Regular Meeting
Monday, July 15, 2024 7:00 PM

Franklin Public Schools Media Center
1001 M St
Franklin, NE 68939

Agenda

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Excuse Absent Board Members
5. Verification of Open Meetings Act Notice
6. Verification of Publication of Meeting Notice
7. Visitor Comments
   (3 minutes allotted for each speaker. 30 minutes total allotted for visitor comments)
8. Action Items
   - 8.1. Consent Agenda
     - 8.1.1. Minutes of Previous Meeting
     - 8.1.2. Monthly Financial Report
     - 8.1.3. Claims
   - 8.2. Consider, discuss and approve the services from Allied Roofing and Concrete, purchase and payment ($19,800.00) for the installation of new concrete to replace the existing broken-up concrete within the parking lot per the information within the pdf attachment expensed out of the Special Building Fund.
   - 8.3. Consider, discuss and approve the services from Mid-West Barrier, LLC, purchase and payment ($8,924.24 or $9,256.25) for the installation of vinyl or aluminum framed casement replacement windows per the information within the pdf attachment expensed out of the Special Building Fund.
   - 8.4. Consider, discuss and approve transferring the remaining balance (~$2465.75) in the 2024 senior class account to the special projects account.
   - 8.5. Consider, discuss and approve the 2024-2025 School Year Handbooks as presented in the attached pdfs.
   - 8.6. Final reading of the KSB recommended policies. Consider, discuss and approve the updates to the attached board of education policies
9. Dissemination of Conflict of Interest Statement to Board Member Ryan Bonham as per Franklin Public Schools Board Policy #4015
10. Elementary Principal's Report
11. Secondary Principal's Report
12. Superintendent's Report
    - 12.1. Work Schedule for 1st Semester
    - 12.2. Summer Project Report
    - 12.3. Transportation Situation
    - 12.4. Climate Survey for Franklin Public Schools
    - 12.5. ESU 11 Report from 23-24 Services
13. Positive Comments
14. Adjournment

Regular Meeting

Monday, June 10, 2024 7:00 PM

1. Call the Meeting to Order

The regular meeting of the Franklin Public School Board was opened at 7:00 PM.

2. Pledge of Allegiance

3. Roll Call
Attendance Taken at 7:01 PM. **Absent:** Harley Scott, **Present:** Michael Bartels, Derek Fouts, Angie Grube, Windy Ingram. Present: 4, Absent: 1.

4. Excuse Absent Board Members

Motion to excuse Harley Scott who is absent from the meeting passed with a motion by Angie Grube and a second by Derek Fouts.
Harley Scott: Absent, Michael Bartels: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea

5. Verification of Open Meetings Act Notice

Board Member Windy Ingram verified that the Open Meetings Notice was posted in the Franklin Public School's Media Center.

6. Verification of Publication of Meeting Notice

Board Member Derek Fouts verified that the meeting notice was published in the Franklin County Chronicle.

7. Action Items

7.1. Consider and take action to appoint board member to fill vacancy.

Franklin Public Schools had four letter of interest applicants to fill the board vacancy. Thank you all for your interest in supporting our school district as a board of education member. We have appointed Ryan Bonham to fill the board member vacancy. The Resolution was read. Motion for the the Board to approve a resolution appointing Ryan Bonham to the Franklin Public Schools Board of Education to fill the board member vacancy passed with a motion by Derek Fouts and a second by Windy Ingram.
Harley Scott: Absent, Michael Bartels: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea

7.2. Oath of office for newly elected board member
Attendance Update Taken at 7:06 PM. **Present:** Ryan Bonham. Present: 5, Absent: 1.
Ryan Bonham stood raising his right hand and read the oath.

7.3. Consider, discuss and elect a Secretary for the Board of Education.

Motion to nominate and elect Angela Grube as Secretary for the Board of Education passed with a motion by Derek Fouts and a second by Windy Ingram.
Harley Scott: Absent, Angie Grube: Abstain (With Conflict), Michael Bartels: Yea, Ryan Bonham: Yea, Derek Fouts: Yea, Windy Ingram: Yea

7.4. Consent Agenda

Motion to approve consent agenda passed with a motion by Derek Fouts and a second by Angie Grube.
Harley Scott: Absent, Michael Bartels: Yea, Ryan Bonham: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea

7.4.1. Minutes of Previous Meeting

7.4.2. Monthly Financial Report

7.4.3. Claims

7.5. Consider, Discuss and Approve Interim Superintendent Contract for the 2024-2025 school year as presented for Dr. Galen Boldt

Brief resume details of Galen Boldt were mentioned. Thank you to the board members as well as the principals and business manager for the time spent in research and interviews. FPS looks forward to having Galen be a part of our school district for the upcoming 2024-2025 school year.
Motion to Approve Interim Superintendent Contract for the 2024-2025 school year as presented for Dr. Galen Boldt passed with a motion by Derek Fouts and a second by Angie Grube.
Harley Scott: Absent, Michael Bartels: Yea, Ryan Bonham: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea

7.6. Consider and approve amending the Account Agreement and Public Entity Authorization Resolution on all Cornerstone Bank Accounts (Depreciation Fund, Cafeteria Plan, School Lunch Fund, Student Activity Fund, Unemployment Insurance Fund, General Fund and Building Fund) due to the change in office seats effective immediately and the hire of an interim superintendent effective July 1, 2024.

Authorized Signees: Michael Bartels (President), Angela Grube (newly appointed Secretary), Galen Boldt (newly hired Interim Superintendent), Marci Hersh (Business Manager)
Removal of Signees: Brandon Herrick and Christopher Lecher
Motion to approve amending the Account Agreement and Public Entity Authorization Resolution on all Cornerstone Bank Accounts (Depreciation Fund, Cafeteria Plan, School Lunch Fund, Student Activity Fund, Unemployment Insurance Fund, General Fund and Building Fund)

due to the change in office seats effective immediately and the hire of an interim superintendent effective July 1, 2024 passed with a motion by Windy Ingram and a second by Ryan Bonham.
Harley Scott: Absent, Michael Bartels: Yea, Ryan Bonham: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea

7.7. Consider and approve amending the Resolution of Association or Organization on all South Central State Bank Accounts due to the change in office seats effective immediately and the hire of an interim superintendent effective July 1, 2024.

Authorized Signees: Michael Bartels (President), Angela Grube (newly appointed Secretary), Galen Boldt (newly hired Interim Superintendent), Marci Hersh (Business Manager)
Removal of Signees: Brandon Herrick and Christopher Lecher
Motion to approve amending the Resolution of Association or Organization on all South Central State Bank Accounts due to the change in office seats effective immediately and the hire of an interim superintendent effective July 1, 2024 passed with a motion by Windy Ingram and a second by Ryan Bonham.
Harley Scott: Absent, Michael Bartels: Yea, Ryan Bonham: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea

7.8. Consider, discuss and approve the revised school calendar for the 2024-2025 school year.

Due to a conflict with activities, the February P/T conferences were moved from February 4th to February 11th. Also, the last day of school in May was changed from a 2:00 PM dismissal to a 12 noon dismissal.
Motion to approve the revised school calendar for the 2024-2025 school year passed with a motion by Angie Grube and a second by Derek Fouts.
Harley Scott: Absent, Michael Bartels: Yea, Ryan Bonham: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea

7.9. Consider, discuss and approve the purchase and payment of the Alta Open Door Access System per the information within the pdf attachment using the $16,670 funds received through the School Safety-Security Grant and the remaining balance expensed out of the Depreciation Fund.

Motion to approve the purchase and payment of the Alta Open Door Access System per the information within the pdf attachment using the $16,670 funds received through the School Safety-Security Grant and the remaining balance expensed out of the Depreciation Fund passed with a motion by Windy Ingram and a second by Angie Grube.
Harley Scott: Absent, Michael Bartels: Yea, Ryan Bonham: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea

7.10. Consider, discuss and approve the services, purchase and payment for the installation of the new LED lamps on the wrestling deck per the information within the pdf attachment expensed out of the General Fund.

Motion to approve the services, purchase and payment for the installation of the new LED lamps on the wrestling deck per the information within the pdf attachment expensed out of the General Fund passed with a motion by Derek Fouts and a second by Ryan Bonham.

Harley Scott: Absent, Michael Bartels: Yea, Ryan Bonham: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea

7.11. Consider, discuss and approve authorizing the administrators to dispose of materials.

Administrators, custodians and office staff will be going through and disposing of items that are obsolete or not used. These items may be listed for sale through NRCSA or social media advertising.
Motion to authorize and direct the administrators or her/his designee to dispose of all obsolete furniture, books, materials, and equipment in the most favorable manner to the District in accordance with all laws, rules, and regulations pertaining to such disposition passed with a motion by Derek Fouts and a second by Windy Ingram.
Harley Scott: Absent, Michael Bartels: Yea, Ryan Bonham: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea

8. First reading of updated policies attached.

These policy updates are required per new legislation.

9. Visitor Comments
(3 minutes allotted for each speaker. 30 minutes total allotted for visitor comments)

FPS had two gentlemen who voiced their thoughts on miscellaneous items such as why the school board only has six members, curriculum being taught, public complaint process, and the drug testing procedures.

10. Presentation by Little Flyers Academy

Amanda Boston and Jessica Fouts represented the Franklin Little Flyers Academy. Their presentation mentioned that their facility has been struggling to remain open due to staffing whether it be the required educational certification or the lack of benefits. The FLFA board members have agreed upon the option of donating the building; per lawyer, to another non-profit organization or government entity. FLFA board members are also contacting other organizations to present them this offer as well.

11. Activities Director's Report / Technology Director's Report

12. Board of Education Report

Board President Mike Bartels informed the audience of the websites NDE Teach In Nebraska and NEA. These websites display the teacher openings and also a teacher survey of the different challenges they face in today's world. The statistics mentioned concerning education in Nebraska and nationwide are very eye opening.

13. Elementary Principal's Report

14. Secondary Principal's Report

15. Superintendent's Report

16. Positive Comments

Thanks again to the principals hard work wrapping up this school year and preparing for the upcoming school year. We appreciate the interest shown in the school board member vacancy and encourage those that were not appointed to continue pursuing their interest in becoming a board member. Thank you to the audience members that joined us tonight and for the comments stated.

17. Executive Session - To discuss personnel for the protection of public interest and/or the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting.

18. Adjournment

Meeting to adjourn at 8:20 PM passed with a motion by Derek Fouts and a second by Windy Ingram.
Harley Scott: Absent, Michael Bartels: Yea, Ryan Bonham: Yea, Derek Fouts: Yea, Angie Grube: Yea, Windy Ingram: Yea

CAFETERIA PLAN -- FLEX BENEFITS PLAN

Statement Date: June 28, 2024

FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	$18,326.13
Cash Receipts:	
Transfer from Gen Fund to "Start Up" New School Year	$0.00
Monthly Reimbursement from Gen Fund Employee Payroll	$1,279.17
Expenses:	
Transfer to Gen Fund for "Start Up" Reimbursement	$0.00
Employee Med-I-Bank Direct Pay	-$263.23
Checking Account End of Month Balance on Hand:	**$19,342.07**

Grand Total: $19,342.07

Bank Statement -- Account Balance

Checking Account Balance this Statement:	$19,342.07
Cash Receipts Outstanding	$0.00
Expenses Outstanding	$0.00
Checking Account End of Month Balance on Hand:	**$19,342.07**

Grand Total: $19,342.07

01 -- GENERAL FUND

Statement Date: June 28, 2024

FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	$2,170,788.74
Cash Receipts:	
Franklin County Treasurer	$233,971.82
Harlan County Treasurer	$5,957.10
Miscellaneous	$230,904.45
Interest	$421.05
Expenses:	
Transfer to Cafeteria Plan for "Start Up" New School Year	$0.00
Invoice Checks Written this Month	-$187,228.95
Payroll Employees	-$150,079.91
Payroll Payees	-$172,231.18
Checking Account End of Month Balance on Hand:	**$2,132,503.12**

CD Account Beginning of Month Balance on Hand:	$1,294,868.84
Interest	$0.00
CD Account End of Month Balance on Hand:	**$1,294,868.84**

Grand Total: $3,427,371.96

Bank Statement -- Account Balance

Checking Account Balance this Statement:	$2,132,773.12
Cash Receipts Outstanding	$0.00
Checks Outstanding	-$270.00
Checking Account End of Month Balance on Hand:	**$2,132,503.12**
CD Account Balance this Statement:	**$1,294,868.84**

Grand Total: $3,427,371.96

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	LOCAL PROPERTY TAXES, TRANSFERS	3,917,948.00	219,200.65	3,849,936.30	98.26	68,011.70
01 1115	CARLINE TAXES	100.00	0.00	105.20	105.20	(5.20)
01 1120	PUBLIC POWER DISTRICT SALES TAX 5% GROSS	10,000.00	365.34	11,569.76	115.70	(1,569.76)
01 1125	MOTOR VEHICLE TAX	120,000.00	10,678.33	125,538.27	104.62	(5,538.27)
01 1140	PENALTIES AND INTEREST ON TAXES	10,000.00	379.69	13,518.02	135.18	(3,518.02)
01 1370	PRESCHOOL TUITION AND FEES	16,875.00	0.00	12,375.00	73.33	4,500.00
01 1510	INTEREST ON INVESTMENTS	20,000.00	421.05	41,049.61	205.25	(21,049.61)
01 1911	LOCAL LICENSE FEES	1,000.00	0.00	1,550.00	155.00	(550.00)
01 1920	CONTRIBUTIONS & DONATIONS - PRIVATE SOURCE	1,000.00	0.00	8,200.00	820.00	(7,200.00)
	Subtotal: LOCAL RECIEPTS	4,096,923.00	231,045.06	4,063,842.16	99.19	33,080.84
01 2110	COUNTY FINES & LICENSES	1,000.00	308.27	3,755.94	375.59	(2,755.94)
01 2130	OTHER COUNTY RECEIPTS	200.00	0.00	0.00	0.00	200.00
01 2210	ESU RECEIPTS	200.00	0.00	0.00	0.00	200.00
	Subtotal: -	1,400.00	308.27	3,755.94	268.28	(2,355.94)
01 3110	STATE AID	608,000.00	60,804.00	608,085.00	100.01	(85.00)
01 3120	SPED (SCHOOL AGE)	300,000.00	82,536.00	523,708.00	174.57	(223,708.00)
01 3125	SPED TRANSPORTATION SCHOOL AGE	10,000.00	18,646.00	18,646.00	186.46	(8,646.00)
01 3130	HOMESTEAD EXEMPTION	40,000.00	8,996.64	36,122.40	90.31	3,877.60
01 3131	PROPERTY TAX CREDIT	320,000.00	0.00	354,416.38	110.76	(34,416.38)
01 3180	PRO-RATE MOTOR VEHICLE	8,000.00	0.00	6,481.82	81.02	1,518.18
01 3400	STATE APPORTIONMENT	35,000.00	0.00	40,805.62	116.59	(5,805.62)
01 3535	HIGH ABILITY LEARNERS	2,000.00	0.00	3,833.00	191.65	(1,833.00)
01 3551	CAREER EDUCATION (CTE)	0.00	0.00	7,500.00	0.00	(7,500.00)
01 3990	OTHER STATE RECEIPTS	50.00	0.00	0.00	0.00	50.00
	Subtotal: -	1,323,050.00	170,982.64	1,599,598.22	120.90	(276,548.22)
01 4309	HEAD START	750.00	0.00	750.00	100.00	0.00
01 4310	REAP	24,384.00	24,384.00	24,384.00	100.00	0.00
01 4505	TITLE I PT A ESSA IMPROVING BASIC PROG	60,733.00	19,576.00	33,997.00	55.98	26,736.00
01 4509	TITLE II PT A ESSA EFFECTIVE INSTRUCTION	11,501.00	11,501.00	11,501.00	100.00	0.00
01 4516	IDEA PRESCH(619) BASE IDEA ENROLL/POVERT	1,163.00	0.00	1,163.00	100.00	0.00
01 4518	IDEA PART B (611) BASE POVERTY ALLOCATION	77,216.00	380.00	55,591.00	71.99	21,625.00
01 4525	FED VOC & APPLIED TECH ED (CARL PERKINS)	1,000.00	300.00	925.00	92.50	75.00
01 4708	MEDICAID IN PUBLIC SCHOOLS	5,000.00	1,195.69	10,667.48	213.35	(5,667.48)
01 4709	MEDICAID ADMINISTRATIVE ACTIVITIES	3,000.00	670.83	4,546.77	151.56	(1,546.77)
01 4969	TITLE IV, PART A SSAE	10,000.00	10,000.00	10,000.00	100.00	0.00
01 4998	ESSER III - ARP	56,430.00	0.00	48,452.34	85.86	7,977.66
	Subtotal: -	251,177.00	68,007.52	201,977.59	80.41	49,199.41
01 5300	PROCEEDS FROM DISPOSAL OF REAL/PERS PROPERTY	500.00	0.00	3,432.38	686.48	(2,932.38)
01 5301	INSURANCE ADJUSTMENTS	300.00	0.00	2,613.55	871.18	(2,313.55)
	Subtotal: NON REVENUE RECEIPTS - NOT USED	800.00	0.00	6,045.93	755.74	(5,245.93)
	Fund Total:	5,673,350.00	470,343.49	5,875,219.84	103.56	(201,869.84)

02 -- DEPRECIATION FUND

Statement Date: June 28, 2024

FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	$190,207.98
Cash Receipts:	
Transfer from General Fund	$0.00
Miscellaneous	$0.00
Expenses:	
Invoice Checks Written this Month	-$54,078.16
Checking Account End of Month Balance on Hand:	**$136,129.82**

Grand Total: $136,129.82

Bank Statement -- Account Balance

Checking Account Balance this Statement:	$136,129.82
Cash Receipts Outstanding	$0.00
Checks Outstanding	$0.00
Checking Account End of Month Balance on Hand:	**$136,129.82**

Grand Total: $136,129.82

03 -- UNEMPLOYMENT INSURANCE FUND

Statement Date: June 28, 2024

FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	$3,511.59
Cash Receipts:	
Miscellaneous	$0.00
Interest	$0.67
Expenses:	
Employee Benefit Checks Written this Month	$0.00
Checking Account End of Month Balance on Hand:	**$3,512.26**
CD Account Beginning of Month Balance on Hand:	$4,167.38
Interest	$17.66
CD Account End of Month Balance on Hand:	**$4,185.04**
Grand Total:	**$7,697.30**

Bank Statement -- Account Balance

Checking Account Balance this Statement:	$3,512.26
Cash Receipts Outstanding	$0.00
Checks Outstanding	$0.00
Checking Account End of Month Balance on Hand:	**$3,512.26**
CD Account Balance this Statement:	**$4,185.04**
Grand Total:	**$7,697.30**

05 -- ACTIVITY FUND

Statement Date: June 28, 2024

FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	$140,677.82
Cash Receipts:	
Transfer from General Fund Replenishing Activity Fund	$0.00
Contributions, Miscellaneous	$3,387.49
Voided Checks	$0.00
Interest	$27.08
Expenses:	
Invoice Checks Written this Month	-$6,597.45
Checking Account End of Month Balance on Hand:	**$137,494.94**

CD Account Beginning of Month Balance on Hand:	$23,438.57
Interest	$0.00
CD Account End of Month Balance on Hand:	**$23,438.57**

Grand Total: $160,933.51

Bank Statement -- Account Balance

Checking Account Balance this Statement:	$138,877.77
Cash Receipts Outstanding	$0.00
Checks Outstanding	-$1,382.83
Checking Account End of Month Balance on Hand:	**$137,494.94**

CD Account Balance this Statement:	**$23,438.57**

Grand Total: $160,933.51

Franklin Public Schools -- 05 Activity Fund Balance Report - Summary - June 2024

COA	COA Description	Beginning Balance	Expenses	Revenues	Balance
05 704 0001	ACTIVITIES	8,631.80	2,190.86	742.20	7,183.14
05 704 0003	CROSS COUNTRY	1,293.77	0.00	0.00	1,293.77
05 704 0004	BASKETBALL BOYS	1,767.68	900.00	1,000.00	1,867.68
05 704 0005	BASKETBALL GIRLS	1,854.94	900.00	1,150.00	2,104.94
05 704 0006	FOOTBALL	5,009.26	0.00	0.00	5,009.26
05 704 0007	GOLF	4,603.35	0.00	0.00	4,603.35
05 704 0008	TRACK	1,030.77	0.00	0.00	1,030.77
05 704 0010	VOLLEYBALL	3,980.31	0.00	0.00	3,980.31
05 704 0011	WRESTLING	3,510.81	0.00	0.00	3,510.81
05 704 0012	FPS SIGNWORX	221.19	0.00	0.00	221.19
05 704 0013	E-SPORTS	(573.74)	0.00	0.00	(573.74)
05 704 0015	YEARBOOK	5,044.95	0.00	140.00	5,184.95
05 704 0016	BAND / FLAGS	11,591.11	0.00	0.00	11,591.11
05 704 0017	CHEERLEADERS	1,910.46	0.00	0.00	1,910.46
05 704 0018	FPS COFFEE CART	176.60	0.00	0.00	176.60
05 704 0019	CONCESSIONS	8,663.28	0.00	0.00	8,663.28
05 704 0020	FCCLA	11,033.60	0.00	0.00	11,033.60
05 704 0021	FFA	6,882.69	291.57	0.00	6,591.12
05 704 0022	FOREIGN LANGUAGE	744.61	375.00	0.00	369.61
05 704 0023	CLASS OF 2029	378.20	0.00	0.00	378.20
05 704 0024	CLASS OF 2027	1,529.01	0.00	0.00	1,529.01
05 704 0025	SENIOR BANNERS	0.00	0.00	0.00	0.00
05 704 0026	NHS	3,746.83	500.00	0.00	3,246.83
05 704 0028	SCIENCE CLUB	653.43	0.00	0.00	653.43
05 704 0029	CLASS OF 2026	2,724.49	0.00	0.00	2,724.49
05 704 0030	CLASS OF 2028	1,025.35	0.00	0.00	1,025.35
05 704 0031	STUDENT COUNCIL	1,110.63	0.00	0.00	1,110.63
05 704 0032	VOCAL	1,179.55	0.00	0.00	1,179.55
05 704 0035	SKILLS USA	1,276.32	0.00	0.00	1,276.32
05 704 0036	BACKPACK PROGRAM	4,186.47	0.00	0.00	4,186.47
05 704 0037	GREENHOUSE	23,636.51	0.00	100.00	23,736.51
05 704 0038	COURTESY	1,683.02	398.00	0.00	1,285.02
05 704 0039	ELEMENTARY TEACHERS	1,774.67	0.00	216.26	1,990.93
05 704 0040	INDUSTRIAL ARTS STUDENT PROJ	(2,762.57)	11.26	0.00	(2,773.83)
05 704 0041	INVESTMENTS	23,438.57	0.00	0.00	23,438.57
05 704 0042	CLASS OF 2025	2,786.00	0.00	0.00	2,786.00
05 704 0043	LIBRARY	306.21	0.00	0.00	306.21
05 704 0044	SPEECH	186.60	0.00	0.00	186.60
05 704 0045	CLASS OF 2024	2,509.06	30.50	0.00	2,478.56
05 704 0046	SPECIAL PROJECTS	4,933.18	800.00	27.08	4,160.26
05 704 0047	ONE ACTS	1,356.95	0.00	0.00	1,356.95
05 704 0048	FPS LASER CREATIONS	137.59	0.00	0.00	137.59
05 704 0049	ACE, 40 DEV ASSETS	537.50	0.00	0.00	537.50
05 704 0051	QUIZ BOWL	960.32	(39.03)	0.00	999.35
05 704 0052	WEIGHTROOM PROJECT	3,790.87	0.00	0.00	3,790.87
05 704 0053	EHA WELLNESS PROGRAM	3,654.19	200.26	0.00	3,453.93
		164,116.39	6,558.42	3,375.54	160,933.51

06 -- LUNCH FUND

Statement Date: June 28, 2024

FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	$39,431.51
Cash Receipts:	
Transfer from General Fund	$0.00
Meal Sales	$70.00
Federal Reimbursement	$0.00
State Reimbursement	$1,079.43
Contributions, Miscellaneous	$0.00
Voided Checks	$0.00
Interest	$7.13
Expenses:	
Prepaid Invoice Checks Written this Month	$0.00
Invoice Checks Written this Month	-$1,577.06
Payroll Employees	-$3,832.09
Payroll Payees	-$1,937.26
Checking Account End of Month Balance on Hand:	**$33,241.66**

Grand Total: $33,241.66

Bank Statement -- Account Balance

Checking Account Balance this Statement:	$33,307.16
Cash Receipts Outstanding	$0.00
Checks Outstanding	-$65.50
Checking Account End of Month Balance on Hand:	**$33,241.66**

Grand Total: $33,241.66

08 -- BUILDING FUND

Statement Date: June 28, 2024

FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	$786,874.22
Cash Receipts:	
Franklin County Treasurer	$18,113.82
Harlan County Treasurer	$465.37
Miscellaneous	$7,886.95
Interest	$153.62
Expenses:	
Invoice Checks Written this Month	-$1,872.50
Checking Account End of Month Balance on Hand:	**$811,621.48**

Grand Total: $811,621.48

Bank Statement -- Account Balance

Checking Account Balance this Statement:	$811,621.48
Cash Receipts Outstanding	$0.00
Checks Outstanding	$0.00
Checking Account End of Month Balance on Hand:	**$811,621.48**

