or reduced lunch program or enters into a payment plan.

Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Notice of Non-discrimination

In accordance with Federal 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, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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:

Mail:

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

Fax: (202) 690-7442

Email: program.intake@usda.gov

USDA is an equal opportunity provider, employer, and lender.

Field Trips

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

First-Aid

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

Hallway Expectations

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

Head Lice

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents should complete the health history and medical profile on FinalForms to notify their child's school if their student has any special health problems such as diabetes, asthma, or the like. If these conditions would limit your child to participate physically, please contact your building principal.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

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

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Josh Cumpston, who may be contacted at 402-759-4955.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district in FinalForms. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

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

- Measles, mumps, and rubella (MMR) - 2 times
- Poliomyelitis - 3 times
- Diphtheria, pertussis, tetanus (dpt) - 3 times
- Hepatitis B - 3 times
- Chicken Pox - 2 times

Instead of a chicken pox vaccination, the state of Nebraska and Fillmore Central Public Schools will also accept written verification that your child has had chicken pox. The school health para has a form available for this written verification.

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

- 3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4th birthday,
- 3 doses of Polio vaccine,
- 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month,
- 3 doses of Hepatitis B vaccine,
- 2 doses of chickenpox (Varicella) vaccine,
- 1 dose Tdap vaccine.

Nebraska Statute 79-248 - 79-252 requires that school health screenings be conducted every year for 7th graders including weight/height (BMI). A child is not required to submit to school health screening if the parent or guardian provides the school with a statement signed by a physician, physician assistant, an advanced practice registered nurse-nurse practitioner or any other qualified provider stating that your child has undergone such required screening within 6 months of school starting. If no statement is received, the child will be screened at school.

Provisional Enrollment. Students who meet the statutory requirements

for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Immunizations for Transfer Students From Out of State

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

- 3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4th birthday,
- 3 doses of Polio vaccine,
- 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month, 28
- 3 doses of Hepatitis B vaccine,
- 2 doses of chickenpox (Varicella) vaccine,
- A physical before entering classes.

Initiations and Hazing

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

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

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

substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Insurance

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

Lockers and Other School Property

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

Lost and Found

All lost and found articles are to be taken to the building front office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

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

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication by an adult. The adult will need to fill out a medication authorization form.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication. (4) The medication must be brought to school in the original container and must be properly labeled with the student's name, and directions for administering the medication by an adult. The adult will need to fill out a medication authorization form.

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

Media Center/Library

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine may be charged for overdue books at the end of the year if not returned. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Library Book Notification If you would like to be notified by your child's school when they check-out a book from the library, please contact your child's building secretary. You will receive information on the title, author, and the due date.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in

law. The policy can be requested by contacting the Superintendent of Schools at or can be viewed below under the Parental Involvement Policy.

Parental Involvement

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
 - b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.

- a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
- 4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
- 5. Parents/guardians will be informed of the standardized and criterion referenced district testing program. Parents may request additional information from the building principal.
- 6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.
 - c. National Assessment of Educational Progress As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary. The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.
- 7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Parental Involvement in Title I

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Parties/Celebrations/Rewards

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

In accordance with the district’s Wellness Policy, foods offered on the school campus are strongly encouraged to meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources. Foods and beverages will minimally be used as a reward, and will not be withheld as punishment for any reason, such as for performance or behavior.

Personal Items

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

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school. Students in grades 7-12 wishing to participate in school athletics must also have a yearly physical examination. Physicals must be after May 1st to be used for the next school year.

Pictures

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

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

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

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

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

Positive Behavior Interventions and Supports (PBIS)

Panther P.R.I.D.E.

P.-Purpose

R.-Respect

I.-Individual responsibility

- D.-Demonstrate kindness
- E.-Exhibit safety

Fillmore Central Elementary School has implemented a positive behavior intervention and supports behavioral program. FCES staff teach the expected expectation through teaching explicit lessons pertaining to each school environment(classroom, hallway, playground, etc.). All students in the elementary building are expected to know and follow these expectations. When these expectations are being met, our school can provide an excellent environment for learning to take place.

When expectations are not followed there will be reteaching and/or consequences that deal directly with the behavior displayed. School personnel will give consequences that are fair and appropriate for each individual student.