Grand Total: $811,621.48

Invoice Number	Description	Amount
201816	XC: (4) PLAQUE,(60) MEDAL QB: (90) MEDAL	603.33
Vendor Name AWARDS UNLIMITED INC.		603.33
2024SCHOLARAGOOSIC	COCA-COLA SCHOLARSHIP: ALEXA GOOSIC	100.00
Vendor Name CENTRAL COMMUNITY COLLEGE - HASTINGS		100.00
20240521	FFA POLO EMBROIDERY	34.00
Vendor Name CONNIE'S CREATIONS		34.00
24373	THANK YOU PLANT	46.00
Vendor Name CYNTHIA'S BOUQUETS AND LATTES		46.00
6938	(2) 3" CHANNEL, (4) 3/8" ROD	11.26
Vendor Name DUNCAN'S WELDING		11.26
146199	GAME BALLS:(4) FBALL,(2) VBALL,(2) BBALL	597.88
Vendor Name HAUFF MID AMERICA SPORTS		597.88
108180	(1) SALUTATORIAN MEDALLION	30.50
Vendor Name HERFF JONES LLC		30.50
20240624BBALLCAMP	6/24 BASKETBALL CAMP: YOUTH & JHHS (45)	1,800.00
Vendor Name JB1 SPORTS PERFORMANCE		1,800.00
2024SCHOLARAGRUBE	RED CROSS SCHOLARSHIP: ANNA GRUBE	250.00
Vendor Name KANSAS STATE UNIVERSITY		250.00
9311628667	AD/TRNG RM: AA BATTERY,ANTISEPTIC SPRAY	64.00
Vendor Name LAWSON PRODUCTS INC.		64.00
MDS334605	(60) PINS GH SCHOLAR CHPTR, (2) CONFETTI	149.00
Vendor Name NATIONAL FFA ORGANIZATION		149.00
20240601-376AF	MONTHLY TRANSACTIONS	200.26
Vendor Name RIGHTWAY GROCERY		200.26
2024SCHOLARMBAKER	RED CROSS SCHOLARSHIP: MIKA BAKER	250.00
Vendor Name UNIVERSITY OF NE - KEARNEY		250.00
2024SCHOLARGBOETTCHR	TVC SCHOLARSHIP: G BOETTCHER	100.00
2024SCHOLRGBOETTCHER	COCA-COLA SCHOLARSHIP: G BOETTCHER	100.00
Vendor Name UNL-SCHOLARSHIPS & FINANCIAL AID		200.00
20240527STMT-AF	MONTHLY TRANSACTIONS	1,386.22
Vendor Name US BANK		1,386.22
2024SCHOLAREKOLAMI	NHS SCHOLARSHIP: EVAN KOLAMI	500.00
2024SCHOLAREVKOLAMI	FOREIGN LANGUAGE SCHOLARSHIP:EVAN KOLAMI	375.00
Vendor Name WAYNE STATE COLLEGE		875.00
Fund Number 05		6,597.45
Checking Account ID 5		6,597.45

FRANKLIN PUBLIC SCHOOLS

MONTHLY CREDIT CARD TRANSACTIONS

FUND	COMPANY	TRANSACTION DESCRIPTION	AMOUNT
GF	INTRAX GLOBAL INTERNS	TCH PROGRAM FEE, INSURANCE FEE: KC KADUSALE	$1,440.00
GF	PADLET	SPANISH CURRICULUM SOFTWARE: B CLEVELAND	$69.99
GF	EXPRESS QUE PLACE	SCIENCE CONFERENCE PARKING: C LECHER	$11.25
GF	ACT	ACT WORKSHOP: C STRATMAN & M DEJONGE	$250.00
GF	HOMEDEPOT	LIGHT COVERS: N LIECHTI	$89.02
			$1,860.26

AF	DOLLAR GENERAL	CASHIER ERROR STAFF APPRECIATION GIFT CARDS CREDIT	-$28.76
AF	HY-VEE	FFA OFFICER RETREAT MEAL: H HILL	$213.97
AF	RUBY TUESDAY	FFA OFFICER RETREAT MEAL: H HILL	$240.38
AF	RAISING CANES	FFA OFFICER RETREAT MEAL: H HILL	$129.91
AF	GO APE	FFA OFFICER RETREAT ACTIVITY: H HILL	$395.55
			$951.05

JUNE 25, 2024 STATEMENT TOTAL PAID **$2,811.31**

Invoice Number	Description	Amount
11FW-3T9W-W3CY	STANDING DESK RISER	94.99
11K1-HQNL-M69V	CTE: (4) ESAB EMP 210 MULTI PROC WELDER	5,360.08
13RH-74R6-3FRY	(2) 12PK PRIVACY SHIELDS	110.60
16MY-KJW4-7TTM	GROUNDS: (8) 6PK RUSTOLEUM STRIPE PAINT	332.00
1974-KLHC-33ND	CTE:OPTI TRIPOD,ROUTER,PLNR,BISC JNR,NLR	1,158.83
1DMY-4CP4-NM7J	13'x7'5" CLASSROOM RUG	229.99
1NG9-G6NM-3PFC	(2) 12"x175' 3/16" BUBBLE WRAP	40.70
1VNT-W63M-YX99	SHOP: 39" LAB COAT SIZE 48	36.45
1Y1X-MJYY-6X9Y	SPED: EZREAD MAGNETIC LETTER TILES/MAT	28.70
Vendor Name	AMAZON CAPITAL SERVICES	7,392.34
6319358	2x2.5 GAL SPEED ZONE WEED SPRAY	271.88
Vendor Name	AURORA COOPERATIVE	271.88
201816A	SPELLING BEE: (3) MEDALS w NECK RIBBON	12.00
Vendor Name	AWARDS UNLIMITED INC.	12.00
20240626MB	NATURAL GAS - MAIN BUILDING MAY JUNE	590.17
20240627SB	NATURAL GAS - SHOP BUILDING JUNE	44.63
20240701GH	NATURAL GAS - GREENHOUSE JUNE	40.30
Vendor Name	BLACK HILLS ENERGY	675.10
20240630	UTILITIES: MAY 15 - JUNE 15	6,065.19
Vendor Name	CITY OF FRANKLIN	6,065.19
159905	FVFFP1HQQ6L3 REPLACED MISSING ARROW KEYS	50.00
159906	FVFCG90NJ1WK REPLACED MISSING KEY ARROW	25.00
Vendor Name	COMPUTER HARDWARE INC.	75.00
J4-59878	BUSES: (2) FUEL SEPARATORS	307.20
Vendor Name	CUMMINS SALES AND SERVICE	307.20
INV561484	PURCHASE: FIVESTAR 3GAL EXTRACTOR/ASMBLY	2,517.88
Vendor Name	EAKES INC.	2,517.88
EM14693	SPED: MULTISYLLABIC DECODING A WILLIAMS	15.00
Vendor Name	EDUCATIONAL SERVICE UNIT #3	15.00
385325a	(1) CS ZIPLOC GALLON BAGS	28.69
Vendor Name	EGAN SUPPLY CO	28.69
24794-1	5/28 SUMMER SCIENCE RETREAT: C LECHER	60.00
Vendor Name	ESU 10	60.00
4537	IXL, SEESAW RENEWAL, SUMMER HONORS	4,006.00
Vendor Name	ESU 11	4,006.00
3010471	SCIENCE: BIORAD BR35 PIPET TIPS	51.79
Vendor Name	FLINN SCIENTIFIC, INC	51.79
5776-265941	BUSES: HYD LUBE, FUEL FILTER, ENDURACUBE	842.58
5776-266276	BUSES: ENDURACUBE, FLO THRU BRUSH	193.57
Vendor Name	FRANKLIN AUTO PARTS	1,036.15

Invoice Number	Description	Amount
IN7103072055	SMS COMPLIANCE REGISTRATION	16.00
IN7103081420	TELECOMM SERVICE 6/29-7/31/2024	649.93
Vendor Name	GOTO COMMUNICATIONS, INC	665.93
11731651-01	CTE: SHAPER w STAND, (2) 2 5/8" SHANKS	793.60
11750253-01	T28000 BEAR CRAWL HD MOBILE BASE	95.35
Vendor Name	GRIZZLY INDUSTRIAL, INC	888.95
2023-2024GOLD	2023-2024 GOLD ASSESSMENT (29) CHILDREN	366.85
Vendor Name	HEAD START CHILD & FAMILY DEVELOPMENT PROGRAM, INC.	366.85
2024AUG#48	COPIER LEASE AUGUST PAYMENT #048	1,582.01
Vendor Name	HOMETOWN LEASING	1,582.01
187987	SUPPLIES PLANT SCIENCE: FERTILIZER, HOSE	292.20
188275	SUPPLIES PLANT SCIENCE: (20) 3CUFT SOIL	807.85
188927	PLANT SCIENCE: (5) 2 GAL WATER CANS	85.25
Vendor Name	HUMMERT INTERNATIONAL	1,185.30
IN4583678a	CENTRAL SUPPLY, MED OFFICE	512.69
Vendor Name	INNOVATIVE OFFICE SOLUTIONS, LLC	512.69
16663	LEGAL SERVICES JUNE	2,058.00
Vendor Name	KSB SCHOOL LAW, PC LLO	2,058.00
INV2218454	ESSER III: (22) FOUNDNS PERSONAL FINANCE	1,015.75
Vendor Name	LAMPO GROUP, LLC, THE	1,015.75
52363492	WELDING SUPPLIES: CYLINDER RENTAL	66.14
Vendor Name	MATHESON TRI-GAS, INC	66.14
2145357-00	SAND BELT/SLEEVE/DISK,FM BRUSH,BLADE,CVR	506.72
Vendor Name	MIDWEST TECHNOLOGY	506.72
606428	GENETICS CORN,SOIL NPK,ELECTROPHORESIS	530.85
Vendor Name	NASCO	530.85
57-13087	PUPIL TRANSPORTATION LEV 2: SJ,AC,KJ	250.00
Vendor Name	NEBRASKA SAFETY CENTER	250.00
00102801	(126)MAP GROWTH, (104)MAP GROWTH SCIENCE	1,835.00
Vendor Name	NWEA	1,835.00
978196	FSA PARTICIPANT MONTHY FEE JUNE 1-30	40.00
Vendor Name	OMNIFY	40.00
241677	DISORDER ID,BASIC AG LESSON PLAN,PLT SCI	1,195.00
Vendor Name	ONE LESS THING	1,195.00
24-000011612	CO2 CAR SUPPLIES	512.94
24-000011660	CO2 CAR SUPPLIES	93.60
Vendor Name	PITSCO EDUCATION, LLC	606.54

Invoice Number	Description	Amount
L233817	GROUNDS: (12) WIRE NUTS	1.20
L234030	(2) KICKDOWN STOP, (2) TOGGLES	20.18
L234034	SILICONE SEALANT, CAULK, ANCHORS	15.76
L234040	(2) TOGGLES	1.78
L234181	GROUNDS: (2) ZINC PISTOL NOZZLE	18.58
L234598	CLEAR FLEX TAPE	15.49
Vendor Name	PLANK LUMBER & HARDWARE	72.99
062400080	FCC LICENSE RENEWAL EXPIRES 7/26/2034	100.00
Vendor Name	PLATTE VALLEY COMMUNICATIONS, INC	100.00
62635042	INSECT CONTROL ONLY MAINTENANCE	119.48
Vendor Name	PRESTO-X	119.48
INVIE0103083	FASTBRIDGE,FASTFLIX SUBSCRIP TIER 2	2,750.00
Vendor Name	RENAISSANCE LEARNING, INC	2,750.00
20240701-376GF	MONTHLY TRANSACTIONS	522.00
Vendor Name	RIGHTWAY GROCERY	522.00
IN101415813	(3) CS BLUE/WHITE/GRAY 12x18 CONST PAPER	154.50
Vendor Name	S&S WORLDWIDE, INC.	154.50
S31453	ROLLER COVERS, PAINT	913.80
S31516	LIQ NAILS, POLY, #2WP,EDGER,PUTTY KNIFE	69.98
S31574	ROLLER COVERS, PAINT, PAN LINERS	221.79
Vendor Name	S.E. SMITH & SONS	1,205.57
CINV000054373	MED OFFICE: (10) 100PK FABRIC BANDAIDS	28.70
Vendor Name	SCHOOL HEALTH CORPORATION	28.70
208134279449	SPED: ULTRAPLAY INCLUSIVE SWING SEAT	1,283.94
Vendor Name	SCHOOL SPECIALTY, LLC	1,283.94
20240628-083	SAS/WEBLINK ANNUAL FEES RENEWAL 2024-25	7,000.00
Vendor Name	SOFTWARE UNLIMITED INC	7,000.00
1436512	NETWORK NEBRASKA: JUNE	267.63
Vendor Name	STATE OF NEBRASKA	267.63
20240715CELLREIMB	JHHS PRINCIPAL CELL PHONE REIMB	90.65
Vendor Name	STRATMAN, CHRISTINE	90.65
1586	ENTRY FEE: 5/14 ELEM FIELD TRIP (48)	480.00
Vendor Name	STUHR MUSEUM OF THE PRAIRIE PIONEER	480.00
5276	PURCHASE YEALINK PHONE SYSTEM	3,148.96
Vendor Name	TELEPHONE SYSTEMS OF NE, INC	3,148.96
312917	TIME MANAGEMENT SYSTEM: MONTHLY	66.50
Vendor Name	TIME MANAGEMENT SYSTEMS, INC	66.50

Invoice Number	Description	Amount
20240625STMT-GF	MONTHLY TRANSACTIONS	1,860.26
Vendor Name US BANK		1,860.26
8816365900	PIG UTERUS, COW OVARY	211.83
Vendor Name WARD'S SCIENCE		211.83
98057960	MONTHLY FUEL	380.90
Vendor Name WEX BANK		380.90
20240613MILEAGE	MILEAGE: SPED READING CONFERENCE	292.79
Vendor Name WILLIAMS, AMY		292.79
00008001	ESSER III: WRS CURRICULUM	2,209.68
Vendor Name WILSON LANGUAGE TRAINING CORPORATION		2,209.68
Fund Number 01		58,066.33
Checking Account ID 1		58,066.33
9364	UNEMPLOYMENT CHARGE	599.77
Vendor Name NEBRASKA UC FUND		599.77
Fund Number 03		599.77
Checking Account ID 3		599.77
385325	SUPPLIES: ZIPLOC SANDWICH BAGS	10.61
Vendor Name EGAN SUPPLY CO		10.61
IN4583678	SUPPLIES: FM CUP CNTR,WIPE,FOIL,OVN CLNR	1,007.42
Vendor Name INNOVATIVE OFFICE SOLUTIONS, LLC		1,007.42
Fund Number 06		1,018.03
Checking Account ID 6		1,018.03
1216	WINDOW SCREEN REPLACE: MAIN,BARN,WGHT RM	4,980.42
Vendor Name MID-WEST BARRIER, LLC		4,980.42
2427	CONCESS/WEIGHT RM METAL ROOF REPLACEMENT	25,747.46
Vendor Name PRAIRIE VIEW ROOFING LLC		25,747.46
Fund Number 08		30,727.88
Checking Account ID 8		30,727.88

Invoice Number	Description	Amount
3415	PROFESSIONAL SERVICES PT SPED	90.00
Vendor Name FAMILY PT & SPORTS		90.00
10537130	(100) USERS ADOBE VIP	500.00
Vendor Name JOURNEY ED.COM, INC.		500.00
Fund Number 01		590.00
Checking Account ID 1		590.00

ALLIED ROOFING & CONCRETE

QUOTE

NAME & ADDRESS

CITY OF FRANKLIN SCHOOL C/O STACEY JAMES	**PHONE- (308) 470-0682**
PARKING LOT WEST REMOVE AND REPLACE CONC.	**email-stacey.james@fpsflyers.org**
CITY, STATE- FRANKLIN , NEBRASKA	**7/02/2024**

DESCRIPTION OF ESTIMATE

1- Break away and remove approx. 2,000 Sq ft. Of existing 8" concrete.

2- lay back steel rebar, on a grid 3'x 3' with 50% tie down.

3- Add expansion joint.

4- Install back, with a six sack concrete mix, with no less that a 3,000 P.S.I at 20 days.

5-Clean up all debris and garbages, haul away.

6- Seal all control cuts with SL1000, expansion joint sealant.

TOTAL ESTIMATE $19,800 .00 DLLS

Proof of insurance provided upon request. We are not responsible for damage to buried pipes or wires, etc. Allied Roofing and concrete is to be held harmless from all claims for damages resulting from the customers failure to obtain permits and or landowner permission. We reserve the right to withdraw or increase the quoted amounts of reflect cost increases or site conditions and or local building codes before the project with the signed agreement. DUE TO VOLATILITY AND FREQUENT PRODUCTS PRICE AND LABOR PRICING CHANGES, ALLIED WILL HONOR THIS QUOTE FOR 15 DAYS, WE RESERVE THE RIGHT TO MAKE ANY CHANGES AS NEEDED TO FINAL PRICING,AT TIME OF SALE.

Down Payment Collected $.

Final payment amount $ 19,800.00 Dlls

FABIAN ANTILLON

fabianantillon23@gmail.com

PROPOSAL

Mid-West Barrier, LLC

PROPOSAL: #04156
DATE: JUNE 6, 2024

74722 Road 438, Bertrand, NE 68927
Cell: 308-991-0925
Email: DeanS@midwest-barrier.com

PROJECT: FRANKIN COUNTY PUBLIC SCHOOL
1001 STATE HIGHWAY 10 BYPASS
FRANKLIN, NE, 68939

CONTACT: SUPERINTENDENT MR. CHRIS LECHER

HAIL DAMAGE- MAY 5, 2023.
DAMAGED VINYL CASEMENT WINDOWS DUE TO HAIL

MAIN BUILDING COMPLEX- NORTH ELEVATION- SOUTH- EAST WING

MIDWEST BARRIER SHALL PROVIDE ALL SPECIFIED MATERIALS, EQUIPMENT AND LABOR REQUIRED FOR:

REMOVE FOUR (4) 56" X 45" 2 EQUAL LITE WINDOWS WITH ONE (1) OPERABLE AND ONE (1) FIXED WINDOW WITH BRONZE EXTERIOR AND WHITE INTERIOR FINISN COLOR

FURNISH AND INSTALL

- FOUR (4) 56" X 45" ANDERSON 100 SERIES TWIN SERIES CASEMENT WINDOWS
  DARK BRONZE EXTERIOR AND WHITE INTERIOR FINISH COLOR
- SASH LOCKS IN WHITE FINSIH
- DUAL PANE CLEAR LOW E WITH ARGON INSULATED GLASS UNITS

FOR THE LUMP SUM AMOUNT OF $8924.24

8 WEEK MANUFACTURES LEAD TIME ON PRODUCTION

PRICE ALTERNATE #1- WINDOW TYPE

TO FURNISH AND INSTALL

(4) FOUR 56" X 45" GERKIN VINYL 2- LITE WINDOWS WITH 1 OPERABLE CASEMENT WINDOW AND 1 FIXED WINDOW GERKIN WINDOW IS WHITE INTERIOR AND EXTERIOR IN LIEU OF THE ANDERSON 100 SERIES WINDOW WITH BRONZE EXTERIOR AND WHITE INTERIOR MATCHING EXISTING

FOR THE LUMP SUM AMOUNT OF $ 8092.30 VINYL

- 6 WEEK MANUFACTURES LEAD TIME ON PRODUCTION

SUBMITTED ON 6/6/24
BY DEAN SCHOENE _____
PRICE IS GOOD FOR 30 DAYS

APPROVED BY_____
NOTICE TO PROCEED DATE _____

PROPOSAL

Mid-West Barrier, LLC

PROPOSAL: #04215
JULY 11, 2023

74722 Road 438, Bertrand, NE 68927
Cell: 308-991-0925
Email: DeanS@midwest-barrier.com

PROJECT: FRANKIN COUNTY PUBLIC SCHOOL
1001 STATE HIGHWAY 10 BYPASS
FRANKLIN, NE, 68939

CONTACT: STEVE DECKER

HAIL DAMAGE- MAY 5, 2023
SOUTH- EAST WING- ITEM #7

MIDWEST BARRIER SHALL PROVIDE ALL SPECIFIED MATERIALS, EQUIPMENT AND LABOR REQUIRED TO:

REMOVE AND REPLACE

FOUR (4) ALUMINUM FRAMED CASEMENT WINDOWS IN LIEU OF VINYL CASEMENT REPLACEMENT WINDOWS

USING DESCO I65 SERIES THERMALLY BROKE DUAL CASEMENT WINDOWS IN WHITE KYNAR PAINTED FINISH WITH ROTO OPERATORS AND LOCKS 5 KNUCKLE HINGES AND ALUMINUM MESH SCREENS

GLAZING TO BE 1" THERMALPANE WINDOWS USING CARDINAL 366 CLEAR LOW E GLASS

FOR THE LUMP SUM AMOUNT OF $9256.25 ALUMINUM
NINE THOUSAND TWO HUNDRED FIFTY-SIX DOLLARS &25/100----------

CURRENT LEAD TIME ON PRODUCTION IS 14 WEEKS

PROPOSAL SUBMITTED ON 7/11/2024
BY– DEAN SCHOENE_____-
CELL NUMBER- 308) 991-0925

APPROVED BY_____
DATE OF NOTICE TO PROCEED_____

DeSCo Architectural, Inc.

716 3rd St. SE
De Smet, SD 57231

PH: (800) 952-5534 FAX: (605) 854-9127

QUOTATION
QT131482
Quote Date:07/10/24

Ship Via: LTL Truck

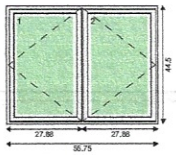
MI3001
Mid-West Barrier, LLC
747222 438 RD
Bertrand, NE 68927

Ref: Attn: Dean / FPS
Sales Rep: House Account (HSE)

Ship to:
Shipping 1
8050 Hwy 30 East
Kearney, NE 68847
Ph: (308) 991-0925Fax:
Email: deans@midwest-barrier.com

NOTE: Drawn as viewed from INTERIOR

1 **QTY 4**



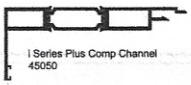
i65 Series (2 9/16" Thermal)
Style: LH.RH
Size: 55 3/4" X 44 1/2"
Color: Bone White

Glass & Glazing by Others

Operator=Contour Roto and Locks
Restrictors=Casement Lim
Hinge Type=5 Knuckle Hinge White
Screens: Alum. Mesh
Head= Plus REV Equal Leg Frame
Sill= Plus REV Equal Leg Frame
L Jamb= Plus REV Equal Leg Frame
R Jamb= Plus REV Equal Leg Frame

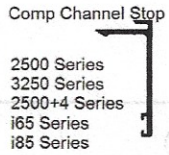
1) 1"- Glass
2) 1"- Glass

2 **Qty: 1 - Wht Painted Cmp Chan. 45050WP 24 Ft Long**



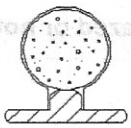
Cut Long and Ship Loose

3 **Qty: 1 - Wht Painted Comp Stop 6654WP 24 Ft Long**



Cut Long and Ship Loose

4 **Qty: 1 - Foamtite for Receptor 48 Ft Long**



32003

Franklin Public School Activities Handbook

Rules and Regulations
2024 - 2025

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Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Franklin Public Schools allows students to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, students, or staff. The administration reserves the right to make decisions and rule revisions at any time to implement the educational program and assure all students' well-being. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not explicitly covered in this handbook, the administration will decide based upon all applicable school district policies, as well as state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with the rules and procedures detailed in this booklet.

Parents must sign the acknowledgment and permission to participate form at the end of this handbook before their student can participate in the district's activity programs.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. Occasionally, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is current. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

SECTION ONE:

GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) meet the requirements of board policy, including all rules applicable to the activity, and (3) have not less than a 70% grade in two or more classes for one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and their parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance, or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences arranged in advance. An activity's coach, sponsor, or director may require a participant with an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant unable to attend a scheduled practice, conference, or game must contact the coach or sponsor in advance. Students absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students absent from school for any part of the day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

Suppose a participant misses a scheduled contest or performance. In that case, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be canceled or postponed if the school has been called off for inclement weather or any other reason as determined by the administration.

Colors

The Franklin Public School colors are red and black.

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use the district's formal complaint procedure to manage disputes about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's website: www.fps.org.

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

a. Require all coaches and trainers to complete one of the following online courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:

    - Heads UP: Concussions in Youth Sports
    - Concussion in Sports—What You Need to Know
    - Sports Safety International
    - ConcussionWise
    - ACTive™Athletic Concussion Training for Coaches; and

b. On an annual basis, concussion and brain injury information must be provided to students and their parents or guardians before such students initiate practice or competition. This information will include:
    1. The signs and symptoms of a concussion;
    2. The risks posed by sustaining a concussion and

3 The actions a student should take in response to sustaining a concussion include notifying their coaches.

A student who participates on a school athletic team must be removed from a practice or game when they are reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school-supervised team athletic activities involving physical exertion, including practices or games, until the student:

a. has been evaluated by a licensed healthcare professional;

b. has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional and

c. Has submitted the written and signed clearance to resume participation in athletic activities to the school, accompanied by written permission from the student's parent or guardian.

Suppose a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity. In that case, the parent or guardian of the student will be notified by the school of:

a. The date and approximate time of the injury suffered by the student,

b. The signs and symptoms of a concussion or brain injury that were observed, and

c. Any actions taken to treat the student.

The school district will not provide for the presence of a licensed healthcare professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed healthcare professional on a written clearance to resume participation provided to the school as conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school will not take additional or independent steps to verify the individual's qualifications.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students who violate school rules or these activity rules may be prohibited from participating in school dances.

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 Franklin Public Schools and their guests may attend.
   a. Students currently attending Franklin High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Franklin High School or their school are generally considered appropriate dates or guests.
   b. Persons younger than 16, not in 9th, 10th, 11th, or 12th grade, or older than 20 years of age and not attending high school are generally considered inappropriate dates or guests for our school dances.
   c. Some school dances may be restricted to students attending specific grade levels at Franklin Public Schools. For any dances at the middle school level, only students attending Franklin Public Schools in the grade(s) for which the dance is being held may attend.
   d. Students who have been suspended from school or extracurricular activities may not attend.
   e. The school reserves the right to exclude persons who may or may not 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 the dance until the dance ends without parental permission on a form provided or until phone contact can be made with the parent allowing the student to leave the dance.
   g. Students who leave the dance will not be readmitted.
   h. Students or their guests who engage in inappropriate behavior, whether on or off 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 and/or law enforcement may be contacted.

   Students and their dates may be required to submit to a breathalyzer before 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.

Junior High/Middle School Dances
Junior high/middle school (6-8) dances are restricted to students currently enrolled in the junior high school and will be sponsored by junior high teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding dates and times.
Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Academically ineligible students will not be allowed to attend school dances.

High School Dances
All high school dances are restricted to Franklin High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Academically ineligible students will not be allowed to attend school dances.

Homecoming and Prom
The Homecoming dance is open to students and guests of Franklin High School.

The Junior/Senior Prom is open to students and guests of the Franklin High School junior and senior classes. Guests must follow all rules that the students must follow. Each student is responsible for their guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dance for Prom. Black dress jeans will be acceptable.