Police/Law Enforcement Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

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

NAEP and/or ACT Exam

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

PowerSchool

Parents and students have access to information regarding grades, lunch account, daily bulletin, and attendance via PowerSchool on the internet. To access student data, use the following steps below:

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

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

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

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

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Rights of Custodial and Non-Custodial Parents

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

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

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

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

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Searches of Student Property

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

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

FCES - The school day typically begins at 8:05 am and ends at 3:05 pm. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds starting at 7:30 am before the school day begins and until 3:45 pm after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

ARRIVING AT SCHOOL

The school day begins at 8:05 am The tardy bell rings at 8:10 am. Breakfast is served from 7:30 – 8:00 am. Students should arrive no earlier than 7:30 a.m. Supervision is provided beginning at 7:30 am.

1. Parents/Guardians can accompany their child to morning waiting areas by checking in at the office.

2. Students arriving at school between 7:30 – 7:50 am will wait in the cafeteria and transition to grade level waiting areas at 7:50 am. Students can bring toys for this time (no electronics or trading cards).
3. Students are not allowed to wait for the 8:05 am “bell” anywhere outside the building unless they are supervised by their parent/guardian.
4. Students should cross streets using the marked crosswalks.
5. Parents should instruct their children to cross the streets at corners and not to cross or ride bikes/scooters in the middle of a block or street.
8. Parents are to park in a marked parking area when waiting to pick up your child. Parents are not to park in a handicapped zone, even for a short time.

DISMISSAL PROCEDURES

Students will exit the building, at dismissal time, from the door nearest their child's classroom.

Staff provide supervision of students for 5-10 minutes after dismissal each day. Occasionally there is street crossing supervision at the Northwest corner of the school, and supervision at the intersection of 17th and “H” streets.

Students remaining on school property after 10 minutes are escorted into the elementary building to make a phone call or wait for their ride. Students are asked to remain in the building, near the front door until their ride arrives. They are expected to say “good-bye” to an adult in the office, usually the secretary, when their ride arrives.

Students who ride the bus each day will be supervised until the bus arrives (usually around 3:40 pm).

FCMS - The school day typically begins at 8:05 am and ends at 3:20 pm. Students are to leave the school grounds after dismissal. School staff will provide supervision for students within the school building starting at 7:30 am before the school day begins and until 3:25 pm after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

FCBS - The school day typically begins at 8:10 am and ends at 3:35 pm. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 15 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

Self Management of Diabetes or Asthma/Anaphylaxis

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

Smoking and Tobacco

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

Sniffer (Drug) Dogs

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

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

Standardized Testing

The NWEA MAP assessment is administered to students in grades K-9 to determine the students' achievement probability for individual success. Tests are administered regularly, and the results are sent home. The NSCAS is administered to students in grades 3-8. The ACT is administered to students in grade 11.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the

teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Conduct at Activities

We encourage and expect parental support in the fostering of proper conduct at all school activities. Students are subject to school rules while attending school-sponsored events. Students in grades K-4 are expected to be accompanied by a parent/guardian/caregiver.

Student Fee Policy

For the full student fee policy, refer to board policy 5045.

Waiver Policy.

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) materials for course projects, and (3) use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students. Fee waivers must be applied for prior to the start of the activity, class, etc. for which the waiver is being applied. Waiver forms are available in the principal's office.

Student Illness

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

Students who become ill at school will be sent to the building office where the school health para or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

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

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

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and

sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

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

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

Parents who **OBJECT** to the disclosure of any directory information about their student should fill out the Student Media Release page in FinalForms. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than August 22, 2025.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

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

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

Transfer of Records Upon Student Enrollment

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

Complaints

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

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

Student Schedule Changes

Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add slips are to be obtained from the office of the School Counselor and must be signed by the school counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and school counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the school counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and school counselor.

FCMS - Students in grades 5-6 may choose whether or not they will participate in band or choir. Students in 7th & 8th must choose to participate in band, choir or both. Students will have 5 school days from the last day of a semester (beginning with the 1st day of the new semester) to drop/add these classes. After this time period no class changes will take place except in extreme circumstances. Students may only change their schedule by picking up a drop/add form from the office, completing it and turning it back into the office within the appropriate time frame. A parent, the teacher, and the building principal must approve all class changes.

FCHS - 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:

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

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. If tardies become excessive to school, the student and parents will be required to meet with the principal to discuss the situation.

FCES- A student is defined as tardy when they arrive at school between 8:10 a.m. and 8:35 am. Any student arriving after 8:35 am will be marked as absent.

FCMS- First period tardy. Any student who arrives at school after the tardy bell (8:05 am) and before 15 minutes will be counted tardy. Tardies for all other periods will be when the bell rings.

FCHS - First period tardy. Any student who arrives at school after the tardy bell (8:10 am) and before 15 minutes will be counted tardy. Tardies for all other periods will be when the bell rings.

Telephone Calls

The school's telephone may be used only with permission of staff.

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

FCMS & FCHS - 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.

Threat Assessment and Response

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

1. Definitions

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

school staff, students or other members of the school community.

- i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
- i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Team

The threat assessment team (team) shall consist of superintendent of schools, building principal(s), school counselor, special education teacher, information technology staff, other teacher(s) when appropriate. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

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

4. Threat Assessment Investigation and Response

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

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

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

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

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

Title IX Policy

As required by Title IX of the Education Amendments of 1972, 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, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Transportation Services

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

Transportation to School

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

Please contact Jac Marchand, the Fillmore Central Public Schools transportation coordinator, if you have questions about bus transportation at 308 - 627 -0195.

Shuttles

Shuttle routes between Fairmont and Geneva will transport students between towns before and after school. Shuttle Schedules will be available at the beginning of each school year.

Bus Regulations

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

a) Rules of Conduct on School Vehicles:

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

- be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
 - 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
 - 12) Students must respect the rights and safety of others at all times.
 - 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
 - 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
 - 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) Consequences

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

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

c) Records

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

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

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

Transportation to Activities

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

Video Surveillance, Recordings, and Photographs

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

Recordings Made by Parents/Guardians and Patrons.

Parents/guardians and patrons may make recordings of school activities intended to be public 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. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school

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

Visitors

FCES - Adult Visitors at School

Visitors are asked to use the front doors (E-1) to enter the elementary building. During the school day all other entrances will be locked. Visitors must sign in at the office and will be asked to wear a visitor badge.

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

Children Visiting School

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

Parent Helpers/Volunteers

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

FCMS - All visitors are required to use the main entrance (M-1) leading to the office area of the building. During the school day, all entrances will be locked and visitors must be buzzed into the building by office personnel.

Visitors must sign in at the office and will be asked to wear a visitor's badge. We encourage family members to stop in and visit our school at any time throughout the school year. We do ask that we be notified in advance of your visit. Please keep in mind that short visits are best because they do not distract students who need the structured routine of a normal school day. Visitors should keep their visits to a length of one hour or less. This does not include staying for lunch. Students may not bring visitors to school without prior approval of the Principal. Visitors will be expected to abide by the same rules as the student body observes, or they will be asked to leave. The Principal reserves the right to refuse visitor passes.

Parents who wish to eat lunch with your student should notify the office in advance and pay for the meal in the office.

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

FCHS - Visitors are asked to use the main entrance, H-1. 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 402-759-3141, 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.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on KOLN, NTV, Fillmore Central School website, and Fillmore Central social media. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

Unless there are extenuating circumstances, when school is canceled there will not be after school activities.

Withdrawal From School

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

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Academic Recognition

FCMS - The Fillmore Central Middle School believes it is important to recognize its students for their academic achievements.

Principal's Honor Roll: In order to qualify for the Principal's Honor Roll recognition, a student must achieve an average for the grade-reporting period of at least 93%.

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

FCHS - 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.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.

- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two years.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

College Course/Post Secondary Courses

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

Correspondence and Online Courses

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks, and other mandatory class materials for high

school correspondence or online courses that are not part of the school district's regular curriculum. To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s).

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

Eligibility

FCMS & FCHS - In order to be eligible for extra-curricular activities, students in grades 7-12 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.

Forfeiture of Credit

In order for a student to obtain credit, the student must not have more than eight (8) absences per semester. (UNEXCUSED ABSENCES are prohibited.) If a student exceeds the limit of eight (8) **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.

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.

Grades

Students will receive letter grades for their academic core classes.

The Kindergarten - 2nd grading system is as follows:

- "E" Excellent
- "S" Satisfactory
- "I" Improving
- "N" Needs Improvement

The 3rd - 12th grading system follows Grading for Learning (GFL) at the following link: [Grading for Learning](#)

Graduation Awards

Valedictorian and Salutatorian

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

- English III and English IV
- 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 the last two full years to be eligible for these awards.

Graduation Requirements

Students must earn 250 total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the Fillmore Central High School Diploma are:

COURSE REQUIREMENTS

CREDIT HOURS

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	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)
Exploratories	The following courses are required for graduation. FCS 9, AG 9, Info Tech 9, and Health 9. Careers 10 and Speech 10.

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.

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Homeschool school credits will be accepted from the University of Nebraska online high school. Students who transfer from a home school and/or a non-accredited school may be awarded credits to be counted toward high school graduation requirements at the discretion of the building principal in consultation with the superintendent of schools. Documentation of home school curriculum may be required.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

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.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student and grade/content.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the school counselor.