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 who 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. They will represent, themselves, their classmates, and their school in a manner that reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and 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 not have violated school policies and procedures excessively during their high school career.
   d. The student may not, within the current school year of the dance, have engaged in criminal violations involving (i) alcohol, drugs, or tobacco; (ii) driving law violation in which the penalty is a loss of four points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) 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 a committee appointed by the Principal for each dance at which royalty is to be selected ("Royalty Candidate Eligibility and Selection Committee"). The committee will ordinarily include the Principal, the Activity Director, and the certificated sponsors.

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 must confirm that the student meets all eligibility requirements. The student will be required to verify their acceptance of the nomination for the dance royalty and the responsibilities of such an all-school honor. The Principal or designee may contact local, county, and 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:
      i. Only a senior girl and a senior boy are eligible to be Queen and King.
      ii. The student body will nominate three queen and three king candidates subject to eligibility determination by the Royalty Eligibility Committee.
      iii. To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
      iv. The queen and king will be chosen from qualified nominees by secret vote of the student body during Homecoming week. Crowning will be held at the fall sports event, with the largest attendance.

   b. Prom King and Queen:
      i. Only a senior girl and a senior boy can be Queen and King. Candidates may not have been previously selected as royalty at another school-sponsored dance.
      ii. The juniors and seniors will nominate three queen and king candidates subject to eligibility determination by the Royalty Eligibility Committee.
      iii. To be eligible, a candidate must agree to attend the entire Prom dance and represent the school properly.
      iv. The queen and king will be chosen from the qualified nominees by secret vote of the junior and senior students.

Electronic Communication

The school board supports using technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall always be appropriate. It shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store their personal belongings and checked-out school equipment. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment checked out to individual students remains the school's property. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use of such clothing or equipment is over. Each participant is responsible for all

equipment checked out to them. Students will be assessed the replacement cost for school equipment that has been checked out to them and is lost or stolen.

Fundraising

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically about Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the superintendent.

Students or student groups desiring to raise money through fund drives in one form or another will present their written requests to the elementary and/or secondary principal for their approval. The approval will be based on the following criteria:

A. Where the funds will be used, preference will be given to those activities in which usage of tax money would be doubtful or illegal, such as trips and awards of a personal nature. Any drive which seeks or tends to circumvent a Board decision will be rejected. A definite goal for the expenditure of the funds received must be established and indicated in the request submitted by the staff member.

B. Quality of the product or suitability of the product sold. Items that are overpriced, embarrassing, or controversial to the school will be rejected. Items in direct competition with local businesses shall be avoided where practicable.

C. The number of fund drives per organization is limited to (2) per year. One fundraiser shall raise funds for the student group's or organization's expenses. The administration may approve the second fundraiser for the group or organization raising funds and using those funds to make a charitable donation.

D. If an organization qualifies for national or international competition, the school board can approve one additional fundraiser per organization per year.

E. Students will not be required to meet a quota to maintain good standing within the activity or organization as part of any fundraising activity. Students may be encouraged to set goals regarding fundraising activities but will never be required to meet specified goals as a condition of membership or status within the activity.

F. The Board is not responsible for any losses incurred. Principals must approve the locations and subject matter of all posters posted in the drive.

G. Activities and groups will be expected to pay for expenses from activity fund monies generated from fundraisers before requesting any additional, unbudgeted money for attendance at state, national, or international conventions, conferences, competitions, or for the purpose of purchasing extra equipment, services, or goods. The following scale will be in effect for supporting activities attendance at such conventions:

    a. State Conventions: $100 per activity participant, staff sponsor, or adult sponsor

b. National Conventions: $200 per activity participant, staff sponsor, or adult sponsor
c. International Conventions: $300 per activity participant, staff sponsor, or adult sponsor
d. The maximum amount paid will be $800 per student and $1,000 per sponsor. Based on:
    i. $200 Registration Fee
    ii. $120 Meals (3 X $40)
    iii. $231 Room (3 X $77)
    iv. $250 Travel
    v. Total $801

Adult Sponsors. Adult sponsors must be in attendance at all school-sponsored activities.

Adult Drivers. The district does not sponsor activities involving driving vehicles unless a school employee, sponsor, or adult is driving.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing and complying with these rules.

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 admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except with permission from 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 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, 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.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, inform the participant's parents or seek immediate medical treatment.

If a doctor removes an athlete from participation at any time during participation because of illness or injury, the athlete must have a written release from the doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also, see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. The parent's responsible for providing adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district offers an accident insurance plan for purchase by participants and their families through an authorized insurance agent. Information about policies that families may purchase will be available before each sports season and at fall registration.

Lettering Requirements

The following guidelines will be used in determining students' eligibility for lettering:

Football: A participant must play in ¼ of the total quarters of a varsity season. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

Volleyball: A participant must play for any length of time on ¾ of the varsity games. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

Cross Country: Your score/time counts at the varsity level in at least 5 of the 7 meets (meaning your time must qualify for a varsity team score). Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

Basketball: A participant must play in at least one varsity quarter per every varsity game played. If the person is on the Varsity team and plays on JV, then every four JV quarters will equal one varsity quarter for lettering purposes. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

Wrestling:

1. A participant must earn 16 points during the season by doing any of the following:
    - 1 point for a varsity match loss.
    - 2 points for a varsity match draw.
    - 3 points for a varsity match win.
    - 3.5 points for a. varsity match superior decision.
    - 4 points for a varsity match pin.
    - .5 points for a junior varsity match loss.
    - 1 point for a junior varsity match, draw, or win.
    - 1.5 points for a junior varsity match pin or superior decision.
2. If injured while wrestling as a varsity team member, a person may earn a letter, provided he has shown a consistently competitive spirit.
3. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

Golf: A participant must have their score count in any two tournaments and/or if they participate as a varsity member in 5 or more meets. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

Track: A participant must make one point in any major meet or four points in any minor meets. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

Student Managers: Participants must complete the season and attend each event asked of them. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

Cheerleaders: A participant must complete the following criteria:

1. Attend both Cheer Camps
2. Attend and work at the Franklin Invitational Wrestling Tournament.
3. Attend and Cheer at ¾ of the sporting events the cheerleaders must attend.
4. Attend and actively participate in ¾ of the scheduled practices.
5. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

Speech: A participant must meet the following criteria:

1. Speakers must compete at three or more major meets, including TVC or Districts.
2. The speaker must be placed at one or more meets.
3. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

Competitive One Acts: A participant must meet the following criteria:

1. Cast or crew members must participate in all performances and dress rehearsals.
2. Cast or crew members must attend all practices unless excused in advance by the director.
3. Discretion of the coach in cases involving injury, seniors, and any other area the coach deems necessary.

Band: A participant must meet the following criteria:

1. Earn a 95% or higher in Band Class
2. Perform a solo or duet at the District Music Contest – or – Be selected for an Honor Band (other than TVC).

Quiz Bowl: A participant must meet the following criteria:

1. Attend practices regularly, participate in at least 75% of the quiz bowl competitions, be a positive role model, and answer questions at meets. The discretion of the coach is also a determination.

Senior Gold Medals: These medals will be awarded to those seniors who have participated in a particular activity for three years and are currently participating in the activity during the athlete's senior year. These awards are given out during the Activities Banquet. *The coach has the final say in all lettering matters.*

Mascot

The Flyers are the official emblem for boys' and girls' athletic teams. The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all practice starting times. All participants are expected to be ready at the time the coach or sponsor sets.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.
2. Furnish the high school principal with proof of insurance.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter school grounds or school buildings to rush or solicit students to participate in any secret fraternity, society, or association.

Student Managers, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must obtain permission from the activity coach or sponsor and comply with all of the rules and procedures in this handbook.

Sunday and Wednesday Night Activities

To provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or Sundays. Practices will be organized so all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of

students, or individuals may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Transportation

All participants are expected to ride to and from away activities using approved school transportation.

A participant may ride home with their parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal before the activity and the adult personally contacts the sponsor at the activity before leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Traveling to and from an event allows the students to develop a strong team concept further.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for athletes to use the weight room during the school year and summer months.

The weight room is a high-demand area within the school facilities. The following guidelines will help determine the priorities about use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

Locker Room Policy

All students will be given a locker in which to store their equipment. Locks will be obtained from the coach. A fee will be assessed if the lock is not returned in working condition. The athlete is responsible for storing all clothes, equipment, and valuables in their lockers. Therefore, it should be locked at all times. Athletes will not put any other lock on the lockers. Athletes must not linger in the dressing room, be rowdy, or

endanger the safety of others. The athlete assumes full responsibility for their actions while in the locker room. The principal must approve all items outside the lockers.

Locker Searches: The district shall comply with all state and federal record maintenance and retention laws. When it is determined based on searches that a person has violated a Board Policy, administrative regulation, building rule, student conduct rule, personal expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

The school owns student lockers, desks, and other such property and exercises exclusive control over it. Students should not expect privacy regarding items placed in or on school property because school officials may search them at anytime. Periodic, random searches of student lockers may be conducted at the administration's discretion.

The following procedures will be used for conducting searches:

1. School officials may search if they have a reasonable basis to believe that it will uncover evidence of a crime or rule violation. The search must be performed reasonably under the circumstances. Random searches of student lockers, desks, and other similar school property provided for use by students may be performed at the administration's discretion.

The following procedures will be used for the removal of personal property:

1. School officials may seize illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes. Any illegal drugs, firearms, or dangerous weapons shall be confiscated and delivered to law enforcement as soon as practicable.
2. Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property that employees, students, or other building users may bring to school.

Activity Passes (Cards)

Student, adult, and family activity passes may be purchased through the office. The Board of Education sets the price at the beginning of each year. These passes admit you to all school functions, except for tournaments, closed school activities, class plays, etc.

Policy for Games held in the building (Volleyball and Basketball)

All students attending the game should be in the gym, seated in the bleachers, while the games are in progress. If they do, they may be asked to leave the premises.

SECTION TWO:
AVAILABLE ACTIVITIES

Athletic Teams

Basketball (boys and girls)
Cross County (boys and girls)
Football
Golf (boys season)
Track (boys and girls)
Volleyball
Wrestling (boys and girls)

Band

The school district sponsors marching, pep, and concert bands. Students must be enrolled in band classes to be eligible for these groups.

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

eSports

eSports teaches students how to compete online and helps them learn how to be part of a team. Students who participate could earn scholarships to college, which would help them to be part of the school program when, often, they are not.

Family Career and Community Leadership of America (FCCLA)

FCCLA is an integral part of the Family and Consumer Sciences department. Members should have taken or are taking a family and consumer sciences class. The program's emphasis for FCCLA is on leadership development, family cooperation and communication, community service, and peer education.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department, and all students are urged to belong. Activities include leadership training, opportunities for travel and recreation, and safety and community service activities. Students may also participate in field trips, conventions, judging contests, and hands-on experience.

Skills USA

SkillsUSA is an individual membership organization serving middle school and high school students who are preparing for careers in technical, skilled, and service occupations, including health occupations. Students may participate in field trips, conventions, judging contests, and hands-on experience.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

The high school faculty shall select student members from the sophomore, junior, and senior classes. The results of the selection will be announced at an honors convocation. To be eligible for membership, a student must:

1. Be a Sophomore, Junior, or Senior
2. Must have and maintain a 93% or higher grade point average (GPA).
3. Eligible students interested in becoming members of the National Honor Society will complete an activity information packet.
4. Eligible students completing an activity information packet will be evaluated in the following manner:

    - 200 points will be possible, with 50 points for each evaluation area. (Scholarship, Leadership, Service, Character) Students must score at least 150 points to be selected as members of the Franklin Chapter
    - The Scholarship score will be determined by subtracting 50 points from the GPA. The student may score between a minimum of 43 points and a maximum of 50 points in the Scholarship area.
    - The Leadership score will be determined by scoring each of the following criteria on a scale of 0 to 5 points. The student must score a minimum of 35 points and may score a maximum of 50 points.
        - The Student who exercises leadership:
            - Is resourceful in proposing new problems, applying principles, and making suggestions.
            - Demonstrates leadership in promoting school activities.
            - Contributes ideas that improve the student citizenship of the school.
            - Can delegate responsibilities
            - Exemplifies positive attitudes and inspires positive behavior in others.
            - Demonstrates academic initiative.
            - Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
            - Demonstrates leadership in the classroom, at work, and in school activities.
            - Is thoroughly dependable in any responsibility accepted.

- The Service score will be determined by scoring each criteria on a scale of 0 to 5 points. The student must score a minimum of 35 points and may score a maximum of 50 points.
    - The student who serves:
        - Is willing to uphold scholarship and maintain a loyal school attitude.
        - Participates in some outside activities: Girl Scouts, Boy Scouts, Church Groups, Volunteer services for the aged, Poor or Disadvantaged, or Family Duties.
        - Volunteers are dependable and with organized assistance.
        - Is gladly available and is willing to sacrifice to offer assistance.
        - Works well with others
        - Is willing to take on difficult or inconspicuous responsibilities
        - Is willing to represent the class or school in inter-class and inter-scholastic competitions.
        - Does committee and staff work uncomplainingly
        - Shows courtesy by assisting visitors, teachers, and students.
- The Character score will be determined by scoring each of the following criteria on a scale of 0 to 5 points. The student must score a minimum of 35 points and may score a maximum of 50 points.
    - The Student of Character:
        - Takes criticism willingly and accepts recommendations graciously.
        - Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability)
        - Upholds principles of morality and ethics
        - Cooperates by complying with school regulations concerning property, programs, office halls, etc.
        - Demonstrates the highest standards of honesty and reliability
        - Shows courtesy, concern, and respect for others.
        - Observe instructions and rules, punctuality, and faithfulness inside and outside the classroom.
        - Has powers of concentration and sustained attention, as shown by perseverance and application to studies.

- Actively helps to rid the school of bad influences or environment.

National Honor Society Dismissal Policy:
A National Honor Society member is never automatically dismissed for failing to maintain standards. Members are liable for dismissal if they do not maintain the standards of scholarship, leadership, service, and character used as the basis for their selection. Members will be allowed a limited number of warnings during their membership. Still, in the case of a flagrant violation of school rules or civil laws, a warning is not necessarily required. A dismissed or resigning student may never again become an Honor Society member.

The chapter adviser will periodically review the standing of members to ensure compliance with society standards. The adviser will inform the errant member in writing of the nature of the violation, the time period given for improvement, and the possible consequence of non-improvement. A conference with the advisor will follow the letter. If the student does not improve in the specified time, that student is liable for disciplinary measures determined by the faculty council.

If the faculty council decides that dismissal may be warranted, the member can present their case before the faculty council. In the case of a flagrant violation of school rules or civil laws, a member will not necessarily be warned. The faculty council will investigate thoroughly before any action is taken. If the council determines that the facts warrant consideration of dismissal, the member will be notified in writing of the violation and possible dismissal. The member may appear before the faculty council to explain the situation.

If a member is dismissed, written notice of the decision will be sent to the member, their parents, and the principal, who will inform the superintendent. The member must then surrender the NHS pin and membership card to the chapter adviser. The dismissed member may appeal the action through the right of due process as used in school disciplinary matters. The National Council and NASSP shall hear no appeals in dismissal cases.

Student Council
The purpose of student government is to arouse the spirit of loyalty toward the school, promote good citizenship, sponsor school activities, extend the spirit of good fellowship throughout the student body, foster a spirit of cooperation between the students and faculty, and seek to develop a spirit of collaboration, goodwill, and better

understanding with other schools. The Superintendent or designee shall administer the organization, operation, and scope of the student government.

Student Publications

The Yearbook class publishes the yearbook with the help of its teacher. The annual is partially financed by funds raised from the sale of the books.

SECTION THREE:
NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by the eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at https://nsaahome.org/constitution-bylaws/. A summary of the major rules is given below. Contact the principal, activities director, activity sponsor, or coach for an explanation of the complete rule.

1. Students must be *bona fide* students of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Students are ineligible if they are nineteen before August 1 of the current school year. (Students in grades 7 or 8 may participate on a high school team if they were 15 years of age before August 1 of the current school year.)
4. Students must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty (20) credit hours per semester and regular attendance, in accordance with the school's attendance policy at the school they wish to represent in interscholastic competition.
6. Student must have been enrolled and received twenty (20) hours of school credit the preceding semester.

7. Homeschooled students to participate in NSAA-sanctioned activities by enrolling in no more than or no less than five credit hours per semester at an NSAA member school.

8. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where their legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the NSAA Executive Director for review and a ruling.

9. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high or a three-year middle school or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high school, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. Suppose a student has participated on a high school team at any level as a seventh, eighth, or ninth-grade student. In that case, he/she has established their eligibility at the high school where they participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

10. **Student eligibility related to domicile can be attained in the following manners**:
    a. If the change in domicile by the parents occurs during a school year, the student may remain at the school they are attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
    b. If the domicile is changed during the summer months, the student is in grade twelve and has attended the high school for two or more years. The student may remain at the high school they have been attending and retain eligibility.
    c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school or grade nine of a junior high school, they are eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
    d. **If a student's legal parents change their domicile from one school district with a high school to another school district with a high school, the student shall be eligible immediately in the school district where the parents established their domicile**.
11. Nebraska transfer students whose names appear on the NSAA transfer list before May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose names do not appear on the NSAA transfer list before May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
12. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which they intend to enroll for the 2024-2025 school year before May 1, 2024; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2024. The student would become ineligible for ninety school days the following fall if the student were to change their mind and decide not to transfer. If such a student were to transfer to the new school but later decides to return to their former district before 90 school days have elapsed, such student will be ineligible in the former district

for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted before May 1, 2024, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

13. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The sport's season begins with the first practice date as permitted by NSAA rules.
14. During the season of a particular sport, athletes participating in that sport for a high school may attend. Still, they may not physically take part, either as an individual or as a member of a team, in the sports activity in which instruction is being offered in the clinic, camp, or school. (*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
15. A student shall not participate on an all-star team while a high school undergraduate.
16. A student must maintain their amateur status.

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, any acts that may endanger the personal safety of individuals involved, or that hinder the normal progress of a contest or lead to the restriction of discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner that constitutes unsportsmanlike behavior during competition, the member school and/ or individuals shall be penalized. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

Section Four:
CODE OF CONDUCT

All students associated with Franklin Public Schools and participating in extracurricular or school-sponsored activities (including all NSAA activities) are required to avoid conduct detrimental to the integrity of and public confidence in the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct. Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a lawful and responsible way, promoting the values upon which the school is based, and bringing credit to themselves and the school. Students who fail to meet the required standard of conduct are guilty of detrimental conduct and are subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules. Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or conduct rules shall be established before the activity or event. This Code shall control if there is a conflict with coach or sponsor rules.

Prohibited Conduct. Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.

3. Any behavior that is illegal under the laws of Nebraska or the United States of America, regardless of whether it results in a criminal charge or conviction.
4. Any conduct substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illegal drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (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 because of the use or abuse of any substance to induce a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).
6. 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 with permission from the superintendent.
7. 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 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, 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 stimulation and sexual assault.

8. Bullying, which shall include cyberbullying, is 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 emails 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; 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 to publish 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.
9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. They are violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner that is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

<u>Such conduct is prohibited during the school year, regardless of whether it occurs on or off campus</u>. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.

Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school-sponsored events. (including but not limited to graduation ceremonies and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied before or following reinstatement. Administrators and coaches will consider the following when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue participating in practices and conditioning during the suspension if required by the coach or activity sponsor. Failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Evaluation, Counseling, and Treatment. Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's/coach's/sponsor's discretion. Based upon the evaluation results, the student may be encouraged or required to participate in an

education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident. Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the breach has occurred. Failure to report an incident will constitute a violation of these rules and will be considered when making disciplinary determinations under this policy.

Discipline Procedures. Before any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall investigate the alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged infringement.

2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision. A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request to review the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be final in writing.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student with questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance. Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

SECTION FIVE:
Parent's Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children

- Make sure 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 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 skill level.
- Be helpful, but don't coach them. It's tough not to, but it is much more challenging for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, be "out there trying," and work to improve their skills and attitudes. Help them develop the feeling of competing, trying hard, and having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you, win or lose, they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child receives mixed messages from two different authority figures, they 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 their philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under their leadership.
- Always remember that children tend to exaggerate when praised and criticized. Temper your reaction and investigate before overreacting.

Communicating with the Coach

- The 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
    - Procedures: 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 regarding a coach's philosophy and 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 injured, so please ensure 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 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)

- What should a parent do if the meeting with the coach does not provide a satisfactory resolution?
    - Call the athletic director to meet with the athletic director, coach, and parent present.
    - At this meeting, an appropriate next step can be determined if necessary.

Section 6:
A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussions each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girls' lacrosse, girls' soccer, boys' lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonged symptoms and further injury.
- A concussion may cause multiple symptoms. Many appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to recognize fully.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events before hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in the head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right."

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete suspected of having a concussion must be removed from play immediately, whether in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to "diagnose" a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion, and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a healthcare professional familiar with sports concussions. Parents should call their child's physician, explain what has happened, and follow the physician's instructions. A child who is vomiting has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent's doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion, and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices**. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a healthcare professional knowledgeable in the care of sports concussions, they should proceed with activity in a stepwise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below, following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.
Step 2: Running in the gym or on the field. No helmet or other equipment.
Step 3: Non-contact training drills in complete equipment. Weight training can begin.
Step 4: Full contact practice or training.
Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Many athletes will have difficulty in school following a concussion. These problems may last from days to months and often involve difficulties with short—and long-term memory, concentration, and organization.

It is often best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a more extended period if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize your concerns and expectations about concussion and safe play to administrators, coaches, teachers, and other parents.
- Teach your child to tell the coaching staff if they experience such symptoms.
- Teach your child to tell the coaching staff if they suspect a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Please report concussions during the school year to the appropriate school staff. This will help monitor injured athletes as they move on to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion, and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present, and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing, which includes CT ("CAT") and MRI scans, is rarely needed following a concussion. While these help identify life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are generally not used, even by athletes who have sustained severe concussions. A concussion is diagnosed based on the athlete's story of the injury and the healthcare provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phones, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such

long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before they should stop playing sports?

There is no "magic number" of concussions that determines when an athlete should give up playing contact or collision sports. The circumstances surrounding each injury, such as the way the injury happened and the length of symptoms following the concussion, are significant and must be considered when assessing the athlete's risk for further and potentially more severe concussions. The decision to "retire" from sports is a decision best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussions.

I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. The average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is a further reason to manage each concussion carefully.

Adapted from A Parent's Guide to Concussion in Sports, National Federation of High School Associations. Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports'' materials by the NFHS's Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

[AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and choose to participate despite those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other severe permanent physical impairments while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed on proper techniques to be used in athletic competitions and the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and refrain from improper uses and techniques.

I understand the statement above, and I understand that by allowing my student to participate in athletic events, I assume the risk that they may be injured, perhaps severely.

_____
Signature of Parent

_____ _____
Printed Name of Parent Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. This means that I may not possess, use, or attend parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term. I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school-sponsored activities or events.

_____
Signature of Student

_____ _____
Printed Name of Student Date

I understand that my student is obligated by this handbook, including the statements above.

_____
Signature of Parent

_____ _____
Printed Name of Parent Date

FRANKLIN PUBLIC SCHOOLS
STUDENT-PARENT HANDBOOK
2024-2025

Franklin Public Schools
1001 M Street
Franklin, Nebraska 68939
Phone (308) 425-6283
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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 at the end of the "Student Enrollment and School Messenger Form" regarding your acknowledgement of the handbook that you must read, sign, and return no later than August 25, 2024.

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,

Galen Boldt
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 based on 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 who have other related concerns or questions should contact the Section 504 Coordinator, Christie Stratman, at (308)425-6283, christie.stratman@fpsflyers.org, or in person at the school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex or who have other related concerns or questions should contact the following Title IX Coordinator: Christie Stratman at (308) christie.stratman@fpsflyers.org or in person at school. The School District's specific notice of Nondiscrimination based on sex may be accessed at the following link: https://www.fpsflyers.org/page/title-ix

Students who believe that they have been the subject of unlawful discrimination and harassment due to their race, color, or national origin or who have other related concerns or questions should contact the Title VI Coordinator, Galen Boldt, at (308), galen.boldt@fpsflyers.org, or in person at the school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Galen Boldt at (308), galen.boldt@fpsflyers.org or in person at the school. Students may report discrimination or harassment to any staff member, who will then forward it 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.

Members of the Board of Education

Michael Bartels, President
Derek Fouts, Vice-President
Ryan Bonham, Trustee
Angela Grube, Secretary
Windy Ingram, Trustee
Harley Scott, Treasurer

Administrative Staff

Name	Position	Contact Information
Dr. Galen Boldt	Superintendent	galen.boldt@fpsflyers.org
Christie Stratman	Secondary Principal	christie.stratman@fpsflyers.org
Shelley Kahrs	Elementary Principal	shelley.kahrs@fpsflyers.org

Support Staff

Name	Building	Position
Marci Hersh	District	Business Manager
Linda Bush	District	Personnel/Med. Office
Janet Weiss	District	Attendance/Secretary
Greg Hobelmann	District	Technology Director
Mercedes DeJonge	District	Guidance Counselor
Leah Stall	MS/HS	Head Athletic Director
Chris Bode	MS/HS	Assistant Athletic Director
Renee Haussermann	District	Library/Gifted Coordinator
Stacey James	District	Building and Grounds
Steve Decker	District	Head Custodian

Mission Statement
The mission of the Franklin Public Schools is to equip all students with the skills and competencies needed to meet the challenges of the twenty-first century.

Vision Statement
Franklin Public Schools will graduate students with life skills and career/post-secondary ready skills to better the community.

School Improvement Goal
All students will improve their reading skills.

Goals and Objectives
The goals and objectives of the Franklin Public Schools are to provide:

1. A curriculum that is based on state standards;comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest reading

and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.