Mid-Term Graduation/Early Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Missing Assignments

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

Planned Vacation or Trip

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

FCMS & FCHS- The middle school and 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.

Multicultural Education

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

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:
 - o Open to juniors and seniors
 - o Students will be notified during NSAA Week 19 that they are eligible to apply
 - o Applications will be due on the Tuesday before Thanksgiving Break
 - o Candidates will be notified of their selection/non-selection during NSAA Week 24
- Spring application:
 - o Open to sophomores, junior and seniors
 - o Students will be notified during NSAA Week 39 that they are eligible to apply
 - o Applications will be due on the last day of NSAA Week 40
 - o Candidates will be notified of their selection/non-selection during NSAA Week 42

Dismissal Criteria

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

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

FCES - Report Cards and Mid-Quarter Reports

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

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

FCMS and FCHS - Progress Reports and Report Cards

Progress reports will be provided to parents attending Parent Teacher Conferences at the end of the 1st and 3rd quarter of the school year. Reports not picked up will be mailed home. Report cards will be mailed home at the end of each semester.

Retention/Promotion (K-8)

Decisions about promotion or retention of students shall be based on consideration of the academic achievement of the student and align with Board Policy 6039. The parent/guardian will be notified in writing of this recommendation.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on school transportation, during school, during lunch, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement. Examples of inappropriate behavior are listed below, but not limited to:
 - Aggressive, bullying behavior
 - Overt acts of attention getting, thus disturbing others
 - Acts of character defamation
 - Cheating or stealing
 - Excessive acts of student affection in or on school grounds
 - Acts of extortion, coercion, harassment or group ostracism in or on school property.
 - Acts of fighting in or on school property
 - Use of obscene actions
 - Acts of gambling in or on school grounds
 - Displaying obscene literature
 - Misuse of student passes
 - Excessive, loud, disorderly conduct or behavior
 - Displaying poor eating manners
 - Inappropriate physical contact

- Acts of defiance of teacher/administrator directives or authority
- Acts of disruption of the instructional process
- Acts of disrespect
- Stealing from staff members or the school district
- Acts of physical aggression toward teacher/administrator
- Acts of retaliation
- Acts of lying or forgery
- Use of profanity
- Sleeping in the classroom

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

For purposes of this section, "Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

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

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

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

Saturday School

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. There will be zero tolerance for behavior problems from students placed in in-school suspension. 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 (Out-of-School) 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. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's Parent, describing: the student's conduct, misconduct, or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.

An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.

Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: meet deadlines following the Grading for Learning Policy.

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

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.

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall

remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's Parent. 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.

Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults 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 the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - 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" as defined below. Initiations are prohibited except by permission of the superintendent;
 - 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. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

- 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.

Reporting Requirement to Law Enforcement

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

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

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 Parent 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. Resources the school is able to provide or recommend to assist the student;
 - d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
 - e. 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;
 - f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative 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
 - h. A form on which the student, the student's Parent 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 Parent or representative from discussing and settling the matter with

- appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's Parent 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 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 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, except with the consent of all the parties.
 8. The principal or legal counsel for the school, the student, and the student's Parent, 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).

SECTION FOUR

School Wellness

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.

- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and

members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

1. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
2. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
3. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
4. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
5. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

STAFF DIRECTORY

Members of the Board of Education:

Chad Engle.....	President
Shaun Farmer.....	Vice President
Christin Lovegrove.....	Secretary
Nate Girmus.....	Member
Whitney Peppard	Member
Adam Wallin.....	Member

Administration

Josh Cumpston.....	Superintendent
Ryun Theobald.....	High School Principal/AD
Lisa Lamb.....	Middle School Principal
Aaron Veleba.....	Elementary Principal

Administrative Assistants

Deb Yates.....	High School Secretary
Amy Rust.....	Elementary Secretary
Lori Scott.....	Middle School Secretary
Dawn Temme.....	AD Secretary/Health Para

District Staff

Aaron Dahl.....	Technology Coordinator
Jac Marchand.....	Transportation/ Grounds Director
Kenna Marchand	Executive Secretary
Jodi K. Meyer.....	Data Steward
Jill Swartzendruber.....	Bookkeeper

Elementary Teaching Staff:

Melissa Myers.....	Kindergarten
Sadie Jones.....	Kindergarten
Susan Becker.....	1 st Grade
Danae Birky.....	1 st Grade
Jen Schroeder.....	2 nd Grade
Doreen Schelkopf.....	2 nd Grade
Tiffany Scheele.....	3 rd Grade
Hailey Steider.....	3 rd Grade
Jenny Eichelberger.....	4 th Grade
Stacy Filipi.....	4 th Grade
Gabe Eberhardt.....	Physical Education
Merissa Zajic.....	Resource
Joni Karcher.....	Resource
Kristi Most	Tyke
Shaunna O'Brien	Tyke