5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and ensure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

FRANKLIN PUBLIC SCHOOL

2024-2025

Academic Year Calendar

AUGUST

8 Teacher In-Service (1)
12 Teacher In-Service (2)
13 Teacher In-Service (3)
14 First Day of School

T=16 *S=13*

August 24

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 24

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SEPTEMBER

2 No School - Labor Day
26 2:00 PM Dismissal
P/T Conf. 2:30-8:00

T=20 *S=20*

OCTOBER

7 No School
Teacher In-Service (4)
18 End of 1st Quarter
(46 Days)
25 No School-Fall Break

T=22 *S=21*

October 24

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 24

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER

27-29 No School
Thanksgiving Break

T=18 *S=18*

DECEMBER

20 Last Day of 1st Sem. (41/87)
20 2:00 PM Dismissal
22-26 NSAA Moratorium
21-31 No School

T=15 *S=15*

December 24

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 25

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY

3 No School
Teacher In-Service (5)
6 Start of 2nd Semester

T=21 *S=20*

FEBRUARY

11 2:00 PM Dismissal
P/T Conf. 2:30-8:00
20-21 No School-Winter Break

T=18 *S=18*

February 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH

12 End of 3rd Qtr (46 days)
13-14 No School-Spring Break

T=19 *S=19*

APRIL

8 Franklin Track Invite-10 AM
8 No School-Teacher In-service (6)
18 No School-Easter Break
21 No School-Easter Break
22 Franklin MS Track Inv.-1:00 PM

T=20 *S=19*

April 25

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 25

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY

10 Graduation 2:00 PM
21 Last Day of 2nd Sem.
12:00 PM Dismissal
(45 & 91 Days)
22 No School
Teacher In-service

T=16 *S=15*

23 & 27-28 (+3 Schedule Days)

JUNE

June 25

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 25

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Total Days:
Student Days = 178
Teacher Days = 185

NO SCHOOL - Teacher In-Service Days
First Day of Semester
NO SCHOOL
12:00 PM Dismissal
End of Quarters/Semester
Parent/Teacher Conferences
Hosting TVC events
Make-Up Days If Needed

BASIC SCHOOL RULES AND GENERAL PRACTICES

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.

An automated phone call will go out to the parent if the parent has not called notifying the school of the student's absence by 9:00 a.m., the student will automatically be counted as truant.

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 seven 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 before January 1 of the current school year shall submit a signed, written request to the superintendent using the form 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 enrollment for 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 when 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.

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 the attendance officer is included in the salary of the superintendent or designee.

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

1. Physical or mental illness of the student (a physician’s verification is required after four (2) consecutive days of absence for illness)

2. Severe weather

3. Medical appointments for the student

4. Death or serious illness of the student’s family member

5. Attending a funeral, wedding or graduation

6. Appearance at court or for other legal matters

7. Observance of religious holidays of the student's own faith

Excessive Absenteeism
When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's 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.

Career/Job Shadowing
Students will be granted one (1) Career/Job Shadowing day during their 12th grade year. This will not count against their ten (10) days, provided the following criteria is met:

1. Coordinate with the Guidance Counseling Office
2. Appointment is made with the employer at least 10 days before job shadowing.
3. Signed Parental Permission Slip is turned into the office at a minimum of 7 days before Job Shadowing
4. Student has completed all work, as evidenced by the completed makeup slip that was turned into the high school office before Job Shadowing.
5. Students on the down list will not be granted a job shadowing day.

College Visits
Students will be granted a total of two (2) College Visit days to be used during either their 11th or 12th grade year. This will not count against their ten (10) days provided the following criteria is met:
1. Signed Parental Permission Slip turned into the office at a minimum of 7 days prior to the college visit.
2. Students have all work completed as evidenced by the completed make up slip turned into the high school office prior to the college visit.
3. Students on the down list will not be granted a college visitation day.

Other absences as determined by the principal or the principal's designee.

Not School Excused
Absences that are not school-excused may result in a report to the county attorney and may be classified as follows:
Parent-acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes but is not limited to illness (Not Documented, i.e. (no doctor's note after two (2) consecutive days), vacations, parent-approved reasons (i.e., calling the school and asking to excuse the student for the day with no other explanation, or going to conventions and/or sales), and undocumented medical appointments. Other absences are those in which the parent has not communicated a reason for the student's absence.

Excessive Absenteeism
When a student has excessive absences, the following procedures shall be implemented:

After five (5) days of unexcused absences or ten total days of absences, parents will be notified by mail, and the student will be referred to the MTSS (Multi-Tiered System of Support) Team.

Exceptions may be made for extenuating medical circumstances by the administration.

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.

Students with excessive absences may be withheld from participating in extracurricular activities.

Tardiness
Classes begin at 8:00 am, and the teacher will take attendance and lunch count at this time; therefore, it is essential that your child be on time. Students who arrive late to school must stop by the high school office and obtain a pass. Bus students will not be counted as tardy if the bus is late for any reason.

Tardy vs Absent
A student who is 10 minutes late to class or less will be counted as tardy. A student who is later than 10 minutes late to class will be counted as absent (unexcused).

Tardies to School
Each student will be allowed three (3) tardies per quarter before disciplinary action is taken. On the fourth (4) and each subsequent tardy after that, the student will be assigned a 9th-hour detention. If a student receives more than nine tardies, a conference will be scheduled with the parent(s), student, and administration in order to determine what course of action to take in order to prevent future tardies. Further violations may result in student suspension.

Tardies to Class
Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings unless they have a pass from the teacher who detained them. Specific tardy guidelines once the students are in the classroom doorway are at the discretion of the classroom teacher.

As with tardiness to school students will be allowed three (3) tardies per quarter before disciplinary action is taken. On the fourth (4) and each subsequent tardy after that the student will be assigned a 9th hour detention. If a student receives more than nine tardies, a conference will be scheduled with the parent(s), student, and administration in order to determine what course of action to take in order to prevent future tardies. Further violations may result in student suspension.

Repeated Tardies to School or a Particular Class
When a student accumulates four (4) tardies for any one class period, it will be the equivalent of a full absence for that class period (4 tardies = 1 absence; 8 tardies = 2 absences, etc.). This is in conjunction with "Article 4 – Attendance" in the student handbook. Additional remedies for tardiness may include making up time in detention and/or restricting off-campus lunch privileges (seniors).

Absence Procedures
In its Student Information System, the District may identify many different codes that provide greater definition of the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.
A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Make-Up Work
For excused absences (i.e. illness or family funerals), two (2) school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.
Make-up Work

Written make-up work may be assigned for each day missed, regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. As a general rule, students will be given two (2) calendar days for each day they were absent to make up the work.

The student has the responsibility to contact teachers initially regarding make-up assignments. Assignment sheets will be sent only for extended absences through the main office.

Generally, assignment sheets will not be sent out until after three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher or the principal's office.
For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make-up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets, the school should be contacted by no later than 10:00 a.m.

For unexcused absences, the student may receive a failing mark for or in each class period missed if the work is not completed in the timeframe designated by the principal.

Attendance is Required to Participate in Activities
Students must attend school all day the day of any scheduled school activity in order to participate in the activity. Students must also attend school all day the day before a weekend or school break in order to participate in the activity being held during that weekend or school break. This includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Truancy
A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truancies may include grade reduction in classes, disciplinary action up expulsion and referral to the county attorney for compulsory attendance violations.

Bicycles, Skateboards and Scooters
Bicycles and scooters must be parked in the racks provided. The school is not responsible for damage or theft of parts while these are on school property. No motorized scooters or skateboards are allowed on school property.

Birth Certificate Requirements
Nebraska State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate. Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics. If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents would include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

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 distinct 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 accommodate 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 the 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 stated and federal law.

Bulletins and Announcements
Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

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. Students can use the district's anonymous platform Safe 2 Help to make this report. 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 circumstances will school district staff be deliberately indifferent to allegations of bullying.

Cell Phones and Other Electronic Devices
Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so

long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.
Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

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

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise, may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty
Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty or deceptive means.

- 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 authorized explicitly 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 on any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions that 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.

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.

Classroom Behavior
Student behavior and attitude in the classroom must be cooperative and serious. All students must follow the Flyer Way of Behavior Expectations.
- Be Safe
- Be Respectful
- Be Responsible

Teachers will establish classroom conduct rules that students must follow.

Closed/Open Campus
Open campus for lunch will be limited to Seniors only who have fewer than 2 unexcused absences at any time during the school year, and are not on the ineligibility list. All other students' campus is closed during lunchtime, and they will be expected to be at school during their lunch period. The privilege of open campus may be revoked at any time, for any reason. For those students with open campus for lunch, they will not be allowed to bring any purchased meals or other food or drink back to school. Nor may they eat lunch at school if they have left the premises for lunch.

Coats and Boots
Elementary students must wear coats outdoors when the weather permits. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is snowy. Waterproof boots worn to school should be removed, and regular shoes should be worn during the day. Snow pants, boots, gloves or mittens, and winter coats need to be worn if playing in the snow.

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 or close to failing. 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 or by personal contact. 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.

Complaint Procedure
Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to 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 the complainant reasonably believes speaking directly to the person would subject the complainant or complainant 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 who 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 staff member involved.

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 involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or coordinator received the complaint.

4. If either the complainant or the respondent is not satisfied with the decision regarding a complaint, 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 the other procedure includes it's own appeal process. All requirements for appeals with any other policy applies and in addition to those requirements the following also apply.

a) This 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 she or he seems appropriate.

d) The superintendent will prepare a written decision and provide it to the complainant and any other person by law entitled 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 the 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 on the board below.

5. The board's role is set to 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 board policy, not implementation of the policy;
   b) When the complaint involves the budget or school expenditures that 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 of 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 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 about 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 the 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 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 to 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. Complaints filed (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.

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.

Student Expectations in the Use of the Internet

Acceptable Use

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

Unacceptable Use

- Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
- Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
- Students shall not use email, 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.
- 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.
- Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
- Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
- 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.

- Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
- 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.
- 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.
- 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.
- Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
- Students shall not falsify electronic mail messages or web pages.

Methods of Enforcement

- 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.
- 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.
- 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.
- 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.

Consequences for Violation of this Policy

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:

1) Loss of computer privileges;
2) Short-term suspension;
3) Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
4) Other disciplines as school administration and the school board deem appropriate.

Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

Children's Online Privacy Protection Act (COPPA)

- 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.
- 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.

Education About Appropriate On-Line Behavior

- School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
- Staff will specifically educate students on appropriate interactions with other individuals on social networking websites and in chat rooms. Cyberbullying awareness and response.

The School District's Greg Hobelmann 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 during the 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.

Dress Code

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

1) Students are prohibited from wearing the following attire:
2) Clothing displaying indecent, suggestive or profane writing, pictures or slogans
3) Clothing that advertises or displays alcohol, tobacco or any illegal substance
4) Caps, hats and bandannas during the school day or at school-sponsored events
5) Bare feet (some type of footwear must be worn)
6) Short-shorts, biker shorts, or cutoffs

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) "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
12) Costumes and/or those clothes intended only for leisure, entertaining or special occasions
13) Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
14) Pants and shorts worn below the waist so as to expose undergarments
15) Pants that drag on the floor
16) Chains hanging or attached to pants or shorts
17) Coats during school hours unless the student has permission from a faculty member
18) Clothing with tears or holes that expose flesh or underclothes

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.

Driving and Parking Personal Vehicles

Students who drive to school must park their vehicles and leave the unoccupied until it is time to drive home. The speed limit on school property is 5 miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

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.

Emergency Contact Information
Parents must complete the "Student Enrollment and School Messenger Form" for each family enrolled in the district. 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.

Evacuations
The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Food Service Program
The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Guidance Services
Franklin Public Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

Milk Lunch
The school will offer a milk program to students in grades K-2. All milk served to a student will cost $30 each 9-weeks, $55 per semester, or $90 per school year per student.

Breakfast and Lunch Programs
The school district will make a school meal program available to students. The cost of the program will be determined by the board of education.

Franklin Public Schools has been approved and has elected to participate in the Community Eligibility Provision (CEP) sponsored by the USDA for our meal program. The Community Eligibility Provision (CEP)is a non-pricing meal service

option for schools and school districts in low-income areas. Since FPS has qualified and is electing to participate in the CEP program, all students in grades PreK-12 that are enrolled at Franklin Public School will receive a free breakfast and free lunch for the next 4 school years, or until FPS would opt out of the program. After 4 years FPS will need to reapply and requalify for the CEP benefit.

Under the CEP program we are still required to serve reimbursable meals, meaning all students are required to have 3 of the 5 food groups on their tray with one of the 3 being the state required amount of a fruit or vegetable. The students are not required to eat, nor can they be forced to eat everything on their tray, they are just required to have that as a minimum in order for their meal to be considered reimbursable by the State of Nebraska and the USDA.

Families are still required to pay for seconds ($1.00) and extra milk (.50 cents) that are purchased by students under their family account, as these are not covered under the CEP program. Seconds and Extra milk charged by students are subject to the district's policy on charged meals.

Meal Charge Policy
If a student has no funds available to pay for a meal or has reached the charge limit of -$10.00 that student will be denied seconds and or extra milk.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. However, school staff may prohibit any students from charging extra items if they do not have cash in hand or their account has a negative balance.

Collection of Delinquent Meal Charge Debt
The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. 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 law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 (2)Fax: (202) 690-7442; or (3)Email: program.intake@usda.gov 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 school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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 a permission slip and providing it to the school before the field trip. 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 staff member.

Head Lice
Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or the guardian must pick the child up from school immediately.

By Nebraska DHHS regulation, students are not permitted to return to school until the student is treated such that no live lice or louse 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 who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal, superintendent or medical office if their student has any special health problems such as diabetes, asthma, or the like.

Health Screening at School
Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

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 the Superintendent, who may be contacted at 308-425-6283.

Illness or Injury at School
School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Immunizations
Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices. Unimmunized students may be excluded from school in the event of a disease outbreak.

Summary of the School Immunization Rules and Regulations

Student Age Group	Required Vaccines
2-5 year olds enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV if given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7th grade	Must be current with the above vaccinations AND 1 dose of Tdap (must contain Pertussis booster)
Students transferring from outside The state at any grade	Must be immunized appropriately according to the grade entered

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.

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.

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.

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

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
Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. 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.

Mental Health & Behavioral Services
Franklin Public Schools contracts with Educational Service Unit 11 for Mental Health/Behavior Consulting services. The district will follow a referral process when school staff feels that a student and those who support him/her may benefit from the assistance of this service for mental health or behavioral issues. This position works individually and collectively with administration, staff, and students, including the following educational teams: Student Assistant Team (SAT), Individual Education Plan (IEP), and Multi-Tiered System of Support (MTSS). This position also collaborates services with outside agencies, including parents/guardians, to best support your child's needs while in school.

Mutual Respect
The Franklin Public Schools expects all staff members and students to be treated with respect and dignity. A show of disrespect towards a staff member or insubordination will not be tolerated.

Parental Involvement
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.

Personal Items

The school provides the necessary equipment for classroom and school day activities. Students should not 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 and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child.. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Pictures
The school district arranges for a photographer to be present at school in the fall to take class 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

1) Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:
2) Students must obey the playground supervisor at all times.
3) Students may not enter the street/highway to retrieve a ball unless given
   permission by the playground supervisor.
4) Students must play away from the school windows.
5) Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
6) Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
7) Students must use the playground equipment properly and in a safe manner.
8) 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.

Reporting Student Law Violations
1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.

2) When a Principal or other school official releases a minor student to apeace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor

is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

(3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the
policy of the Franklin Public Schools to notify the proper legal authorities when
a student engages in any of the following behaviors on school grounds or at a school sponsored event:

(a) Knowingly possessing illegal drugs or alcohol.
(b) Assault.
(c) Vandalism resulting in significant property damage.
(d) Theft of school or personal property of a significant nature.
(e) Automobile accident.
(f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

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. Occasionally during the school year a survey may request personal information as defined in Protection of Pupil Rights policy. 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.

ACT Exam
Students taking the 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.

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.

Students will face the following consequences for PDA:
a. 1st Offense: Students will be confronted and directed to cease.
b. 2nd Offense: Students will be confronted, directed to cease, and parents will be notified.
c. 3rd Offense: Students will be suspended from school for a minimum of 1 day, and parents and students will need to meet with Administrator(s) and/or counselor.
d. If this type of behavior continues, or if the PDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

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.

School Day Arrival At School/Dismissal From School
Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. Front school doors open at 7:30 AM. Prior to that time, the school is not responsible for supervision of the students. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

A crossing guard will be on duty at the crosswalk immediately to the east of the school from 7:30-7:55 AM and from 3:30-3:50 PM. If your child will utilize the crosswalk outside of these timeframes, please be prepared to help your student(s) navigate that intersection and cross it safely.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. The school is not responsible for supervision of students once the students are to have left school grounds.

Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

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:

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

c. Some school dances may be restricted to students attending specified grades levels at Franklin Public Schools. For any dances at the middle school level, only students attending Franklin Public Schools in the grade(s) for which the dance is being held may attend.
d. Students who have been 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.

Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances 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.

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 unacceptable items, which may mean that the student may have to return home 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:
   - The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
   - The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
   - The student must have a cumulative grade average of a B or its equivalent.
   - The student must not have had excessive violations of school policies and procedures during their high school career.
   - The student may not, during the school year, have engaged in criminal violations involving:
     - (i) alcohol, drugs or tobacco;
     - (ii) driving law violation in which the penalty is a loss of four points or more under the point system;
     - (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or
     - (iv) 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.

Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected ("Royalty Candidate Eligibility and Selection Committee"). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.

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.

Specific Dance Eligibility and Selection Requirements:

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 student council will nominate three queen and three king candidates subject to a determination of eligibility by the Royalty Eligibility Committee.
- To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
- The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week.

Prom King and Queen:

- Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance.
- The Senior Class Officers will nominate three queen and king candidates subject to a determination of eligibility by the Royalty Eligibility Committee.
- To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
- The queen and king will be chosen from the qualified nominees by secret vote of the students.

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 the school's medical office.

Smoking and Tobacco
Smoking, including the possession or use of 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.

Sportsmanship
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:

- Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
- Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
- 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.
- Do not "boo," stamp feet or make disrespectful remarks toward players or officials. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Know that noise makers of any kind are not proper for indoor events.
- Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
- Stay off the playing area at all times.
- Do not disturb others by throwing material onto the playing area.
- Show respect for officials, coaches, cheerleaders and student-athletes.
- Pay attention to the half-time program and do not disturb those who are watching.
- Respect public property by not damaging the equipment or the facility.
- Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
- Refrain from the use of alcohol and drugs on the site of the contest.

State and Standardized Testing
The NSCAS state test is administered three times a year in grades 3-8 to determine the students' achievement probability for individual success. MAPS testing is administered in grades 9-10 three times per school year. K-2 grades are assessed on reading and math skills using the Fastbridge screener. State ACT testing is administered at 11th grade level and the PreACT for 10th grade.

Student Assistance Team
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 Fee Policy
The Board of Education of Franklin Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged

to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

Guidelines for non-specialized attire required for specified courses and activities.
Students have the responsibility to furnish and wear non specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

Personal or consumable items & miscellaneous
(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
(b) Courses
General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

Damaged or Lost Items.
Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

Parking. Students may be responsible for damages caused to the school or school parking lot or for damages caused with or to vehicles for failure to comply with school parking rules.

Extracurricular Activities–Specialized equipment or attire.
Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to

be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

Extracurricular Activities–Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

Postsecondary Education Costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

Participation in before-and-after-school or pre kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

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 and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to

the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Appendix"1" Student Fees Policy of Franklin Public Schools—
Additional Specification of Required Materials and Fees

Program	General Description of Fee or Material	$ Amount of Fee (Anticipated or Maximum)or Specific Material Required
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Rental fee $20.00/year.

Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to $5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to $100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free- reduced lunch eligible students.

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals	FPS has qualified and is electing to participate in the CEP program, all students in grades PreK-12 that are enrolled at Franklin Public School will receive a free breakfast and free lunch	Seconds-Meal $1.00 Milk $.50
Secondary Program	General Description of Fee or Material	$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes
Music - band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of $20.00 for use of a school owned instrument.

Music- Band	Apparel	Dress Clothing – concert black required. Marching Band Fee $30.00/year for dry cleaning of uniform, gloves for uniform and band shirt.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Advanced math or science classes	Specialized calculators	Refundable damage deposit of $100 per semester will be required for students who wish to use school calculators outside the classroom. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except	Ten cents (.10) per page when charges apply.

	for one copy of the student file, which will be provided without charge)	
School Meals	FPS has qualified and is electing to participate in the CEP program, all students in grades PreK-12 that are enrolled at Franklin Public School will receive a free breakfast and free lunch	Seconds-Meal $1.00 Milk $.50
Post-secondary education classes	Tuition and fees for college courses taken for credit	None--Any postsecondary education costs are to be paid directly by students to the college.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Lock	Use of school padlock	A school lock will be provided free for the students who wish to use a school lock.
Extracurricular and other programs	General Description of Fee or Material	$ Amount of Fee (Anticipated or Maximum) or Specific Material Required

Athletic Programs		
1. Admission	Spectator fees for admission to events	$10.00 per event maximum. Students may purchase an Activity Ticket. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed $20.00 per event.
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to the student's physician or clinic.
3. Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	Required items include athletic undergarments (supporter, bra), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel.Optional items for which students are responsible include: personal athletic bags, non-required gloves,towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.).

<table>
<tr><td></td><td></td><td><table>
<tr><td>Basketball</td><td>No additional</td></tr>
<tr><td>Cross Country</td><td>No additional</td></tr>
<tr><td>Football</td><td>No additional</td></tr>
<tr><td>Golf</td><td>Golf bag and clubs, balls and tee</td></tr>
<tr><td>Speech</td><td>Dress Attire</td></tr>
<tr><td>Track</td><td>No additional</td></tr>
<tr><td>Volleyball</td><td>Knee pads, shorts, braces</td></tr>
<tr><td>Wrestling</td><td>Head gear</td></tr>
<tr><td>Cheerleading and Dance Team</td><td>Shoes, approved uniform, poms etc.</td></tr>
</table></td></tr>
<tr><td>4. Lock Use Fee</td><td>Padlock for gym locker</td><td>Refundable damage deposit of $6 per season will be required.</td></tr>
<tr><td>5. Camps and clinics</td><td>Registration and other costs of
camps or clinics</td><td>Students are responsible for the cost of all clinics, camps and conditioning programs.
Any personal items purchased at camps or clinics, such as t-shirts,</td></tr>
</table>

		shall be at the student's expense. Volleyball team camps are paid by the volleyball activities account.
6. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Dress clothes are concert black. Uniforms for the marching band will be supplied by the school; students are required to pay a refundable band uniform rental fee of $30.00 to pay for dry cleaning, gloves and band shirt.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	$10.00 per play or activity
2. Class dues		Each of the six secondary classes may assess its members an amount not to exceed $25.00

		annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.

Student Illness/504 Consideration
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 support 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.

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 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 homeroom 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 is known or possessed only by 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. These 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 write a letter to the principal. 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 by August 31, 2024.

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
Students needing schedule changes should notify the Principal. Schedule changes must be initiated by the teachers involved, the Principal or counselor, and the student's parents. Final approval of all schedule changes will be made by the Principal only. Generally all schedules are allowed only within the first week of a semester. Any schedule changes after the first week will need the approval of both the Principal and Guidance Counselor, and the teacher involved.

Telephone Calls
Students are encouraged to use the office phone rather than personal cell phones when they need to contact others. Student cell phones are to be placed in the basket or pocket holder in the classroom before the beginning bell and remain there through the entire class period. Use of the office is not an excuse to be tardy to class.

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.

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

reports 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.

Threat Assessment Team
The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), guidance counselor 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.

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.

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.

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 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
Students who ride the bus to school will arrive in time for them to eat breakfast at 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.

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.
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.
10) Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
11) Students may not open windows without permission from the driver.
12) Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.

13) 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
14) Students must respect the rights and safety of others at all times.
15) Students must help keep the vehicle clean, sanitary, and orderly.
16) Students must remove all personal items and trash upon exiting.
17) 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.
18) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

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.

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 adminstrators or staff, including meetings related to a students IEP or 504 plan.Violation of this policy will result in immediate termination of any meeting that is being recording 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
All visitors must report to the office, upon entering the main entrance, sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Weather-Related School Closing
The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. The district school message system will be utilized to inform all families.

Decision to Close Schools
A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, parents will be notified by the school message system and an announcement will be made to the news media when schools will be closed.

In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts
Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via the school message system. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions
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. The absence will be treated 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 during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions
Franklin Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response. School officials are not permitted to release students from the school building during a tornado warning. In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

What Not To Do
Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning. Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Withdrawal From School
Students who are moving from the district must notify the school office.

ACADEMIC INFORMATION

Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

6-12 Grading System:

A	= 4.0	90-100
B+	= 3.5	88-89
B	= 3.0	80-87
C+	= 2.5	78-79
C	= 2.0	70-77
D+	= 1.5	68-69
D	= 1.0	60-67
F	= 0.0	0-59

K-5 Grading System:

A	= 90-100	E - Exceeds the Standards
B	= 80-89	M- Meets the Standards
C	= 70-79	P - Progressing
D	= 60-69	B - Below Standards
F	= 0-59	

Each teacher will define the grading procedures to be used in their classes.

Graduation Requirements
To participate in commencement exercises or receive a Franklin Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from Franklin High School, a student must have earned a minimum of 240 semester hours credit in grades 9 through 12 inclusive. A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.
GRADUATION REQUIREMENTS

The following chart shows graduation requirements and college admission requirements. It is important to check with the student's colleges of interest to ensure additional or specific coursework is not required for admission. Five credits are granted for a semester course. Most students will exceed the minimum graduation requirements.

Subject	Franklin HS requirements	Typical 4-Year University Admission Requirements
English	40	40
Mathematics	30	30 (UNL requires 40 credits)
Science	30	30
Social Studies	40	30
Vocational Education (including Personal Finance)	20	
Computer Literacy	10	
Foreign Language/Fine Arts	10	Varies with university, 20-40 credits of the same language
Physical Education/Health	10	N/A
Electives (including Senior Seminar)	50	
Total	240	

All students will register for courses during the spring semester for each year. The last schedule is built on the basis of student registration requests, teachers, and administration input. Families need to make thoughtful choices at registration, as classes fill quickly and changes later may not be possible.

A drop/add opportunity is held at the beginning of each semester, however, changes will be limited to the availability of another comparable course and may require administrative approval.

Credit is accepted from accredited high schools and accredited homeschooling programs.

Only students who have completed graduation requirements are permitted to participate in commencement exercises.
Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

Promotion and Retention Students
Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Minimum Promotion for Junior High: In order for a Junior High School student to be promoted to the next grade level, the following requirements must be met: A student must pass a minimum of three (3) of the four (4) core classes. Core classes are identified as English, social studies, mathematics, and science. A student must also maintain a minimum overall average of seventy percent (70%) including all classes taken in that school year.

This is the minimum requirement of the Franklin Public Schools for a Junior High School student to be promoted. The school administration shall have the authority to waive this policy to prevent students of an overly advanced age from being a negative influence on junior high school students.

Should there be a difference of opinion between the parents or guardians of a student and the student’s teacher as to whether or not that student should be promoted to the next grade, the final decision as to promotion or non-promotion shall rest with the Franklin Public School Administration with the right of appeal to the Franklin Public School Board of Education.

Schedule Changes
Students needing schedule changes should notify the Principal. Schedule changes must be initiated by the teachers involved, the Principal or counselor, and the student's parents. Final approval of all schedule changes will be made by the Principal only. Any schedule changes after the first week will need the approval of both the Principal and Guidance Counselor, and the teacher involved.

Interim Reports
Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Report Cards
6-12 Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two (2) weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter. K-5 report cards are issued at the end of each quarter.

Parent-Teacher Conferences Students' academic success has been closely linked to parental involvement in school. Parentteacher conferences will be once each semester. Please refer to the school calendar for the conference schedule. 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. Section 8 Honor Roll The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters.

Honor Roll
In an effort to recognize a high level of achievement in scholastic endeavors, an honor roll is published every nine weeks. Students will be recognized accordingly: 1. Students receiving straight A's will be classified as students on high honor roll. 2. Students receiving grades consisting of A's and B's will be classified as students on honor roll.

National Honor Society
The National Honor Society chapter of Franklin Public School is a duly chartered and affiliated chapter of this prestigious national organization. To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four (4) criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Renee Haussermann.

Removal from National Honor Society
A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;

Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause

denial of induction if such conduct had taken place prior to the time of induction.

Any member who falls below the standards of scholarship, leadership, character, or service may be considered for dismissal or discipline from the Franklin High School Chapter of the NHS.

a. If a member's GPA falls below 93%, he or she will be given a written warning and a reasonable time for improvement. If the cumulative GPA remains below 93%, the student may be dismissed from the chapter.
b. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member.

In all cases pending dismissal:

The member will receive written notification from the advisor/Faculty Council indicating the reason for consideration of dismissal.

The member will be given the opportunity to respond to the charges against him/her at a hearing before the Faculty Council prior to any vote on dismissal. The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing,the Faculty Council will then vote on whether to dismiss. A majority vote is needed to dismiss the member.

The results of the Faculty Council vote will be presented to the principal for review, and then stated in a letter sent to the parents and students.

Dismissed members must surrender any membership emblems to the advisor.

d. The Faculty Council's decision may be appealed to the principal and afterwards according to provisions of the school district discipline policies.

e. A member who is dismissed or resigns may never again be considered for membership in the NHS.

5. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

Academic Integrity

A. Policy Statement

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

B. Definitions

The following definitions provide a guide to the standards of academic integrity:

1. "Cheating" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formula in calculators, or other unauthorized material, devices, or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student cheats if the student looks at another student's paper during a test. A student also

cheats if the student tells another student answers during a test or while exiting the testing room or knowingly allows another student to look at the student's answers on the test paper.

Use of Other Students to Take Tests. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.
Plagiarism includes, but is not limited to:

(1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

C. Sanctions
The following sanctions will occur for academic integrity offenses:
1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

STUDENT DISCIPLINE

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy 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 or guardian.

Any student who is suspended or expelled from school pursuant to this policy 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.

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student 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. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Makeup Work for Suspended Students
Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension
The Principal may exclude students 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, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall

determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

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

Weapons and/or Firearms
Weapons. No student may possess, handle, or transmit any weapon while on grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. Definition of Weapon. The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

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 Firearms. 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 and Weapons. 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.

Consequences - Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling

or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion occurred of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities.
All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

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

Expulsion

1. 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 or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such a 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 either provide an alternative school, class or educational program for expelled students, or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.
5. Conclusion of Expulsion. At the conclusion of an expulsion, the school district will reinstate the student and accept non duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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;

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 which 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 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, gender, 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;
    g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
    h. Engaging in hazing, defined as 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. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and 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; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
    i. Bullying which shall include cyberbullying, 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 email 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;

j. Violations of the district's acceptable computer use policy;
k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
l. Using any object to simulate possession of a weapon;
m. 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;
n. Violation of the school's audio and video recording policy; and
o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion
The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with

appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such a request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

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 solely 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;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

TITLE IX POLICY

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school districts's Title IX Coordinator may be contacted at Title IX Coordinator, 1001 M Street, Franklin, NE 68939, christie.stratman@fpsflyers.org, (308)425-6283. The school policy, or can be accessed at: www.fpsflyers.org. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Publication Notice. The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

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.fpsflyers.org/page/title-ix

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

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

Complainant means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged including sex-based harassment; or any other person who may have been subjected to sex discrimination, including sex-based harassment; or any other person who may have been attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to

investigate and make a determination about alleged sex discrimination under Title IX.

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

Respondent means a person who is allegged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and

- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible- Any sexual act directed against another person without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape-(Except Statutory Rape)** The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her

temporary or permanent mental or physical incapacity.

- **Sodomy**- Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault With An Object-** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Fondling-** The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible - (Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest-** Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape-** Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating Violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic Violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitation, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator'', to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.

- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absences; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decision maker may be the same person as the Title IX Coordinator or investigator.

Complaint. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;

- The age and relationship of the parties, including whether the respondent is an employee of the school district'

- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise our of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant,or respondent include the plural as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the TitleIX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination.	1-15 days
Investigation	1-30 days
Determination	1-30 days
Appeal	1-20 days

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decision maker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent or witness; and
- Take reasonable steps to prevent and address the parties unauthorized grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative

proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing where the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision maker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or weiness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interest or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that is is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sez discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable

- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the impositions the complainant of anysuch disciplinary sanctions, and required the Title IX Coordinator to take other appropriate prompt and effective steps to ensure tha sex discrimination does not continue or recur;
- Not a discipline a party, witness, or others participating in a school district's grievance procedures for makeing a falsestatement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- the respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school districts's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decision maker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and © a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decision maker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decision maker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the education process.

Such actions may include 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.

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

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the action the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

School Wellness
Policy No. 5052

Students
School Wellness Policy

A mission of Franklin Public Schools ("District") is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

1. School Wellness Committee
Committee Role and Membership
The District will convene a representative District Wellness Committee ("DWC") or work within an existing school health committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.
The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.
Leadership
The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.
Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement
Implementation Plan
The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for

nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District's website.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's office and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

▪ The written wellness policy;

▪ Documentation demonstrating that the policy has been made available to the public; ▪ Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;

▪ Documentation to demonstrate compliance with the annual public notification requirements; ▪ The most recent assessment on the implementation of the local school wellness policy; ▪ Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

▪ The extent to which the District's schools are in compliance with the wellness policy; ▪ The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and

▪ A description of the progress made in attaining the goals of the District's wellness policy.
The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.
The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.
The District will actively notify households/families of the availability of the triennial progress report.
Revisions and Updating the Policy
The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications
The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

3. Nutrition

School Meals

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams trans-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs in which the District participates. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

▪ Are accessible to all students;

▪ Are appealing and attractive to children;

▪ Are served in clean and pleasant settings;

▪Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)

▪ Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:

– Whole fruit options are displayed in attractive bowls or baskets (instead of chafing dishes or hotel pans).

– Sliced or cut fruit is available daily.

– Daily fruit options are displayed in a location in the line of sight and reach of students. – All available vegetable options have been given creative or descriptive names. – Daily vegetable options are bundled into all grab-and-go meals available to students. – All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.

– White milk is placed in front of other beverages in all coolers.

– Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.

– A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).

– Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.

– Student artwork is displayed in the service and/or dining areas.

– Daily announcements are used to promote and market menu options.

Student's Meals From Home
Parents will be encouraged to make healthy choices for student lunches.

Staff Qualifications and Professional Development
All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.
Water
To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages
The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.food planner.healthiergeneration.org.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Celebrations and Rewards
Due to food safety and food allergy concerns and in an effort to provide healthy foods a list of alternatives to home-baked goods, including both food and non-food items, will be provided to parents and staff.

Parents are encouraged to find a non-food or healthy food alternative from the list provided for classroom celebrations including individual birthdays and special occasions.
Food or non-food items not on the list provided must be approved by the building principal.

Fundraising
Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards will be encouraged to be sold through fundraisers on the school campus during the school day.

Nutrition Promotion
Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:
▪ Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
▪ Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.
Nutrition Education
The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:
▪ Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
▪ Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects; ▪ Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
▪ Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;

▪ Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
▪ Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services; ▪ Teaches media literacy with an emphasis on food and beverage marketing; and ▪ Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

▪ Relationship between healthy eating and personal health and disease prevention ▪ Food guidance from MyPlate
▪ Reading and using FDA's nutrition fact labels
▪ Eating a variety of foods every day
▪ Balancing food intake and physical activity
▪ Eating more fruits, vegetables and whole grain products
▪ Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain trans fat ▪ Choosing foods and beverages with little added sugars
▪ Eating more calcium-rich foods
▪ Preparing healthy meals and snacks
▪ Risks of unhealthy weight control practices
▪ Accepting body size differences
▪ Food safety
▪ Importance of water consumption
▪ Importance of eating breakfast
▪ Making healthy choices when eating at restaurants
▪ Eating disorders
▪ The Dietary Guidelines for Americans
▪ Reducing sodium intake
▪ Social influences on healthy eating, including media, family, peers and culture ▪ How to find valid information or services related to nutrition and dietary behavior ▪ How to develop a plan and track progress toward achieving a personal goal to eat healthfully ▪ Resisting peer pressure related to unhealthy dietary behavior
▪ Influencing, supporting, or advocating for others' health dietary restrictions

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the

intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

▪ Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.

▪ Displays, such as on vending machine exteriors

▪ Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy.)

▪ Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District. ▪ Advertisements in school publications or school mailings.

▪ Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

4. Physical Activity
The established goal is to implement a curriculum that meets or exceeds the health and physical education standards established by the Nebraska Department of Education. The Wellness Team establishes the following guidelines:

Physical Education
The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "Essential Physical Activity Topics in Health Education" subsection). The curriculum will support the essential components of physical education.
All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.
All elementary students in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.
All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.
The District's physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education
Health education will be required in all elementary grades and the District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 the following essential topics on physical activity:
▪ The physical, psychological, or social benefits of physical activity
▪ How physical activity can contribute to a healthy weight
▪ How physical activity can contribute to the academic learning process
▪ How an inactive lifestyle contributes to chronic disease
▪ Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
▪ Differences between physical activity, exercise and fitness
▪ Phases of an exercise session, that is, warm up, workout and cool down ▪ Overcoming barriers to physical activity
▪ Decreasing sedentary activities, such as TV watching
▪ Opportunities for physical activity in the community
▪ Preventing injury during physical activity

▪ Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
▪ How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
▪ Developing an individualized physical activity and fitness plan
▪ Monitoring progress toward reaching goals in an individualized physical activity plan ▪ Dangers of using performance-enhancing drugs, such as steroids
▪ Social influences on physical activity, including media, family, peers and culture ▪ How to find valid information or services related to physical activity and fitness ▪ How to influence, support, or advocate for others to engage in physical activity ▪ How to resist peer pressure that discourages physical activity.

Recess & Physical Education Classes

Elementary students will have the opportunity for daily recess. Weather and other conditions permitting, recess will be outdoors.

Physical activity will not be used as punishment and will not be withheld as punishment. This guideline shall not apply to extra-curricular activities. In no event will physical activity be used as a form of corporal punishment.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs or interscholastic sports.

Active Transport

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by requiring that its schools engage in six or more of the activities below, to be selected by each school administration; including but not limited to:

▪ Designate safe or preferred routes to school
▪ Promote activities such as participation in International Walk to School Week, National Walk and Bike to School Week
▪ Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area) ▪ Instruction on walking/bicycling safety provided to students
▪ Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
▪ Use crossing guards
▪ Use crosswalks on streets leading to schools

5. Other Activities that Promote Student Wellness

Community Partnerships
The District will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement
Nutrition Health Events: Educators are encouraged to search for and take advantage of events that promote nutrition education. Activities may include:
• Health fairs
• Traveling health exhibits
• Field trips to farm or food production facilities
• Health Speakers (school assembly or class speaker on nutrition)
Physical Activity Health Events: Educators are encouraged to search for and take advantage of events that promote physical activity education. Activities may include:
• Health fairs
• Traveling health exhibits
• Field trips to physical activity centers
• Physical activity speakers (school assemblies or class speakers representing sports figures, medical people, etc.)
Staff Wellness and Health Promotion
The DWC will focus on staff wellness issues, identifying and disseminating wellness resources and performs other functions that support staff wellness in coordination with human resources staff.
Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning
When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

Glossary

Extended School Day – the time during, before and after school that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals and more.

School Campus - areas that are owned or leased by the school and used at any time for school related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day – The time between 8:00 am and 3:40 pm on regular days; and from 8:00 am to 2:00 pm on shortened days.

Triennial – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Date of Adoption: June 2023

Receipt of Student Handbook

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 31, 2024

PARENT/STUDENT AGREEMENT
I have received and read the Student Handbook that describes the Franklin Public School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Franklin 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.

_____	_____
Student's Signature Date	Parent/Guardian's Signature Date
Cell Phone Number (Optional)	Cell Phone Number (Optional)
_____	_____
Parent's Email Address (Optional)	Parent's Email Address (Optional)

PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that have expired.
The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____.
(name of the student)
I authorize and request school personnel to administer nonprescription drugs to my students. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.
DATED this _____ day of_____, 20__.

_____
Parent/Guardian

PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____.
(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through_____. (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of_____, 20__.

_____
Parent/Guardian

ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION MEDICATIONS BY SCHOOL PERSONNEL

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.
Name of medication (as it appears on container in which the drug is stored)
_____

Dosage and time_____
Date administration of drug is to begin
_____
Possible adverse reactions to be reported to physician _____
_____
Special instructions for the administration and storage of the drug _____
_____
I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.
Name of Physician and Designee

_____
Print or Type

_____
Primary Phone Number

_____
Secondary Phone Number

_____
Signature of Physician

RECORD OF SELF-ADMINISTERED MEDICINE

Parent's Phone_____

Student Name_____ Grade _____

Date to Begin _____ Date to End _____

Name of Medication _____

Dosage of Medication _____ Time _____

Doctor_____ Phone #1_____

Phone #_____

Possible Adverse Reaction:_____

_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____day of_____. 20___.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature

_____

FRANKLIN PUBLIC SCHOOLS
STAFF HANDBOOK
2024-2025

Franklin Public Schools
1001 M Street
Franklin, Nebraska 68939
Phone (308) 425-6283
Fax (308) 425-6553

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Intent of Handbook

This handbook provides information to persons employed by the school district and 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. It contains building and district directories, safety and emergency information, and 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 administrative staff member.

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 good judgment or consult with the administration. If any information in this handbook conflicts with board policy or state statute, the policy or law will govern.

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

Your suggestions about improving the school are welcome and will always be considered.

This handbook will be in effect for the 2024-2025 and subsequent school years unless replaced by a later edition.

Notice of Nondiscrimination

The school district does not discriminate based on 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 who have other related concerns or questions should contact the Section 504 Coordinator, Christie Stratman, at (308)425-6283, christie.stratman@fpsflyers.org, or in person at the school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex or who have other related concerns or questions should contact the following Title IX Coordinator: Christie Stratman at (308) christie.stratman@fpsflyers.org or in person at school. The School District's specific notice of Nondiscrimination based on sex may be accessed at the following link: https://www.fpsflyers.org/page/title-ix

Students who believe that they have been the subject of unlawful discrimination and harassment due to their race, color, or national origin or who have other related concerns or questions should contact the Title VI Coordinator, Galen Boldt, at (308), galen.boldt@fpsflyers.org, or in person at the school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Galen Boldt at (308), galen.boldt@fpsflyers.org or in person at the school. Students may report discrimination or harassment to any staff member, who will then forward it 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

Board of Education Goals

- Develop positive relationships with our students by staying engaged and visible within our community while acknowledging community involvement contributing to student success.
- We emphasize attention to building improvements and maintenance of our school facilities to assure the safety and security of our building, students, and staff.
- Maintain cash reserve strength while adhering to budgeting limitations and parameters.
- Recruit and attract quality staff as that need develops over the next few years.
- Reduce paperwork for parents, patrons, and staff.

Members of the Board of Education

Michael Bartels, President
Derek Fouts, Vice-President
Ryan Bonham, Trustee
Angela Grube, Secretary
Windy Ingram, Trustee
Harley Scott, Treasurer

Mission Statement

The mission of the Franklin Public Schools is to equip all students with the skills and competencies needed to meet the challenges of the twenty-first century.

Vision Statement

Franklin Public Schools will graduate students with life skills and career/post-secondary ready skills to better the community.

School Improvement Goal

All students will improve their reading skills.

Goals and Objectives

The goals and objectives of the Franklin Public Schools are to provide:

1. A curriculum based on state standards, comprehensive, coordinated, and sequential, and directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards-based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students, including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem-solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students, including learners with disabilities and high ability learners. It draws upon research, best practices, and reputable theories broad enough yet with sufficient depth to allow education for all students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunities for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and

develops technological and other skills for accessing, evaluating, and using resources.

5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfilling other functions that are supporting quality learning.
7. A systematic, ongoing process that guides planning, implementation, evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in the continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive, promoting respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning result in equitable opportunities for learning for all students and ensure accountability to the local community.
11. An activities program that is scheduled outside the regular school day focuses on active participation of all students involved in the activity and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

Administrative and Support Staff

Name	Position	Contact Information
Dr. Galen Boldt	Superintendent	galen.boldt@fpsflyers.org
Christie Stratman	Secondary Principal	christie.stratman@fpsflyers.org
Shelley Kahrs	Elementary Principal	shelley.kahrs@fpsflyers.org

Support Staff

Name	Building	Position
Marci Hersh	District	Business Manager
Linda Bush	District	Personnel/Med. Office
Janet Weiss	District	Attendance/Secretary
Greg Hobelmann	District	Technology Director
Mercedes DeJonge	District	Guidance Counselor
Leah Stall	MS/HS	Head Athletic Director
Chris Bode	MS/HS	Assistant Athletic Director
Renee Haussermann	District	Library/Gifted Coordinator
Stacey James	District	Building and Grounds
Steve Decker	District	Head Custodian

School Calendar and Schedules

Daily Schedule

Elementary Schedules

Tardy Bell:	8:00 a.m.
Town Dismissal:	3:30 p.m.
Bus Dismissal:	3:35 p.m.

		Lunch	Recess
Kindergarten		10:45 – 11:15 a.m.	11:15 – 11:45 a.m.
1st Grade		10:45 – 11:15 a.m.	11:15 – 11:45 a.m.
2nd Grade		11:15 – 11:45 a.m.	10:45 – 11:15 a.m.
3rd Grade		11:15 – 11:45 a.m.	10:45 – 11:15 p.m.
4th Grade		12:15 – 12:45 a.m.	11:45 – 12:15 p.m.
5th Grade		12:15 – 12:45 p.m.	11:45 – 12:15 p.m.
4th Grade	FRIDAY	11:45 – 12:15 a.m.	12:15 – 12:45 p.m.
5th Grade	FRIDAY	11:45 – 12:15 p.m.	12:15 – 12:45 p.m.
PK AM		11:10 – 11:40 a.m.	10:30 – 11:00 a.m.
PK PM		11:55 – 12:25 p.m.	2:15 – 2:45 p.m.

MS/HS Class Schedule

Tardy Bell:	8:00 a.m.
Bus Dismissal:	3:35 p.m.
Town Dismissal:	3:40 p.m.
Team Time	8:00 a.m.- 8:10 a.m.
Period 1	8:12 a.m. – 9:02 a.m.
Period 2	9:04 a.m. – 9:54 a.m.
Period 3	9:56 a.m. – 10:46 a.m.
Period 4	10:48 a.m. – 11:38 a.m.
Period 5 MS	12:15 p.m. – 1:05 p.m.
Lunch MS	11:40 a.m. – 12:15 p.m.
Period 5 HS	11:40 a.m. – 12:30 p.m.
Lunch HS	12:30 p.m. – 1:05 p.m.
Period 6	1:08 p.m. – 1:57 p.m.
Period 7	1:59p.m. – 2:49 p.m.
Period 8	2:51 p.m. – 3:40 p.m

MS/HS 2:00 p.m. Early Dismissal Schedule

Tardy Bell:	8:00 a.m.
Bus Dismissal:	1:55 p.m.
Town Dismissal:	2:00 p.m.
Period 1	8:00 a.m. – 8:39 a.m.
Period 2	8:41 a.m. – 9:20 a.m. a.m.
Period 3	9:22 a.m. – 10:01 a.m.
Period 4	10:03 a.m. – 10:42 a.m.a.m.
Period 5	10:44 a.m. – 11:23 a.m.
Lunch MS	11:24 a.m. -11:45 a.m
Period 6 HS	11:25 – 12:04 p.m
Lunch HS	12:06 p.m. 12:36 p.m.
Period 6 MS	11:57 – 12:36 p.m.
Period 7	12:38 p.m. – 1:18 p.m.
Period 8	1:20 p.m. – 2:00 p.m.

MS/HS 10:00 Late Start Schedule

Tardy Bell:	10:00 a.m.
Bus Dismissal:	3:35 p.m.
Town Dismissal:	3:40 p.m.
Period 1	10:00 a.m. – 10:40 a.m.
Period 2	10:42 a.m. – 11:17 a.m.
Period 3	11:19 a.m. – 11:54 a.m.
Period 4 HS	11:56 a.m. – 12:31 p.m
Lunch MS	11:56 p.m. – 12:31 p.m.
Period 4 MS	12:33 p.m. – 1:07 p.m.
Lunch HS	12:33 p.m. – 1:07 p.m.
Period 5	1:09 p.m. – 1:44 p.m.
Period 6	1:46 p.m. – 2:21 p.m.
Period 7	2:23 p.m. – 2:58 p.m.
Period 8	3:00 p.m. – 3:40 p.m.

FRANKLIN PUBLIC SCHOOL

2024-2025

Academic Year Calendar

AUGUST
- 8 Teacher In-Service (1)
- 12 Teacher In-Service (2)
- 13 Teacher In-Service (3)
- 14 First Day of School

T=16 *S=13*

August 24

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 24

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SEPTEMBER
- 2 No School - Labor Day
- 26 2:00 PM Dismissal
  P/T Conf. 2:30-8:00

T=20 *S=20*

OCTOBER
- 7 No School
  Teacher In-Service (4)
- 18 End of 1st Quarter
  (46 Days)
- 25 No School-Fall Break

T=22 *S=21*

October 24

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 24

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER
- 27-29 No School
  Thanksgiving Break

T=18 *S=18*

DECEMBER
- 20 Last Day of 1st Sem. (41/87)
- 20 2:00 PM Dismissal
- 22-26 NSAA Moratorium
- 21-31 No School

T=15 *S=15*

December 24

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 25

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY
- 3 No School
  Teacher In-Service (5)
- 6 Start of 2nd Semester

T=21 *S=20*

FEBRUARY
- 11 2:00 PM Dismissal
  P/T Conf. 2:30-8:00
- 20-21 No School-Winter Break

T=18 *S=18*

February 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH
- 12 End of 3rd Qtr (46 days)
- 13-14 No School-Spring Break

T=19 *S=19*

APRIL
- 8 Franklin Track Invite-10 AM
- 8 No School-Teacher In-service (6)
- 18 No School-Easter Break
- 21 No School-Easter Break
- 22 Franklin MS Track Inv.-1:00 PM

T=20 *S=19*

April 25

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 25

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY
- 10 Graduation 2:00 PM
- 21 Last Day of 2nd Sem.
  12:00 PM Dismissal
  (45 & 91 Days)
- 22 No School
  Teacher In-service

T=16 *S=15*

23 & 27-28 (+3 Schedule Days)

JUNE

June 25

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 25

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Total Days:
Student Days = 178
Teacher Days = 185

- NO SCHOOL - Teacher In-Service Days
- First Day of Semester
- NO SCHOOL
- 12:00 PM Dismissal
- End of Quarters/Semester
- Parent/Teacher Conferences
- Hosting TVC events
- Make-Up Days If Needed

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.

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 Entry
All staff, spouses and their PK-12th grade children will be admitted to home games free of charge.

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

Any circulars or advertising displayed by the school shall have the principal or superintendent's approval.

Assignments
The professional duties to be performed by a teacher within the district shall be subject to assignment by the district superintendent with the approval of the Board of Education. A teacher will be expected to devote full time during school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teachers' professional abilities. Job descriptions, where available, provide additional information about the position's duties.

In addition to the regular duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support he extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as outlined in the negotiated agreement. The extra-curricular program of the school district is an integral part of its overall educational program. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of evaluating the teacher's overall performance in the District.

Benefits
Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document.
Classified staff are provided benefits in accordance with their contract.

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 or in the main administrative 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 teacher's workroom and main administrative office. By signing the acknowledgement receipt, you agree that you have read and understood these policies, handbooks, rules, and directives, as well as 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 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 such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment based on 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 alleged 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 is concerned. For example, a parent unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject complainant 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 school district's operations 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. If so, direct the complainant 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 in 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 submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or 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 boards' 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 appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the decision date.

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. Fro complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent receives the complainant's written appeal. Appeals to the superintendent for 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 complain can be appealed on the limited grounds to appeal to the 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 the 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.

a. This appeal must be in writing.
a. 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.
a. 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.
a. 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.
a. 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 board's president. 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 the handling of 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.

a. 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.
a. 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.
b. 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 receives the complaint.
c. 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 to 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 to a student with a disability according 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 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. No appeal from dismissals has been 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 conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the Franklin Public School 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.
Network, E-Mail, Internet, and Other Electronic Device Use Rules:

(a) General Rules:

(i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.

(ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment, or communications of individuals utilizing the network or the end product or result of such utilization.

(iii)Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages, and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers will be private. No reasonable expectation of privacy shall exist in relation to network use.

(iv)Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private. Use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(v) The district will not be liable for and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including the Internet, shall apply to all district administrators, faculty, staff, andstudents. The term "Users," as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

(i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs, or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

(ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).

(iii)Users shall not use or try to discover another user's account or password.

(iv)Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(vi)Users shall not copy, change, or transfer any software or documentation provided by teachers or other students without permission from the network administrators.

(vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software, or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(ix)Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs, or disks.

(x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(xi)Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet, and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

(i) Be polite. Do not become abusive in your messages to others.

(ii) Use appropriate language. Do not swear, or use vulgarities, or any other inappropriate language, message, information, or images.

(iii) Do not reveal your personal account, address phone numbers, or that of other students or colleagues.

(iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private.

People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages that violate the rules will result in disciplinary action.

(v) All communications and information accessible via the network should be assumed to be others' private property.
(vi) Do not place unlawful information on any network system.
(vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
(viii)Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
(ix) Other rules may be established by the network administrators or teachers occasionally.

a. Penalties for Violation of Rules: All policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to and including loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

b. Employee Agreements: Employees may be required to sign an electronic device and network use agreement as a condition to use such equipment.