Jeff Schwarz.....Vocal Music
 McKenzie Scheil.....K-7th School Counselor
 Steve Sherman.....Physical Education
 Jill Shipley.....Art
 Katherine Smith.....Title I
 Jacey Wit.....Media & Technology

Middle School Teaching Staff:

Sydney Anderson.....7th & 8th Math
 Sally Bailey.....6th Language Arts & Reading
 Brittany Becker.....Resource
 Tom Belanger.....5th & 6th Vocal Music, 5th-8th Instrumental Music
 Angela Bergen.....Resource
 Shad Eberhardt.....5th-8th Grade Physical Education/Health
 Brooke Boelter.....5th Language Arts, Reading, & Social Studies
 Haley Hoarty.....8th-12th School Counselor
 Anna Fisher.....7th Health/Family & Consumer Science
 Alex Moses.....7th & 8th Science
 McKenzie Scheil.....K-7th School Counselor
 Rhonda Schiermeyer5th Math, Science & Study Skills
 Jeff Schwarz7th & 8th Vocal Music
 Morgan Segner7th & 8th Language Arts & Reading
 Jill ShipleyArt
 Hunter Verhage7th & 8th Social Studies
 Macy Wilkins6th Science & Social Studies
 Jacey Wit.....Library
 Jeff Wusk.....Industrial Technology

High School Teaching Staff:

Tom Belanger.....Instrumental Music
 Gabe Eberhardt.....Physical Education
 Haley Hoarty.....8th-12th School Counselor
 Tyra Hofferber.....Family & Consumer Science
 Ryan Komenda.....Math
 Shelia Lauby.....Resource
 Mitch Lockhart.....Science
 Jodi E. Meyer.....Language Arts
 Brittney Patterson.....Business Education
 Derek Reinsch.....Social Studies
 Jeff Schwarz.....Vocal Music
 Steve Sherman.....Physical Education
 Jill Shipley.....Art
 Colby Smith.....Social Sciences
 Janelle Steig.....Spanish
 Kim Theobald.....Science

Kurt VanDeWalle.....	Ag Education
Adam Verhage.....	Math
Veronica Waldron.....	Language Arts
Jacey Wit.....	Media & Technology
Jeff Wusk.....	Industrial Technology

Support Staff

Custodians

Ron Doremus.....	Elementary Head Custodian
Chris Gangstad.....	Middle School Head Custodian
Doug Scheil.....	High School Head Custodian
Julie Aude.....	Middle School Custodian
Jim Gewecke.....	Elementary Custodian
Chase Smith.....	High School Custodian

Paraprofessionals:

Brooke Gamboa.....	TYKE Paraprofessional
Deb Jenkins.....	Elementary Paraprofessional
Barb Koca.....	Elementary Paraprofessional
Genevieve Korbelik.....	Elementary Paraprofessional
Kelly Nun.....	Elementary Paraprofessional
.....	Elementary Paraprofessional
.....	Elementary Health Paraprofessional
.....	Elementary Paraprofessional
Jackie Swartzendruber.....	Elementary Paraprofessional
Melyssa Young.....	Elementary Paraprofessional
Misty Adams.....	Middle School Health Paraprofessional
Sandy Coon.....	Middle School Paraprofessional
Tonia Frey	Middle School Paraprofessional
Susan Janing.....	Middle School Paraprofessional
Sussy Kamler.....	Middle School Library Paraprofessional
Kristen Sherman.....	High School Library Paraprofessional
Traci Uldrich.....	Middle School Paraprofessional

Hot Lunch Staff:

Tami Dittmer.....	Cook Manager/High School Head Cook
Deb Flehr.....	Middle School Head Cook
Shelly Reed.....	Elementary Head Cook
Dakota Wootton.....	Cook

Transportation Department

Jac Marchand.....	Transportation Director
Kenney Brown.....	Route Driver
Ron Harris.....	Route Driver
Jodi K. Meyer.....	Route Driver

Ashley Stevens.....	Route Driver
Tyler Salmon.....	Activity Driver
Josh McCoy.....	Activity Driver

REQUIRED FORM RECEIPT SIGNATURES

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

Parents (or guardians) and students are required to sign & return the receipt form below before August 21, 2026.

PARENT/STUDENT AGREEMENT

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

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

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

Please sign the signature page on the student handbook page on FinalForms.