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.

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 to report a change.

Contract Days

Teachers are contracted for 185 days (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

Classified staff will follow the days stated on their work agreement.

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: 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 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 as 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 they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Dr. Galen Boldt at 308-425-6283—ext 415, galen.boldt@fpsflyers.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: Christie Stratman at 308-425-6283 Ext. 424 (phone number), christie.stratman@fpsflyers.org (e-mail address), 1001 M Street, Franklin, NE 68939 (mailing address), or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Dr. Galen Boldt, Superintendent, at 308-425-6283 Ext—415 (phone number), galen.boldt@fpsflyers.org (e-mail address), or in person at school. Employees may report discrimination or harassment to any staff member, who will then forward it to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their automobile 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 or transport students in their vehicles are responsible for following safe driving practices, including using seat belts by all occupants, and for any injury or accident. Staff members should not use cell phones while driving a school vehicle or 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.

Dress and Appearance

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators, and office staff should generally dress in business

casual attire. Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

A. Unacceptable Forms of Dress and Appearance

The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:

- T-shirts are unacceptable unless they promote Franklin Public Schools or the "I Love Public Schools."
- Athletic wear, including sweat, jogging, and windsuits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices or on days considered to be "dress down" days.
- Hats, except when worn outside for sun coverage.
- Rubber soled 'flip flop' thong sandals.
- Any attire which is excessively wrinkled or torn so that it is no longer Neat and professional.
- Any attire that is immodest or may distract other employees or students in the learning environment.

The superintendent or principal shall maintain the discretion to determine staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

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 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 on employees' duties and responsibilities.

Employment

A teacher is employed by Franklin Public Schools when the teacher signs the Teacher's Contract and the Board of Education approves such employment contract. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend, or cancel the teacher's employment contract with the school district or action by the Board of Education to accept a resignation of employment. On or after March 15 of each school year, a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to indicate acceptance of employment by April 1 or other designated date shall constitute cause for amendment of termination of the teacher's contract. If a teacher signifies

acceptance of employment for the next school year, the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."
Should a teacher wish to resign from employment, the teacher should give written notice of resignation to the Superintendent. The Board of Education will act upon the request to resign. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted or a resignation for the following school year submitted after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation.

Expenses
The board will reimburse staff for all pre-approved expenses incurred in attending to school business—reimbursement for mileage, supplies, and overnight travel expenses. Appropriate receipts must be attached.

To be reimbursed for an item or personal vehicle use, staff members must complete a reimbursement claim form, attach receipts, and submit it to the Superintendent for approval.

The board must approve all claims for reimbursement, so some delay is probable. Mileage reimbursement will be denied if a school vehicle is available.

Expense Reimbursement
Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be the State of Nebraska government reimbursable mileage rate. The District is not liable for physical damage to employee vehicles.

The District provides materials necessary for instruction. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Superintendent.

Reimbursement for pre-approved purchase of materials or meals or other expenses related to travel must be submitted to and pre-approved by either the Superintendent or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the cost was incurred and that the cost was reasonable and related to a school-purpose.

Extended Duty Pay
Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at 1/185 x that teacher's indexed salary x number of additional days.

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.

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 the end of the day before departing. Please clean out your mailbox every Friday so junk mail does not accumulate.

Much 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. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, 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 an individual account.

Intellectual Property
All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work products 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 rights, titles, or interests in and to such property.

Jury and Witness Duty Leave
An employee 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 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 duplicate keys made of any school key. Staff will ensure all doors are locked when they enter or leave the building other than regular school hours, and all lights are turned off.

Staff members are always responsible 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.

Leaving School
Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30 minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out in the office. Teachers may not leave school during duty hours without the approval of the Principal. If the absence has been approved, the teacher must check out in the Principal's office when leaving and check back in the office upon return. Teachers who need to go during the school day for illness or emergency are to check out in the office and ensure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Locker Room Supervision
Staff members must review and comply with the board's policy regarding locker room supervision.

Make-Up Days
In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days may not be credited as a contract day served. The administration may schedule make-up days during the contract year as needed to allow all teaching staff to serve the full number of contract days.

Maintenance & Cleaning Request Forms
Staff members should fill out maintenance request forms as soon as they need or see a maintenance problem. These forms must be turned into the Head Custodian.

Meals Program
Staff may take advantage of meals offered through the district's food program. Staff may purchase breakfast and lunch from the school cafeteria. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members cannot run a deficit in their lunch accounts.

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 needs 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 as ad hoc basis.

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff 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 and radio stations and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

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.

Overtime
Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government that provides more information about the FLSA is attached as Appendix "A" to this handbook.
Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period of the workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based on the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate in compliance with FLSA regulations.

Paraeducators
Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities more efficiently and effectively. 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 assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher and helping to work with and supervise students. 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.

Payroll and Payroll Deductions
Teacher salary and benefits are paid in accordance with the individual employment contracts and negotiated agreements. Payroll deductions shall be made in accordance with law and the negotiated agreement.
Classified salary and benefits are paid in accordance with the individual employment contract. Payroll deductions shall be made in accordance with the law.

403(b) Salary Reduction Agreements
The District will cooperate with any teacher who chooses to participate in an investment program under Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered into a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

Personnel File
The District will follow the requirements of state and federal law and regulation with regard to an employee's personnel file.

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 pregnant or parenting students 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 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 the 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;
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. School district employees are responsible for conducting themselves professionally and 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, but they are 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 Development

Certified Staff will not be allowed to miss Professional Development Days due to doctor's appointments or taking a personal day. Only under rare circumstances,

with administrative approval, will certified staff be allowed to miss a Professional Development Day.

Professional Growth
All employees must complete professional development and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

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

Purchasing
All requisitions for books and any supplies must be filed with the building principal or superintendent. 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 on the school website. Orders should not be placed until approved and given to the district office for ordering. The administration must authorize all orders or supplies. Staff may be personally liable for any orders placed without such authorization.
Staff should contact the building secretary when routine supplies are needed for immediate use. When making 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.

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. School officials will treat personal information confidentially.

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 students' recording. Unless otherwise authorized, students are prohibited from making audio or video recordings 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, etc.

School Calendar
The official school calendar is maintained in each High School office. All activities and events must be scheduled and approved by the Activity Director. 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 Activity Director.

School Property
School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups wishing to use school facilities should request the Activity Director as early as possible so that they may be placed on the school calendar.

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 Superintendent's office.

School Vehicle Use
The transportation of students in a pupil 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 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.

Security
Each staff member is responsible for the security of his/her 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 will pupils be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities
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 prohibited 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 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 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.

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.

Staff Room
The staff room/workroom is maintained for the exclusive use and convenience of the staff. It is not for student use, and staff members should not allow students to attend or hold student conferences there. Each staff member will assume responsibility for 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

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 that 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, assess them, and 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 reports 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 THAT REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent, building principals, guidance counselor, law enforcement, school medical aide, EMT (emergency medical technician), fire department, ground supervisor, head custodian, and IT (information technology) director. 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 to plan 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 the team determines to be reasonable and useful.

After 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 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 applicable, 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 in a manner 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 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.

Ticket Taking
All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets to an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

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

Visitors
Staff should welcome members of the public who wish to visit the 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
- children under the age of 10 years must be accompanied by a parent or guardian
- 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
- visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments
Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes and 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 your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgment 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.

Weather and School Cancellations

The Board of Education authorizes the Superintendent of schools to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. The district school message system will be utilized to inform all families.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, parents will be notified by the school message system, and an announcement will be made to the news media about when schools will be closed. In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Some staff may be required to come to school even in the event of a school closing.

After School Starts

Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to return home safely before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given. If school is closed during the day, staff will be notified, and parents will be notified via the school message system. Teachers need to 1) Stay in their room with students, 2) Follow instructions when they are made available, and 3) NOT call the office. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for the remaining students.

Parental Decisions

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. You 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 based on a telephone request.

Emergency Conditions

Franklin Public Schools has a signal that, when activated, includes the necessity to either evacuate the building or move to safer areas of the building. All regular drills are

held as required by law throughout the school year. There are plans for the Emergency Exit system, Tornado Warning System, and Critical Incident Response. School officials are not permitted to release students from the school building during a tornado warning. In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

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 the designated staff member building principal by 6:00 a.m. Teachers are not allowed to line up their own substitute teachers.

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. We highly discourage staff members from taking a personal leave adjacent to a school break. For example, if school is not in session on a Monday, we discourage certified staff from taking personal leave the preceding Friday or the 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.

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 the day 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 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 Notebooks
Assignment Notebooks are given to and required for all 7th and 8th grade students. For students 9-12, assignment notebooks are optional.

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. The certified staff member's responsible for ensuring 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 newly 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 of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating
Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test and assignment.

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. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Class Record Books
A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers must keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

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.

1. Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.
2. Classroom teachers must close and lock their doors when they leave the building at the end of the day.

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

Each building has its 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.

Only an administrator can suspend or expel students from class or school, and due process must be followed.

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, violates classroom-specific conduct rules set by individual teachers, or assists in their academic progress. Parents are to be notified.

- After-school sessions will not exceed 20 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 with a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are 20 minutes, served in the central office or the detention room designated by the building principal.

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 have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal, especially during or right before lunch.

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

Classroom teachers may not admit tardy students to class without an admit slip from the office or the student's teacher from the previous period.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to contain infectious agents (germs) potentially. 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 Franklin 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; the office will distribute items after proper payment.

Community Involvement

Certified staff are encouraged to participate in community civic affairs 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 things the students do. Classroom teachers may use the window area of the central office, media center, or lunchroom area to display student work. Certified staff must contact the principal before displaying student work at an evening activity.

Down Slips

Down Slips are due by 4:00 on Thursday or whenever the Guidance Counselor requests.

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) Attend such education conferences as required by law or administrative directives.

c) Attending school assemblies unless excused by the principal.

d) Instruct pupils on 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 students or other staff members in the staff lounge.

h) Being responsible for students 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 or film clubs using the school name.

j) Turning in all monies collected to the Business Manager 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, MTSS, PLC, any SPED meetings, or others governed by law or 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.

Eligibility Grades 7-12

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning on the fourth Monday of each semester, classroom teachers must submit the names of all students who are not academically eligible to the office by noon on the first school day of each school week. At the sponsor's discretion, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to athletics, FFA, FCCLA, speech contests, and similar organizations or events.
2. Cheerleading.
3. Music competitions, performances (except Christmas and Spring concerts), and clinics.

4. All school dances.
5. Other activities deemed appropriate by the principal.

Extracurricular Activities
Staff must schedule all events and extracurricular activities with the activity director to avoid conflicts. Activities must be put on the school calendar in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays 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 the approval of the principal before 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. Make up slips must be signed entirely and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. 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.
The activities director is responsible 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.

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. Teachers should take their **orange "safety bags"** during all drills. Teachers are responsible for keeping a current roster of students from all classes inside the bag in the classroom. Once students and teachers have arrived at the secure area, they will take attendance and signal the supervisor with a colored card for communication.

1) Hold up a Green Card (all students accounted for)
2) Hold up a Yellow Card (missing a student or if you have an extra student not on your roster)
3) Hold up a Red Card (If you have an emergency or need help)

1. Fire Drills
Fire drills will be held regularly. Certified staff may or may not be notified in advance.
These drills are essential exercises that help ensure the safety of students in case of an emergency. Follow the SRP Protocol to exit the building. Delay until the message is received over

the intercom to evacuate. An intercom message will give the all-clear to return to the building. Shut classroom doors after exiting the classroom.

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. Shut classroom doors after exiting the classroom. Upon arrival at the shelter, take attendance.

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 orange safety bag from the classroom, including the current 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.

Evaluations
The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional formal and informal evaluations may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are at the end of this handbook.

Faculty Meetings
The superintendent and principals will call meetings as needed. Certified staff must be present at all faculty meetings unless the administration excuses them.

Field Trip Request
Certified staff who wish to take students off school property must request permission to the building principal at least a week before the date of the requested activity.
Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case-by-case basis.

Grading Policy
Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

6-12 Grading System:
A = 4.0 90-100
B+ = 3.5 88-89
B = 3.0 80-87
C+ = 2.5 78-79
C = 2.0 70-77
D+ = 1.5 68-69
D = 1.0 60-67
F = 0.0 0-59

K-5 Grading System:
A= 90-100
E - Exceeds the Standards
B = 80-89 M- Meets the Standards
C = 70-79 P - Progressing
D = 60-69 B - Below Standards
F = 0-59
Each teacher will define the grading procedures to be used in their classes.

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

Hall Duty
All Middle School and High School classroom teachers are on hall duty before school in the morning and between classes. Classroom teachers are responsible, especially for the part of the hall adjacent to their classrooms. Elementary teachers are responsible for before and after school and anytime students move in the hallway to another area of the school.

Homework Policy
Homework is an integral part of student learning. When parents, teachers, and students work together, out-of-class assignments are valuable to the instructional program. Homework should

provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials
Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans
Teachers will submit prepared written lesson plans to the online system which cover at least a week in advance instruction. The lesson plans must be linked to the standards, sufficiently clear in establishing objectives, and contain related activities. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review by the building principal or other members of the school district's administration at any time.
Lesson plans must identify primary instructional objectives and show page assignments and general directions that might be followed by anyone who might be called upon to teach the classes.

Lesson plans are due before **Monday at 7 a.m**.

Paraeducators
Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities more efficiently and effectively. 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 assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher and helping to work with and supervise students. 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 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 guidance counselor.

Parking
Staff members have the front parking lot reserved for them to park. Students are not to park their cars in the staff lot. Staff are required to obtain from the high school office a school parking sticker for each vehicle they may drive. Staff members may not allow students to park in the staff lot when groups leave early on a school day for field trips or athletic events.

Parties

1. Due to health and safety concerns of our students, edible treats are not allowed into the school building or events. Classrooms will recognize birthdays and celebrations in a variety of other ways.
2. An organization of the school shall hold no activities or picnics without permission of the building principal in the presence of the sponsor or sponsors.
3. An organization of the school shall hold no activities or picnics without the presence of the sponsor or sponsors.
4. The number of activities and the closing hours for activities will be determined by the building principal and organization sponsor.
5. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
6. Cleaning up after the activity is the responsibility of the sponsor.

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

The Board defines planning time as educational planning and other task-related functions that cannot typically be accomplished during instructional periods. Planning time should not be confused with personal time. Planning time is not to be used for running errands, conducting business, or pursuing non-school hobbies or interests.

Teachers shall avoid being in classrooms where students are in session with another teacher unless approved by the principal so as not to disrupt the learning environment of the school.

PowerSchool
All teachers will be required to use PowerSchool. Attendance will be taken as follows:

Elementary – at the beginning of the morning and right after lunch.
Secondary – at the beginning of every period.

Attendance must be taken within the first five minutes of each class period. Lunch count will also be taken at the beginning of the day.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your free-form comment. Certified staff who have trouble/problems with PowerSchool should contact the technology department.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or the school's communications systems except with the express permission of the Superintendent or designee.

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 that 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 prion 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 projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson using a Mercator projection map.

Professional Growth

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester college credit hours shall be accepted as evidence of professional growth. Refer to Board Policy 4032 for more details.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. Report cards will be issued within one week following the end of the quarter unless otherwise announced.

    a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.

    b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.

    c) Each classroom teacher is responsible for the distribution of class cards on time.

    d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

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 concerning 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 7:30 a.m. and 4:00 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. If you are running late let the office or administration know immediately.

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 supervision or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in their classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors wehn class is dismissed and be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods.

Personal work may not be done on school time.

Sponsors
The building principal assigns certified staff members as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The purchase of supplies must be approved by the superintendent.

Student Activities
Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after ensuring all students and other individuals have left the building. No student will 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 of such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides
Student Aides will only be allowed for students entering the education field. Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls, or anywhere they are not being supervised. Student aides 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 aides or not. A student aide should not be present to assist 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 and be seated and ready for instruction before 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 before going to class. A returning absentee must show each classroom teacher the admittance pass issued by the school office. No student should be accepted back into class without this pass after an absence.

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 outlined 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.

(1) Student Appearance: Students at Franklin Public Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate. Such list is not exclusive, and other forms of attire deemed inappropriate by the administration may be considered as inappropriate for the school setting:

a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing, or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit to be revealing or drag on the ground.

b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.

c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.

d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g., cleats).

e. Head wear including hats, caps, bandannas, and scarves;

f. Clothing or jewelry that exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double.

g. Clothing or jewelry that is gang-related.

h. Visible body piercing (other than ears).

Consideration will be made for students who wear unique clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The Principal or Superintendent will make the final decision regarding attire and grooming. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors, or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program.
On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student may be allowed to leave campus to change clothes or be given clothes to change into for the remainder of the day. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event, the dress code violation is determined also to violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

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
All student medication must be turned into the medical office.
No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time.
Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container 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 medicines 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 has 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 During Planning Period
Certified staff may be required to substitute during their planning period.

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 of 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 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.
Workbooks do not become the property of the students and, in most cases, should be retained by the school.

Policies and Procedures Regarding Classified Staff At-Will Employment

Classified staff members are employed “at-will.” 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.

Hours
Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after regular working hours, and you will be expected to attend.
The district's employees must arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined up to and including discharge.

Inclement Weather
Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

Overtime Time
All classified staff members must clock in and out of work. Classified staff should not work more than the hours listed on their work contract in a given week without the express permission of their immediate supervisor. Those who will accrue more than forty hours in a given workweek will need authorization and then will receive overtime pay.

Sick, Personal, Vacation, Bereavement, and Holiday Leaves
Classified employee leaves vary with their employment contracts. Please read your contract to understand your benefits.

Academic Matters

Purpose and Goals of Academic Achievement
The Franklin Public Schools' Board of Education is committed to providing a quality education for all Franklin Public Schools' students, consistent with the school's mission statement. Effective, quality instruction by teachers is essential to meeting the District's mission of providing a quality education.

Teaching to Student Understanding to Ensure Learning
Each teacher is responsible for teaching to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction outlined in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those unique needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities that impact the educational program ("504 students"), and limited

English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers assigned special education, 504, or LEP/ELL students must provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Instruction in the Curriculum
Teachers shall instruct students in the curriculum, including using curriculum materials adopted and implemented by the Board of Education and as directed by the administration.

Measuring and Reporting Academic Achievement

Grades and Grading
Measuring and accurately reporting the level of each student's academic achievement is critical to students, parents, staff, the board of education, and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessments, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.

Recording Grades
Each teacher shall record grades in PowerSchool. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep grades up-to-date, consistent, and complete. Teachers must be able to support and explain the grades that each student earns.

Grading System
With the understanding that there are distinct differences between elementary and secondary students, Franklin Public Schools' Teachers will employ age-appropriate grading practices at the K-5 level and the 6-12 grade level.

K-5 Grading System
The grading system of Franklin Public Schools shall be as follows:

a. Grading periods of approximately nine (9) weeks shall be used four (4) times yearly.
b. Achievement marks shall be given on a standards basis/numerical basis for all grades Kindergarten-5th.
c. The grading and conversion scale are as follows:
    A= 90-100 E - Exceeds the Standards
    B = 80-89 M- Meets the Standards

C = 70-79 P - Progressing
D = 60-69 B - Below Standards
F = 0-59

Each teacher will define the grading procedures to be used in their classes.

d. All grade reports will contain a standard-based/numerical grade for each subject, as well as the following: absences, tardiness, conduct, and comments (if the instructor desires).

e. On all absences, students will not receive zeros but will be expected to make up their work according to the discretion of their teacher.

f. Classroom behaviors will not be included or affect academic grades.

6-12 Grading System

Grading periods of approximately nine weeks shall be used four times per year along with semester grades twice a year and shall be determined as follows:

1. Grades shall be based on achievement and achievement marks shall be given on a standards basis/numerical basis for all grades 6 -12.
2. No student shall receive a permanent zero for missing assignments or late work until the appropriate teacher has made parent/guardian contact and reasonable time has been given for completion of work (reasonable time shall be a minimum of 1-10 days with constant teacher redirection).
3. Students who miss school for excused absences will be given at least two school days per missed day with a maximum of 10 make-up days to complete all classroom assignments. Missed work accumulated due to an unexcused absence(s) will be addressed according to item two.
4. Grades will be based primarily on summative assessments, while formative assessments shall be used to check for student understanding and growth.
5. Grading will be an exercise in professional judgment wherein classroom teachers will seek to ensure that each student's grade accurately represents his or her academic achievement within subject areas.
6. Students will be informed of grading practices in individual classrooms at the beginning of the year/semester.
7. Classroom behaviors will not be included or affect academic grades.

Students will receive letter grades on report cards and transcripts.

The following scale will be used to assign letter grades and a grade point average from a percent:
The grading scale is as follows:
6-12 Grading System:
A = 4.0 90-100
B+ = 3.5 88-89
B = 3.0 80-87
C+ = 2.5 78-79
C = 2.0 70-77
D+ = 1.5 68-69

D = 1.0 60-67
F = 0.0 0-59

Parent-Teacher Conferences
Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books, which contain all student assignments, work, or tests completed within five (5) days of the date of the Parent-Teacher conference.

State and Federal Programs

Notice of Nondiscrimination
The school district does not discriminate based on 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 who have other related concerns or questions should contact the Section 504 Coordinator, Christie Stratman, at (308)425-6283, christie.stratman@fpsflyers.org, or in person at the school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex or who have other related concerns or questions should contact the following Title IX Coordinator: Christie Stratman at (308) christie.stratman@fpsflyers.org or in person at school. The School District's specific notice of Nondiscrimination based on sex may be accessed at the following link: https://www.fpsflyers.org/page/title-ix.

Students who believe that they have been the subject of unlawful discrimination and harassment due to their race, color, or national origin or who have other related concerns or questions should contact the Title VI Coordinator, Galen Boldt, at (308), galen.boldt@fpsflyers.org, or in person at the school.

Students who believe they have been the subject of any other unlawful discrimination or harassment should contact Galen Boldt at (308) galen.boldt@fpsflyers.org or in person at the school. Students may report discrimination or harassment to any staff member, who will forward it 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.

Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	HS Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug-Free Schools and Communities	Safe and drug-free schools	Superintendent

The Coordinator may be contacted at 1001 M Street, Franklin, Nebraska 68939, telephone number (308) 425-6283.

Multicultural Education

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups. They will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and under any other applicable laws and regulations.

Philosophy, Mission, and Program Goals The school district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The school district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures. Policy 6020

Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following describes the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The law intends to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice to the identification, evaluation, or placement of your child.
4. Have your child receive a free, appropriate public education.
5. Have your child receive services and be educated in facilities that are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district. 8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Family Education Rights and Privacy Act ("FERPA")

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 an access request, 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 prospective employers of such students.

Parents who OBJECT to the disclosure of any directory information about their student should write a letter to the principal. 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 25, 2020.

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 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
Protection of Students Privacy Rights

The Board of Education respects the rights of parents and their children. It has adopted a Protection of Pupil Rights policy 5015 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. Occasionally, during the school year, a survey may request personal information as defined in the Protection of Pupil Rights policy. 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.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire before the administration of the exam, please submit a written request to the superintendent.

Parent and Guardian Involvement In Education Practices

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 books and curriculum materials are used.
    b. Parents may check out textbooks and 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 NSCAS assessments will be provided with sample questions and a copy of a practice test. Still, they 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, at 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 which 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

The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.

c. National Assessment of Educational Progress

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW
Washington, D.C. 20250-9410
(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov

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 school district. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

TITLE IX POLICY

Nondiscrimination

The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school districts's Title IX Coordinator may be contacted at Title IX Coordinator, 1001 M Street, Franklin, NE 68939, christie.stratman@fpsflyers.org, (308)425-6283. The school policy or can be accessed at: www.fpsflyers.org. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Publication Notice

The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

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.fpsflyers.org/page/title-ix

Retaliation Prohibited

Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

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

Complainant means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to sex-based harassment or any other person who may have been subjected to sex discrimination, including sex-based harassment; or any other person who may have been attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

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

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment, prohibited by this part, is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, that is:

Quid pro quo harassment
An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment
Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;

- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible- Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

- Rape-(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her

temporary or permanent mental or physical incapacity.

- Sodomy- Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- Sexual Assault With An Object- To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- Fondling- The touching of the private parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible - (Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- Incest- Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Statutory Rape- Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating Violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic Violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitation, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment

All Employees
All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator
The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator", to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures

The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to counseling, extending deadlines, increased supervision, no-contact directives, leaves of absences, changes in class, work, or activities, regardless of whether there is a comparable alternative, and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures

A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities

If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal

The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis and determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave

The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution

The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to the law. Prior to initiating an informal resolution, the parties will be provided with notice of allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from

the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If an informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination

Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decision maker may be the same person as the Title IX Coordinator or investigator.

Complaint

In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district.

- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints
The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise our of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural as applicable.

Basic Procedures
This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the TitleIX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district's decision on whether to dismiss or investigate a complaint of sex discrimination.	1-15 days
Investigation	1-30 days
Determination	1-30 days
Appeal	1-20 days

Notice of Allegations

Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy, the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation

The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence and, upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decision maker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties unauthorized grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence

The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing where the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision-maker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or

witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and

- Evidence that relates to the complainant's sexual interest or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Determining Whether Sex Discrimination Occurred

The school district will:

- Use the preponderance of the evidence standard of proof, that is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sez discrimination occurred, including the rationale for such determination and the procedures and permissible bases for the complainant and respondent to appeal, if applicable
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the impositions the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not a discipline of a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint

A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- the respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this

paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal
The school district will provide the parties the opportunity to appeal the decision maker's written determination or dismissal of a complaint on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal
Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party
The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and © a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

Appeals of Dismissals
If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision
The decision maker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decision maker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies
If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the education process. Such actions may include 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.

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

Recordkeeping
The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records document the informal resolution process or grievance procedures and the outcome.
- Records documenting the action the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

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. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I.Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1.Staff shall be restricted to use the Internet to conduct research for instructional purposes.

2.Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.

3.Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.

4.Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet 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 on the Internet.

B.Unacceptable Use While on Duty or on School Property

1.Staff shall not access obscene or pornographic material.

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

3.Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

4.The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.

5.Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II.School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts. Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III.Enforcement

A.Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1.The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

2.Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

3.The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B.Any violation of school policy and rules may result in that staff member facing:

1.Discharge from employment or such other discipline as the administration and/or the board deem appropriate;

2.The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;

3.When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees

may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the _____ 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.

_____ _____

Signature Date

2006
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, 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 be submitted 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 allegations against 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 the 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 or 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 the 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 or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: August 10, 2020
Revised on: July 15, 2024
Reviewed on: _____

2008
Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

   a. The board shall hold its regular meetings on or before the third Monday of each month.

   b. Special and emergency meetings may be called as provided by law.

   c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Notice of regular and special meetings shall be published in a newspaper of general circulation within the district and, if available, on the newspaper's website. Newspapers of general circulation in the district include the Franklin County Chronicle. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, and (2) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency

meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.

b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.

c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: August 10, 2020
Revised on: July 15, 2024
Reviewed on: _____

2009
Public Participation at Board Meetings

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

Except for closed sessions, the board will allow members of the public an opportunity to speak at each meeting. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board shall require members of the public desiring to address the board to identify themselves, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

Adopted on: August 10, 2020
Revised on: July 15, 2024
Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds $109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with

a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under $250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to $10,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed $10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between $10,000 and $250,000 (Simplified Acquisition Procedures)

For construction projects subject to this policy, simplified acquisitions are purchases that, in the aggregate amount, is more than $10,000 and less than $250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between $109,000 and $249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an

anticipated aggregate cost of $109,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between $109,000 and $250,000.

IV. Construction Projects with an Anticipated Cost Over $250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of $250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;

2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

4. The contract will be awarded to the lowest responsive and responsible bidder.

a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.

b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.

c) Any or all bids may be rejected if there is a sound documented reason.

5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills,

business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid

that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.322 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over $25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and

§§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Construction Records for Projects Financed with Federal Funds

a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Contracts covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, board members, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up

to $500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program

income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

(1) Are verifiable from the non-Federal entity's records;
(2) Are not included as contributions for any other Federal award;
(3) Are necessary and reasonable for accomplishment of project or program objectives;
(4) Are allowable under subpart E (Cost Principles) of this part;
(5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
(6) Are provided for in the approved budget when required by the Federal awarding agency; and
(7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule

10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: August 10, 2020
Revised on: July 15, 2024
Reviewed on: _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to $10,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed $10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between $10,000 and $250,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than $10,000 and less than $250,000 annually. For simplified acquisitions , price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over $250,000

a) Sealed Bids (Formal Advertising)

For purchases over $250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of $250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. **Noncompetitive Proposals (Sole Sourcing)**

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1) The procurement transaction can only be fulfilled by a single source;

2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or

4) After solicitation of a number of sources, competition is determined inadequate.

b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.

c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds $250,000.

5. **Competitive Proposals.**

a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;

2) Proposals must be solicited from an adequate number of qualified sources; and

3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.

c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over $25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of $25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or $10,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or $5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

   a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and

   b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of $10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to $500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time

sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

(1) Are verifiable from the non-Federal entity's records;
(2) Are not included as contributions for any other Federal award;
(3) Are necessary and reasonable for accomplishment of project or program objectives;
(4) Are allowable under subpart E (Cost Principles) of this part;
(5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
(6) Are provided for in the approved budget when required by the Federal awarding agency; and
(7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

(1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
(2) Be incorporated into official records;

(3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
(4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
(5) Comply with the established accounting policies and practices of the District and
(6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before

the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and

State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: August 10, 2020
Revised on: July 15, 2024
Reviewed on: _____

3011
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3017
Official Communication with the Public

Only individuals who have prior administrative approval may issue press releases or other official communication regarding school-related 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.

Adopted on: August 10, 2020
Revised on: July 15, 2024
Reviewed on: _____

3032
Fees for School District Records

Requests for school district records shall be subject to applicable fees. No fee shall be charged for providing a copy of a student or public record if a specific law or regulation requires the copy to be provided without charge.

Student Records. Students and their parents or guardians shall not be charged any fee to inspect and review the student's files or records. Students and their parents or guardians who desire a copy of the student's files or records shall pay the reasonable cost of reproduction as follows:

- Black and white letter or legal-sized photocopies: No charge for the first ___ copies; ___ cents for each copied page thereafter.
- Computer data printouts: No charge for the first ___ pages; ___ cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Students and their parents or guardians **shall not be charged any fee**:

- To search for or retrieve any student's files or records.
- For a copy of a student's Individualized Education Plan (IEP).
- For copy of the special education evaluation report and the documentation of determination of eligibility for special education services upon completion of the administration of assessments and other evaluation measures.
- If the fee effectively prevents the parents from exercising their right to inspect and review student records.

Student Records – Transfer School. A copy of the student's files or records, including academic material and any disciplinary material relating to any suspension or expulsion shall be provided at no charge, upon request, to any public or private school to which the student transfers.

Public Records. Individuals requesting copies of public records shall pay the actual added cost of making the copies available.

- For photocopies, actual added costs may include a reasonably apportioned cost of the supplies, such as paper, toner, other equipment used in preparing the copies, and any additional payment obligation for the time of contractors necessarily incurred to comply with the copy request.

- For printouts of computerized data on paper, actual added cost may include computer run time and the cost of materials for making the copy.
- For electronic data, the actual added cost may include the reasonably calculated actual added cost of the computer run time, any necessary analysis and programming, and production of a report in the form furnished to the requester.
- For residents of Nebraska, the actual added cost shall not include any charge for the existing salary or pay obligation to public officer or employees for the first eight hours of searching, identifying, physically redacting, or copying records, but fees may be charged after the first eight hours. The fee for records shall not include any charge for the services of an attorney or any other person to review the requested public records seeking a legal basis to withhold the public records from the public. No special service charge or fee shall be charged for copies of blank forms or pages that have all meaningful information redacted.
- For nonresidents of Nebraska, the actual added cost used as the basis for the calculation of a fee for records may include a charge for the proportion of the existing salary or pay obligation to the public officers or employees, including a proportional charge for the services of an attorney to review the requested public records, for the time spent searching, identifying, physically redacting, copying, or reviewing such records.
- The district shall not charge any fee for copies of public records that is prohibited by law but reserves the right to charge any other fee allowed by law.

The fee schedule for public records copies is as follows:

- Black and white letter or legal-sized photocopies: No charge for the first ___ copies; ___ cents for each copied page thereafter.
- Computer data printouts: No charge for the first ___ pages; ___ cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Deposit. The school district may require a deposit before providing copies of student or public records if the estimated cost to fulfill the request exceeds fifty dollars.

Waiver. Documents may be furnished without charge or at a reduced charge where the district determines that waiver or reduction is in the public interest.

Adopted on: August 10, 2020
Revised on: July 15, 2024
Reviewed on: _____

3033
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3053
Nondiscrimination

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Pregnant Workers Fairness Act (PWFA) – requires covered employers to provide reasonable accommodations to qualified employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

Adopted on: August 10, 2020
Revised on: July 15, 2024
Reviewed on: _____

3057
Title IX

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 1001 M Street, Franklin, NE 68939, christie.stratman@fpsflyers.org, (308)425-6283. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: www.fpsflyers.org. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Publication Notice. The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

> 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.fpsflyers.org/page/title-ix

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

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

> **Complainant** means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.
>
> **Complaint** means an oral or written request to the school district that objectively can be understood as a request for the school district to

investigate and make a determination about alleged sex discrimination under Title IX.

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

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and

- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined

based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance

process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;

- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	**Target Duration** (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15

Investigation	1-30
Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred,

and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome

being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other 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 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.

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

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

Adopted on:August 10, 2020
Reviewed on: July 15, 2024
Revised on:_____

3059
Audio and Video Recording

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. 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 Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities

without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

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.

Adopted on: July 15, 2024
Revised on: _____
Reviewed on: _____

3060
Firearms and Weapons for Non-Students

Weapons. No person may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person 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 prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers' Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training;

2. The possession of firearms by peace officers or other duly authorized law enforcement officers

The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;

4. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;

5. Firearms contained within a private vehicle ***operated by a nonstudent adult*** that are not loaded ***and*** are enclosed in a case or are in a locked firearm rack that is on a motor vehicle; or

6. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited personin a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area.

Consequences. In the event a person violates this policy, the school may:

- Make a report to law enforcement;
- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

Adopted on: July 15, 2024
Revised on: _____
Reviewed on: _____

4011
Employee Leave Under the Family and Medical Leave Act (FMLA)

The school district shall provide leave to its employees in accordance with the Family and Medical Leave Act ("FMLA"). The terms used herein shall have the meaning ascribed to them under the FMLA. Employees may also qualify for leave under the Nebraska Family Military Leave Act, which is covered under the district's policy for that law. If an employee qualifies for leave under both the Family and Medical Leave Act and the Nebraska Military Leave Act, any leave taken by the employee will count concurrently toward the leave limits of both acts.

I. Qualifying for Leave

A. Qualified Employees

1. To be eligible for ***unpaid*** leave under this policy, an employee must:

    a. Make the request for leave at a time when the school district employs 50 or more workers;

    b. Have been working for the school district for at least 12 months prior to the request; and

    c. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

2. The applicable 12-month period for computing an employee's entitlement to FMLA leave shall be "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

3. Employees ineligible for FMLA leave for any reason may be eligible for leave under the Nebraska Family Military Leave Act and should consult policy 4011.1.

B. Qualified Circumstances Necessitating Leave

1. The school district will grant an eligible employee up to a total of 12 workweeks of ***unpaid*** leave under the following conditions:

    a. For birth of a son or daughter, and to care for the newborn child;

    b. For placement of a son or daughter with the employee for adoption or foster care;

    c. To care for the employee's spouse, son, daughter, or parent with a serious health condition;

    d. Because of a serious health condition that makes the employee unable to perform the functions of his or her job; or

    e. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation

2. The school district will grant an eligible employee who is the spouse, son, daughter, parent or next of kin of a Covered Servicemember a total of 26 workweeks of ***unpaid*** leave during a 12-month period to care for the service member as permitted under the FMLA. The leave described in this paragraph shall only be available during a single 12-month period.

    <u>For purposes of this provision and this policy, "Covered Servicemember" includes both Military Members and covered Veterans, so long as the covered Veteran was discharged or released under conditions other than dishonorable at any</u>

time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran.

3. During the single 12-month period described in paragraph I(B)(2), an eligible employee shall be entitled to a combined total of 26 workweeks of leave under paragraphs I(B)(1) and I(B)(2). Nothing in this paragraph shall limit the availability of leave under paragraph I(B)(1) during any other 12-month period.

C. Limitations on Leave

1. Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.

2. In any case in which a husband and wife both employed by the school district are entitled to FMLA leave:

   a. The aggregate number of workweeks of FMLA leave to which both are entitled is limited to 12 during any 12-month period if such leave is taken (i) because of the birth of a son or daughter of the employee and in order to care for such son or daughter; (ii) because of the placement of a son or daughter with the employee for adoption or foster care; or (iii) to care for a sick parent who has a serious health condition; and

   b. The aggregate number of workweeks of FMLA leave to which both that husband and wife are entitled is limited to 26 during the single 12-month period in which leave is taken to care for a Covered Servicemember and the husband and wife employees are both either the son, daughter, parent, or next of kin of such Covered Servicemember, if the leave is taken for this reason or a combination of

this reason and one of the three reasons described in paragraph I(C)(2)(a). If the leave taken by the husband and wife includes leave described in paragraph I(C)(2)(a), the limitation in paragraph I(C)(2)(a) shall apply to the leave described in I(C)(2)(a).

D. Qualifying Notice and Certification

Employees seeking to use FMLA leave will be required to provide:

1. 30-day advance notice when the need to take the leave is foreseeable; provided, if (a) the leave is for needed treatment which is required to begin in less than thirty days or (b) the leave is for the reason set forth in paragraph I(B)(1)(e), the employee shall provide such notice to the school district as is reasonable and practical;

2. Medical certification supporting the need for leave due to a Serious Health Condition affecting the employee or family member or to care for a Military Member, and/or due to a Serious Injury or Illness to care for a Veteran;

3. Second or third medical opinions and periodic re-certifications (at the school district's expense);

4. Certification supporting the need for leave because of a qualifying exigency arising out of the fact that the employee’s spouse, son, daughter or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in the National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation;

5. Certification supporting the need for leave to care for a Veteran who was discharged or

released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness; and

6. Periodic reports during leave, at a frequency reasonably requested by the superintendent, regarding the employee's status and intent to return to work.

E. Scheduling Leave

When leave is needed to care for a family member, for the employee's own illness, or to care for a Covered Servicemember, and such leave is foreseeable based on planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt the school district's operations.

II. Relationship with District During Leave

A. Leave to Be Unpaid

All leave provided to employees under the provisions of the FMLA and this policy shall be unpaid leave.

B. Substitution of Paid Leave

1. The school district requires employees to substitute any accrued paid vacation leave, paid personal leave, paid family leave, paid medical leave or paid sick leave for FMLA leave. However, nothing in this policy shall require the school district to provide paid sick or medical leave in any situation in which the school district would not normally provide such paid leave.

2. If an employee uses paid leave under circumstances which do not qualify as FMLA leave, the leave will not count against the

number of workweeks of FMLA leave to which the employee is entitled.

3. Any paid leave which is substituted for FMLA leave will be subtracted from the number of workweeks of unpaid leave provided by the FMLA and this policy.

C. Group Health Plan Benefits

1. The school district will continue group health plan benefits on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period.

2. Any share of health plan premiums which have been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period.

D. Intermittent or Reduced-Schedule Leave

1. Leave may be taken under this policy intermittently or on a reduced-leave schedule under certain circumstances.

   a. When leave is taken because of a birth or because of a placement of a child for adoption or foster care, an eligible employee may take leave intermittently or on a reduced-leave schedule only with the agreement of the school district. In such a case, the superintendent shall have the authority to approve or disapprove such intermittent or reduced leave schedule, in the superintendent's sole discretion.

   b. When leave is taken to care for a sick family member, for an employee's own serious health condition, or to care for a covered Veteran or Military Member, an eligible employee may take leave

intermittently or on a reduced-leave schedule when medically necessary.

c. When leave is taken by an eligible employee because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation, the employee may take leave intermittently or on a reduced-leave schedule.

d. When leave is taken by an eligible employee to care for a Covered Servicemember, including a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness

e. Intermittent or reduced leave shall not result in a reduction in the employee's total amount of leave beyond the amount of leave actually taken.

f. When an instructional employee seeks to take intermittent leave in connection with a family or personal illness (e.g. physical therapy or periodic care for a sick relative) or to care for a covered Veteran or Military Member, and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the school district may require the employee to elect to take leave in a block, instead

of intermittently, for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent leave.

2. If an eligible employee requests intermittent leave or leave on a reduced-leave schedule that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the school district may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Such alternative position must have equivalent pay and benefits as the employee's permanent position.

3. Leave taken on an intermittent or reduced-schedule basis will be tracked hourly.

III. Return from Leave

A. Restoration to Position

1. On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

2. Any leave taken under this policy will not result in the loss of any employment benefits accrued prior to the date on which the leave commenced.

3. An eligible employee is not entitled to accrual of any seniority or employment benefits during any period of leave, or any right, benefit, or position of employment other than to which the

employee would have been entitled had the employee not taken leave.

B. Denial of Restoration

1. The school district reserves the right to deny restoration to any eligible employee who is a "key employee" (that is an employee who is salaried and among the highest paid 10% of the employees of the school district) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the school district.

2. If the school district intends to deny restoration to such an employee, it will:

   a. notify the employee of his/her status as a "key employee" in response to the employee's notice of intent to take FMLA leave;

   b. notify the employee as soon as the school district decides it will deny job restoration and explain the reasons for this decision;

   c. offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and

   d. make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

C. Failure to Return from Leave

If an employee fails to return from FMLA leave after the period of leave to which the employee is entitled has expired, the employee shall reimburse the district for any premiums the employer paid for maintaining health insurance coverage for the employee during the employee's FMLA leave unless the reason the employee does not return is due to: (1) the

continuation, recurrence, or onset of the serious health condition which entitled the employee to FMLA leave and the employee provides the district with sufficient certification from the proper health care provider of such continuation, recurrence, or onset of the serious health condition or (2) other circumstances beyond the employee's control.

IV. Notice to Employees

A. The school district will post in conspicuous places where employees are employed notices explaining the FMLA and providing information concerning the procedures for filing complaints of FMLA violations with the U.S. Wage and Hour Division.

B. To the extent that any provision in this policy is in any manner inconsistent with the provisions of the Act or the regulations promulgated thereunder, the Act and regulations shall prevail over the provisions of this policy. The school district reserves the right to modify this policy from time to time in its sole discretion.

C. Employees may direct any questions or concerns regarding FMLA leave to the superintendent.

Adopted on: August 10, 2020
Revised on: July 15, 2024
Reviewed on: _____

4053
Conflict of Interest

Any school district employee who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For the purposes of this policy:

   a. Business with which an employee is associated shall include the following:

      (1) A business in which the employee or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.

      (2) A business in which the employee or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the employee or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the employee reports the name and address of the company and stockbroker.

   b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.

   c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes

2. Contracts with the School District.

   a. No employee or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is

awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular business hours the proposals considered and the contract awarded.

b. The existence of any conflict of interest in any contract in which the employee has an interest and in which the school district is a party, or the failure to make public the employee's interest known, may render a contract null and void.

c. The prohibition of a conflict of interest or requirement for public notice shall apply when the employee, or his or her immediate family has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.

3. Employing Members of the Immediate Family.

a. An employee may employ or recommend or supervise the employment of an immediate family member if:

(1) The employee does not abuse his or her position.

(a) Abuse of official position shall include, but not be limited to, employing an immediate family member:

(i) who is not qualified for and able to perform the duties of the position;

(ii) for any unreasonably high salary;

(iii) who is not required to perform the duties of the position.

(2) The employee makes a reasonable solicitation and consideration of applications for employment.

(3) The employee makes a full disclosure on the record to the governing body of the school district and to the secretary of the board.

(4) The board approves the employment or supervisory position.

b. The employee shall not terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

4. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

a. No employee shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:

(1) a public official, public employee, or candidate.

(2) a member of the immediate family of an individual listed in Subparagraph 'a' above.

(3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.

b. 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.

c. An employee shall not use or authorize the use of his or her public employment or any confidential information received through the public employment to obtain financial gain, other than compensation provided by law, for himself or herself or a member of his or her immediate family, or a business with which he or she is associated.

d. An employee shall not use or authorize the use of personnel, resources, property, or funds under that person's official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items for personal financial gain, other than compensation provided by law.

5. Conflict of Interest Relating to Campaigning or Political Issues

a. Except as provided below, an employee shall not authorize the use of school district personnel, property, resources, or funds for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

b. This does not prohibit an employee from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.

c. This does not prohibit an employee from discussing and voting upon a resolution supporting or opposing a ballot question.

d. This does not prohibit an employee under the direct supervision of a public official from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.

e. An employee may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the school district. However, this shall not be done during a time that the individual is engaged in his or her official duties.

6. Additional Procedures Applicable to Employees With An Annual Salary and Benefits of More than $150,000 Per Year

   a. Staff whose annual salary and benefits exceed one hundred fifty thousand dollars should assess whether they have a conflict of interest before taking any action or making any decision.

   b. Employees have a conflict of interest pursuant to this subdivision of the policy when their actions or decisions may cause financial benefit or detriment to themselves, a business with which they are associated or a member of their immediate family.

i. When assessing whether a conflict of interest exists, qualifying staff members should access whether the benefit or detriment identified is distinguishable from the effects of such action on the public generally or a broad segment of the public.

ii. If qualifying employees are unsure as to whether a conflict of interest exists, they may apply to the Nebraska Political Accountability and Disclosure Commission for an opinion as to whether they have a conflict of interest.

c. Qualifying employees who determine that a conflict of interest does exist under this policy shall:

i. Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;

ii. Deliver a copy of the statement to the secretary of the board of education, who shall enter the statement onto the public records of the school district; and

iii. Abstain from participating in the matter in which the employee has a conflict of interest.

d. This subsection does not prevent a qualifying employee from making or participating in the making of a decision to the extent that the employee's participation is legally required for the action or decision to be made.

7. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: August 10, 2020
Revised on: July 15, 2024
Reviewed on: _____

5001
Compulsory Attendance and Excessive Absenteeism

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 a 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.

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

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

1. Physical or mental illness of the student (a physician's verification is required after four (2) consecutive days of absence for illness)

2. Severe weather

3. Medical appointments for the student

4. Death or serious illness of the student's family member

5. Attending a funeral, wedding or graduation

6. Appearance at court or for other legal matters

7. Observance of religious holidays of the student's own faith

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's 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.

Career/Job Shadowing

Students will be granted one (1) Career/Job Shadowing day during their 12th grade year. This will not count against their ten (10) days provided the following criteria is met:

1. Coordinate with the Guidance Counseling Office

2. Appointment is made with employer at a minimum of 10 days prior to job shadowing.

3. Signed Parental Permission Slip is turned into the office at a minimum of 7 days prior to Job Shadowing

4. Student has all work completed as evidenced by the completed make up slip turned into the high school office prior to Job Shadowing.

5. Students on the down list will not be granted a job shadowing day.

College Visits

Students will be granted a total of two (2) College Visit days to be used during either their 11th or 12th grade year. This will not count against their ten (10) days provided the following criteria is met:

1. Signed Parental Permission Slip turned into the office at a minimum of 7 days prior to the college visit.

2. Students have all work completed as evidenced by the completed make up slip turned into high school office prior to the college visit.

3. Students on the down list will not be granted a college visitation day.

Other absences as determined by the principal or the principal's designee.

Not School Excused

Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness **(Not Documented i.e. (no doctor's note after two (2) consecutive days)**, vacations, **parent approved reasons (i.e. calling the school and asking to excuse the student for the day with no other explanation, or going to conventions and/or sales)**, and **undocumented** medical appointments.

Other absences are those in which the parent has not communicated a reason for the student's absence.

Excessive Absenteeism

When a student has excessive absences, the following procedures shall be implemented:

After five (5) days of unexcused absences or ten total days of absences, parents will be notified by mail, and the student will be referred to the MTSS (Multi-Tiered System of Support) Team.

Exceptions may be made for extenuating medical circumstances by the administration.

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.

Students with excessive absences may be withheld from participating in extra-curricular activities.

Tardiness

Classes begin at 8:00 am and the teacher will take attendance and lunch count at this time; therefore, it is essential that your child be on time. Students who arrive late to school must stop by the high school office and obtain a pass. Bus students will not be counted tardy if the bus is late for any reason.

Tardy vs Absent

A student 10 minutes late to class or less will be counted as tardy. A student later than 10 minutes late to class, will be counted as absent (unexcused)

Tardies to School

Each student will be allowed three (3) tardies per quarter before disciplinary action is taken. On the fourth (4) and each subsequent tardy after that the student will be assigned a 9th hour detention. If a student receives more than nine tardies, a conference will be scheduled with the parent(s), student, and administration in order to determine what course of action to take in order to prevent future tardies. Further violations may result in student suspension.

Tardies to Class

Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once the students are in the classroom doorway are at the discretion of the classroom teacher. **As with tardiness to school**

students will be allowed three (3) tardies per quarter before disciplinary action is taken. On the fourth (4) and each subsequent tardy after that the student will be assigned a 9th hour detention. If a student receives more than nine tardies, a conference will be scheduled with the parent(s), student, and administration in order to determine what course of action to take in order to prevent future tardies. Further violations may result in student suspension.

Repeated Tardies to School or a Particular Class

When a student accumulates four (4) tardies for any one class period it will be the equivalent of a full absence for that class period (4 tardies = 1 absence; 8 tardies = 2 absences, etc.). This is conjunction with "Article 4 – Attendance" in the student handbook. Additional remedies for tardiness may include making up time in detention and/or the restriction of off-campus lunch privileges (seniors).

Absence Procedures

In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

For excused absences (i.e. illness, or family funerals), two (2) school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. As a general rule, students will be given two (2) calendar days for each day they were absent to make up the work.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences through the main office. Generally, assignment sheets will not be

sent out until after three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher or the principal's office.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

For unexcused absences, the student may receive a failing mark for or in each class period missed if the work is not completed in the timeframe designated by the principal.

Attendance is Required to Participate in Activities

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. Students must also attend school all day the day before a weekend or school break in order to participate in the activity being held during that weekend or school break. This includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truancies may include grade reduction in classes, disciplinary action up expulsion and referral to the county attorney for compulsory attendance violations.

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5004
Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

a. Option Student Defined. Option student means a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.

b. Resident School District Defined. Resident school district means the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.

c. Option School District Defined. Option school district means the school district that a student chooses to attend other than his or her resident school district.

d. Elementary School Defined. Elementary school means grades K - 5.

e. Middle School Defined. Middle school means grades 6 - 8.

f. High School Defined. High school means grades 9 through 12.

2. Persons Entitled to Apply for Option Enrollment of Students.

Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. Duties, Entitlements and Rights of Option Students.

Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. Standards for Acceptance or Rejection of Option Students.

a. **Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been identified as a student with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

b. **Numeric Capacity**. The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.

c. **Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board’s resolution.

d. **Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
ii. Would require the procurement of new equipment, technology, or furnishings;
iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

e. Prohibited Standards. The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.

f. Order of Acceptance. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:

i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;

ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.

g. Maximum Capacity Report. The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.

5. False or Misleading Option Applications. If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.

6. **Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.

7. **Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.

8. **Procedure for Students Optioning Into or Out of the School District.**

   a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.

   b. On or before April 1st, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

9. **Late Applications and Requests for Release**

   a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:

      i. When the district has already entered into contracts with teaching staff for the following school year;

      ii. When the district has already contracted for the performance of specific services for the student;

      iii. When the release of the student would have a negative financial impact or loss of revenue for the district.

b. The board of education will approve late applications to option into the district under the following conditions:

i. When the resident district has released the student, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application;

ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;

c. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

10. Students Who Do Not Need a Release from the Resident District

a. A student does not need to be released from his/her resident district or the option school district the student is attending at the time of application under the following circumstances:

i. When the student has relocated to a different resident school district after February 1

ii. When a student's option school district merges with another district effective after February 1

b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a

cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.

b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

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Reviewed on: _____

5005
Transportation

The school district will provide free transportation, partially provide free transportation, or pay an allowance for transportation in lieu of free transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. The families of students who will not be provided transportation pursuant to the district's plan or who must drive students to a pick-up point will be reimbursed according to statute if they qualify for such reimbursement. Parents seeking mileage reimbursement must submit requests to the district on forms which may be obtained from the office of the Superintendent of Schools.

When a student who has been attending the district is placed into foster care, school district staff will collaborate with state and local child welfare agencies to determine whether transportation is required under state law when it is in the child's best interest that their school of origin be maintained. The district will only provide transportation to students placed in foster care when the responsible child welfare agency agrees to reimburse the school district for the cost of transportation or when transportation is otherwise required by law. The board designates the Superintendent of Schools as the initial point of contact for child welfare agency representatives to discuss transportation issues related to children in foster care.

Students who are homeless will be provided with transportation pursuant to Board Policy 5014.

The district will provide transportation to tuition students in accordance with the contract provisions, if any, for services from the contracting districts.

The use of buses for class parties, field trips, and similar purposes shall require the prior approval of the superintendent or appropriate principal.

Option Transportation. The board of education provides transportation to option students only if (a) the option student lives on an existing bus route or (b) the option student makes arrangements to be picked up and dropped off at preexisting stops along an existing bus route. The district does not provide mileage reimbursement for option-enrolled students unless otherwise required by law.

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Reviewed on: _____

5008
Pregnant or 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.

I. Accommodations Regarding Attendance and Participation

A. Generally

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. The building principal will work with the student 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.

B. Students with Disabilities

For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

C. Title IX

When a student, or a person with a legal right to act on a student's behalf, informs a District employee of the student's pregnancy or related conditions, the District will inform the student of the Title IX Coordinator's contact information. The employee will also inform the student that the Title IX Coordinator can coordinate actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity.

The District will make reasonable accommodations to the District's policies, practices, and procedures as necessary to prevent sex discrimination and ensure equal access to the District's education program or activity. The District will coordinate reasonable modifications based on the student's individualized need. The District will consult with the student when determining what reasonable modifications may be appropriate, and the student has the discretion to accept or decline the reasonable modifications offered by the District.

The District will allow the student to voluntarily access any separate and comparable portion of the District's education program or activity. The District will allow the student to voluntarily take a leave of absence from the District's education program or activity to cover, at a minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. Upon the student's return, the student will be reinstated to the student's academic status, and as practicable, to the extracurricular status that the student held when the voluntary leave began.

II. Accommodations Regarding Lactation and Breastfeeding

A. Accommodations

1. 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.
2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which

accommodates the student's needs while facilitating education to the maximum extent possible.

3. The district will 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.

B. Educational Process

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.

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5035
Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy 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 or guardian.

Any student who is suspended or expelled from school pursuant to this policy 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.

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student 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. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

The Principal may exclude students 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, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An

opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

Emergency Exclusion

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

Weapons and/or Firearms

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

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 and Weapons. 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.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

Long-Term Suspension

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

Expulsion

1. **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 or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students, or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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 which 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 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, gender, 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 hazing, defined as 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. Hazing activities are generally

considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and 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; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;

i. Bullying which shall include cyberbullying, 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;
j. Violations of the district's acceptable computer use policy;
k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
l. Using any object to simulate possession of a weapon;
m. 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;
n. Violation of the school's audio and video recording policy; and
o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

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

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

    a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
    b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
    c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
    d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
    e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
    f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession

of the school board or board of education no later than forty-eight hours prior to the hearing.

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

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

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 solely 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;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: August 10, 2020
Revised on: July 15, 2024
Reviewed on: _____

5049
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6031
Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing

the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: August 10, 2020
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Reviewed on: _____

6036
Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

Effective Reading Teachers. It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

Reading Assessment. The school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment for kindergarten students must occur within the first 45 calendar days that school is in session of each school year. For all other grades, the first assessment must occur within the first 30 calendar days that school in in session of each school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

Deficiency Identification. Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the

threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

Supplemental Reading Intervention Program. The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must be:

- Provided to any student identified as having a reading deficiency;
- Implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- Made available as a summer reading program between each summer for any student who has been enrolled in grade one, grade two, or grade three or in a higher grade and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or offered online.

The supplemental reading intervention program may also include:

- Reading intervention practices that are evidence-based;
- Diagnostic assessments to identify specific skill-based strengths and weaknesses a student may have;
- Frequent monitoring of student progress throughout the school year with instruction adjusted accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
    - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
    - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
    - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;

- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

Parent/Guardian Notification. The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Reading Improvement Plan. Any student who is identified as having a reading deficiency will receive an individualized reading improvement plan, that shall include a supplemental reading intervention program, no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

Reading Progress. Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student’s approved reading assessment.

NDE Professional Learning System. The Nebraska Department of Education provides a professional learning system. The elementary school(s) and early childhood education programs approved by the State Board of Education will ensure that teachers who teach children from four years of age through third grade are aware of the professional learning system and are adequately trained regarding evidence-based reading instruction to effectively instruct students in reading.

NDE Report. On or before July 1 of each year, the school district will provide the required information relating to dyslexia to the Nebraska Department of Education.

Adopted on: August 10, 2020
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Reviewed on: _____

6039
Repeat of Grade at Parent-Guardian Request

Parents and guardians may request that their student repeat a grade level under the following conditions:

Students in Kindergarten through Fourth Grade

Parents and guardians of students in kindergarten through fourth grade may request that their student repeat the grade level that the student has just completed under the following conditions:

1) If the student is at least one year below grade level and behind the child's typically developing peers in reading, English, and language arts such that the child does not possess the necessary academic skills required to succeed in reading, English, and language arts at grade level for the next grade to which the student would otherwise advance; or
2) If the student was absent fifty percent or more of the days in which school was in session for students during the school year which the student has just completed; or
3) If the student experienced a severe mental or physical illness resulting in hospitalization of two or more weeks during the school year.

Students in Fifth through Twelfth Grade

Parents and guardians of students in fifth through twelfth grade may request that their student repeat the grade level that the student has just completed if the student was absent fifty percent or more of the days in which school was in session for students during the school year which the student has just completed.

Procedure for Parent Requests for Student Grade Repetition

Parents and guardians who seek to have their student repeat the grade level just completed must submit a written request to the student's building principal no earlier than the day after the last scheduled student attendance day of the school year, and no later than two weeks after that date. This deadline may be waived by the superintendent for good cause shown. The request must include written documentation the provides evidence that the parents or guardians believe substantiate that the conditions outlined above have been met.

The principal shall promptly forward the request to the superintendent or his/her designee, along with any building-level information about the student which the principal believes will be relevant to the superintendent or designee in responding to the parents' or guardian's request.

The superintendent or designee shall review the request and promptly schedule a meeting with the parents or guardians. At this meeting, the superintendent or designee shall identify any alternative educational opportunities available to the student, including remedial instruction if applicable, and verify any special education supports available to the student. If the child's parent or guardian still intends to have such child repeat a grade, the parent or guardian shall complete a form prescribed by the Nebraska Department of Education and return the form to the office of the superintendent of schools.

Upon completion of the form and if all requirements pursuant to this policy are met, the school district shall have the child repeat the child's grade for the next school year.

Nothing in this policy modifies the school district's policies on mandatory attendance and reporting excessive absenteeism to the county attorney or other members of law enforcement. Likewise, nothing in this policy shall dictate or direct the provision of special education or related services, including but not limited to any IEP team decision about the appropriate educational placement of a child with a disability under Rule 51 of the Nebraska Department of Education.

Adopted on: July 15, 2024
Revised on: _____
Reviewed on: _____

6041
Malcolm X Day Education

Each year on May 19th, designated as El-Hajj Malik ElShabazz, Malcolm X Day, the school district will hold suitable exercises in recognition of the sacrifices of the late Nebraska Hall of Fame inductee El-Hajj Malik El-Shabazz, Malcolm X, and his contributions to the betterment of society. When May 19th falls on a Saturday or Sunday, the district will provide the suitable exercises during the preceding or following week. The program shall be implemented within any applicable laws and/or regulations.

Adopted on: July 15, 2024
Revised on: _____
Reviewed on: _____

6042
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.

Adopted on: July 15, 2024
Revised on: _____
Reviewed on: _____

NEBRASKA ACCOUNTABILITY AND DISCLOSURE COMMISSION 1225 L St., Suite 400 P.O. Box 95086 Lincoln, NE 68509 (402) 471-2522	**CONTRACTUAL INTEREST STATEMENT**	POSTMARK DATE	
		MICROFILM NUMBER	
		OFFICE USE ONLY	
BEFORE COMPLETING THIS FORM READ THE FILING REQUIREMENTS ON PAGE 3	**NADC FORM C-3**		

- A local officer with an interest in any contract to which his or her governing body or anyone for its benefit is a party must disclose the interest on the record of the governing body responsible for approving the contract, or in writing by filing this form.
- File with the person charged with keeping records for the governing body involved in the contract **prior** to official consideration of the contract.
- Persons who fail to disclose their interests or otherwise do not comply with the law are subject to penalties.

ITEM 1 **YOUR NAME ADDRESS AND PHONE NUMBER**

Name _____ Telephone No. _____
Last First Middle

Address _____ _____ _____
STREET ADDRESS OR RURAL ROUTE City STATE ZIP CODE

ITEM 2 **OFFICE OR POSITION, ADDRESS, PHONE, TERM OF OFFICE**

Office or Position: _____ Term: _____

Name of City, County, District, Village, etc: _____

Address _____ Phone _____

ITEM 3 **CONTRACT IN WHICH YOU HAVE AN INTEREST**

A. Names of Contracting Parties: _____

B. Body Which Will Consider the Contract: _____

C. Date Set for Consideration: _____

D. Subject Matter and Basic Terms: _____

Revised January 2018

ITEM 4	NATURE AND EXTENT OF YOUR INTEREST IN THE CONTRACT AND AMOUNT OF CONTRACT (Use ITEM 5, CONTINUATION, if necessary)

ITEM 5	CONTINUATION

(Signature) (Date)

General Information - Filing Requirements

I. Who Must File:

A local officer with an interest in a contract to which his or her governing body or anyone for its benefit is a party must disclose the interest on the record of the body responsible for approving the contract, or in writing by filing this form.

II When to File:

An officer must declare his or her interest in a contract and the nature and extent of the interest **prior** to official consideration of the contract. The information concerning the contract listed in ITEM 3 of this form must be provided to the person in charge of keeping records of the governing body within 10 days after the contract is signed by both parties.

III. Where to File:

File with the person charged with keeping records for the governing body involved in the contract. For example, members of a County Board of Commissioners file with the County Clerk.

Disclosure of Potential Conflict of Interest by State Executive Branch Officials, Employees, and Others required to file Statements of Financial Interest. If you are disclosing a potential conflict of interest under section 49-1499 of the Accountability Act, use NADC Form C-2, Potential Conflict of Interest Statement.

Disclosure of the Employment of Immediate Family Members. If you are disclosing the employment of an immediate family member, use NADC Form C-4, Employment of Immediate Family Members Disclosure Statement.

An officer has an **interest** in a contract when the officer or his or her spouse, parent, or child: (a) has a business association as defined in sections 49-1408 and 49-14,103.01(5) with the business involved in the contract, or (b) will receive a direct pecuniary fee or commission as a result of the contract. An officer interested in a contract with his or her governing body may not: (1) vote on the matter of granting the contract, or (2) act for the governing body as to inspection or performance under the contract.

An **open account** established for the benefit of any governing body with a business in which an officer has an interest is considered a contract subject to disclosure requirements.

For purposes of contractual interest conflicts, as covered by section 49-14,103.01, ownership of less than five percent of the outstanding shares of a corporation shall not constitute an interest subject to disclosure.

Receiving deposits, cashing checks, and buying and selling warrants and bonds of indebtedness of a governing body by a financial institution is **not** considered a contract.

Any governing body as defined below may prohibit officers from having an interest in contracts over a specific dollar amount. A governing body may also exempt from disclosure requirements contracts for one hundred dollars or less in which an officer of the body has an interest.

Definitions

Officer means a member of the board of directors of a natural resources district, a member of any board or commission of any county, school district, city or village which spends and administers its own funds, who is dealing with a contract made by such board or commission, and any elected county, school district, educational service unit, city, or village official, and a member of any board of directors or trustees of a district hospital as provided by the Nebraska Local hospital District Act or a county hospital as provided by sections 23-343 to 23-343.19. Officer shall **not** mean volunteer firefighters or ambulance drivers with respect to their duties as firefighters or ambulance drivers.

Governing Body means the board of directors of a natural resources district, the board of supervisors or the board of commissioners of any county, a school district board, the board of an educational service unit, the city council of a city, the village board of a village, the board of directors or trustees of a district hospital as provided by the Nebraska Local Hospital District Act, sections 23-343.20 to 23-343.47, or a county hospital as provided by sections 23-343 to 23-343.19, or any board or commission of any county, school district, city or village which spends and administers its own funds.

Business means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, activity or entity.

Business with which you are associated means a business: (1) in which you are a partner, director or officer; or (2) in which you or a member of your immediate family is a stockholder of closed corporation stock worth $1,000 or more at fair market value or which represents more than a 5 percent equity interest, or is a stockholder of publicly traded stock worth $10,000 or more at fair market value or which represents more than a 10 percent equity interest.

For purposes of contractual interest conflicts, as covered by section 49-14,103.01, ownership of less than five percent of the outstanding shares of a corporation shall not constitute an interest subject to disclosure.

Statutory Authority: Section 49-14,103.01, and sections 49-14,103.02 to 49-14,103.07.

4015
Prohibition Against Employment of Board Members

Nebraska statutes prohibit board members from serving as a teacher on a regular teaching contract.

The board will allow a member of the board of education to be employed by the school district in a non-teaching capacity, including substitute teaching. Board members who are also employed by the district are strictly prohibited from discussing any issue with students, staff or parents in their capacity as an employee that may come before the board.

This policy does not prohibit the board from contracting with members of the board for services or products when the relationship is not one of employer/employee and such contracts are in compliance with the requirements of statute and board policy regarding conflicts of interest.

Adopted on: August 10, 2020
Revised on: _____
Reviewed on: _____

FLYER
PRIDE
THANK YOU FOR YOUR FLYER SUPPO
Rightway Grocery
Mini & Jim Wheeler
Kim & Mark Randall
Community Track Committee
Laurl & Tracy Smith
F.A.S.T. Club
Franklin State Bank
Kristi & Ron Fritson
Franklin Board of Education
Lissi & Mike Lucas
Franklin School Staff
Franklin Co. Memorial Hospital
Casey's General Store
South Central State Bank

FROM DATE	8/1/2023		TO DATE	7/1/2024							
Date	District	ESU 11 Staff	Topic	Service	Hours	Recipient Count	Audience	Delivery Type	Resources	Notes	Full Description
8/1/2023	Franklin Public Schools	Kate Hatch	PowerSchool Training	Entry Level Assistance	1.5	4	Teachers	ESU			On August 1, 2023, ESU #11 provided a PowerSchool training for new teachers. ESU #10 Integration Specialist, Ellie Schroeder, was the facilitator. This workshop was specifically designed for new teachers in the ESU #11 area. PowerSchool is a web-based student information system that many districts use to take attendance, add assignments, enter student grades, customize grade scales, work with a class roster, submit lunch counts and enter student log entries. The underlying theme of PowerSchool is to help schools access and maintain student, staff and schedule information.
8/1/2023	Franklin Public Schools	Kate Hatch	Entry Year #1	Entry Level Assistance	3.5	8	Teachers	ESU			On August 1, 2023, Kate conducted the first day of the Entry Year Assistance training for school teams. During this training, a mentor and a new teacher had the opportunity to participate in discussions involving their district's policies and procedures, decision making, what makes quality effective teachers, and proactive management. This training provides an opportunity for mentors and teachers to collaborate and discuss classroom issues in a safe, supportive environment.
8/3/2023	Franklin Public Schools	Kate Hatch	Intro to Marzano	Instructional Model	5	4	Teachers	ESU			On August 3, 2023, Kate conducted an Introduction to Marzano workshop. During this training, teachers received an overview of the Marzano Instructional Model, and were provided specific information regarding establishing rules and procedures, organizing the classroom, and building relationships.
8/4/2023	Franklin Public Schools	John Poppert, Kate Hatch, Jody Bauer, Lona Nelson-Milks	Principal Breakfast	Leadership	1.5	2	Principals	ESU			On August 4, 2023, ESU 11 hosted a meeting for area principals. During the course of the morning, the group met the new principals in the ESU 11 area. In addition, they received information regarding curriculum mapping, technology, special education, and high ability learners. The group decided to hold face-to-face meetings every other month on the following topics: • Behavior Strategies • Chronic Absenteeism • Artificial Intelligence in Education • LEA Legal Responsibilities • Introduction to Kagan Structures • NSCAS • SEL Screeners and How to Use Them at All Grade Levels These meetings will begin at 9:00 a.m. and conclude with lunch.
8/8/2023	Franklin Public Schools	Kate Hatch	Continuous Improvement Planning Meeting	Continuous Improvement	0.5	1	Teacher	VideoConference			On August 8, 2023, Kate met with the CIP chairperson from Franklin Public Schools. During this meeting, Kate and Erica reviewed the agenda for Friday's in-service, and discussed the data that staff members will need to have access to in order to have professional discussions and determine action plan items for this school year.

FROM DATE	8/1/2023		TO DATE	7/1/2024							
Date	District	ESU 11 Staff	Topic	Service	Hours	Recipient Count	Audience	Delivery Type	Resources	Notes	Full Description
8/11/2023	Franklin Public Schools	Kate Hatch	Data Analysis	Continuous Improvement	2.5	46	Administrators, Teachers and Paraprofessionals	School			On August 11, 2023, Kate assisted Franklin Public School during a Continuous Improvement work session. During this time, professional learning community groups worked to prepare for the district's upcoming spring external visitation. Kate provided guidance regarding needed data and documentation, shared the timeline of what needs to be accomplished between now and the external visit, and answered questions to ensure that the group would be organized for the visit. Kate also helped facilitate conversations centered around NSCAS, MAP, ACT, and FastBridge data to identify which standards need to be focused on during the course of the year in order to be prepared for NSCAS testing.
8/14/2023	Franklin Public Schools	Jody Bauer	IN-Service	Technology Integration	1	40	Teachers	School			Jody facilitated an In-Service to help teachers get familiar with AI, like ChatGPT so they are better informed and prepared to interact with this new technology and give them a foundation to explore and help them use tools that can save you time. She shared some AI tools like ChatGPT, Curipod and a few others.
8/14/2023	Franklin Public Schools	Jody Bauer	In-Service	Technology Integration	1	40	Teachers	School			Jody facilitated an in-service with Franklin teachers on Tech Tools to promoted student engagement. Jody shares a handful of tools with teachers that were easy to use in just minutes with their classes.
8/18/2023	Franklin Public Schools	Stephanie Dannehl	HAL Advisory Meeting	High Ability Learners Advisory Meeting	2	1	Teachers	VideoConference			The HAL Advisory Meeting started off with Adam Larson form ESU3. He spoke about things to consider in your HAL plan and the benefits of CogAT testing. Then Sheyenne Smith from NDE shared what was new with HAL on the state level and upcoming events. We discussed how Summer Honors went, future quiz bowl dates, FPS dates, and Invention Convention.
8/30/2023	Franklin Public Schools	John Poppert, Kate Hatch, Jody Bauer, Wade Gibson, Lona Nelson-Milks	Advisory Meeting	Leadership	2.5	1	Superintendent	ESU			
8/31/2023	Franklin Public Schools	Kate Hatch, Lona Nelson-Milks	ATSI/TSI Designation Support	CSI/TSI/ATSI	5	2	Principals	ESU			On August 31, 2023, ESU 11 offered a workshop designed to support districts that received a federal designation of ATSI. During the course of the day, school teams analyzed systems within their district to improve student outcomes. Utilizing the lens of NeMTSS, guided by a continuous improvement template, and with support from ESU 11, NDE, and NeMTSS staff, schools evaluated their system and current improvement plans to address their current classification and/or designation. Dr. Shirley Vargas, NDE School Transformation Officer, Dr. Micki Charf, former NDE Director of Accreditation, and NeMTSS Regional Lead, Kris Kampovitz, lead this workshop.

FROM DATE	8/1/2023		TO DATE	7/1/2024							
Date	District	ESU 11 Staff	Topic	Service	Hours	Recipient Count	Audience	Delivery Type	Resources	Notes	Full Description
8/31/2023	Franklin Public Schools	Stephanie Dannehl	HAL	High Ability Learners Enrichment Activities	3	1	students	School			I worked with the elementary and junior high HAL students. I had them join my Google Classroom so they will have access to everything we do in class. Then I introduced them to chess. We learned how to set up the board, the pieces and how they moved, and a few simple strategies. They were encouraged to practice on the computer the next few weeks so they can play on a chessboard the next time we meet.
9/13/2023	Franklin Public Schools	Stephanie Dannehl	FPS 1st Workshop	High Ability Learners Enrichment Activities	5	6	students	ESU			Today the FPS students attended the 1st workshop at ESU11. The topic was Tourism and John Ricks from the Nebraska Tourism Commission spoke about the challenges of promoting Nebraska and his strategies used to overcome the challenges. He designed the viral slogan Nebraska. Honestly. It's not for everyone. Bob Hays facilitated the problem solving process with the students.
9/27/2023	Franklin Public Schools	Kate Hatch	CIP Profile Development	Continuous Improvement	2.5	7	Teachers and Principals	School			On September 27, 2023, Kate worked with the Continuous Improvement Steering Committee at Franklin Public School. During the course of the morning, this group worked to update the district's CIP Profile. The district profile should: assure all stakeholders' understanding and beliefs, organize activities, develop timelines and committee structures, provide focus for all, provide the "road map" for improvement, and identify areas of strengths and low-performance. It is designed to keep all stakeholders "in the loop" and committed to the process, help all staff see all students as part of the system, identify steps to improve for everyone, and track and monitor progress in the process. On this particular day, the team worked to organize demographic, student performance, and program data in preparation for the district's External Visit in 2025.
10/2/2023	Franklin Public Schools	John Poppert, Kate Hatch, Jody Bauer, Stephanie Dannehl, Wade Gibson, Alex Wyatt, Lona Nelson-Milks, April Overholser, Jayme Schroeder, Jamie Love, Amanda Helms	ESU 11 Fall Conference	Instruction	6	35	Teachers and Administrators	ESU			On October 2, 2023, Kate Hatch and Jody Bauer from ESU 11 organized a fall conference for schools in the ESU 11 area. This conference was entitled "Laughing and Learning" and provided teachers with the opportunity to learn more about the field of education. The day began and ended with a keynote presentation from nationally renowned speaker, Dave Weber. Teachers were also able to attend a variety of breakout sessions to enhance their teaching skills. Session topics focused on technology integration, special education, coaching, media, art, music, reading, math, science, social studies, and career education. Approximately 650 educators from the ESU 11 area were in attendance.

FROM DATE	8/1/2023		TO DATE	7/1/2024							
Date	District	ESU 11 Staff	Topic	Service	Hours	Recipient Count	Audience	Delivery Type	Resources	Notes	Full Description
10/4/2023	Franklin Public Schools	Kate Hatch	Counselor Meeting	Specialist Training, Support & Networking	4.5	1	Counselor	ESU			On October 4, 2023 Educational Service Unit #11 sponsored the opportunity for area counselors to participate in a networking process that occurs four times each year. Staff Development Director Kate Hatch organized the counselors' day. During this particular meeting, Lane Carr and Donna Hoffman from NDE and Jodi from Education Quest provided the group with information about the new FAFSA legislation. Chandra Essex from Region 4 also provided information regarding high quality social emotional learning curriculum options.
10/11/2023	Franklin Public Schools	John Poppert, Kate Hatch, Jody Bauer, Lona Nelson-Milks	Advisory Meeting	Leadership	2	1	Superintendent	ESU			
10/13/2023	Franklin Public Schools	Jody Bauer	Lesson	Digital Citizenship Presentations	5	5	Teachers and students	School			Jody facilitated digital citizenship lessons with 3rd - 7th grade students.
10/16/2023	Franklin Public Schools	Stephanie Dannehl	HAL	High Ability Learners Enrichment Activities	3	1	Student	School			I worked with the elementary and junior high students. The students applied their chess skills and played each other on the chess boards. They practiced critical thinking, problem solving skills, patience, and strategy.
10/18/2023	Franklin Public Schools	John Poppert, Kate Hatch	Connect the Dots Career Exploration Day	Perkins Grant Management	7	2	Counselor and Teacher	ESU			On October 18, 2023, 113 sophomore students from Loomis, Eustis-Farnam, Axtell, Minden and Franklin participated in the career exploration workshop called Connecting the Dots. This interactive career exploration simulation program is designed to help students learn more about careers of interest as well as how to "connect the dots" from tenth grade through postsecondary study to the workplace. The workshop is a Nebraska Extension educational program and was coordinated by Extension Educator, Kathy Burr, and sponsored by Educational Service Unit 11.
10/24/2023	Franklin Public Schools	Kate Hatch, Wade Gibson, Lona Nelson-Milks	NDE CIP Workshop	Continuous Improvement	6	3	Principals and Teacher	ESU			On October 24, 2023, ESU 11 hosted a Continuous Improvement workshop. This workshop was facilitated by the Nebraska Department of Education Accreditation Department, and NeMTSS. During the course of the day, school teams received guided practice on updated materials from the Nebraska Continuous Improvement Department, along with corresponding NeMTSS essential elements to increase the efficiency and clarity surrounding action planning. Teamwork time was embedded throughout the session and teams received specific support no matter where they are at in the 5-year CIP cycle. Outcomes for the day included: • Understand Section 009-Continuous Improvement Regulations in Rule 10 • Explore materials and tools via Nebraska Continuous Improvement • Action Plan with your team including refining goals, data literacy, and professional learning for staff • Receive accreditation preparation support

FROM DATE	8/1/2023		TO DATE	7/1/2024							
Date	District	ESU 11 Staff	Topic	Service	Hours	Recipient Count	Audience	Delivery Type	Resources	Notes	Full Description
10/30/2023	Franklin Public Schools	John Poppert, Kate Hatch, Jody Bauer, Lona Nelson-Milks, April Overholser	Principal Meeting: Calmer Classrooms/504 Updates	Leadership	3	1	Principal	ESU			On October 30, 2023, ESU #11 hosted a meeting for area principals and counselors. This meeting provides an opportunity to learn and collaborate regarding issues surrounding education. During this particular meeting, the group met with Steve Williams from KSB Law Firm, to learn the most recent information regarding 504 Plans and LEA legal responsibilities. In addition, Kay Glidden and Beth Reynolds from Region 3 Behavior Health Services provided information and strategies that can be leveraged in order to have and maintain calmer classrooms.
10/30/2023	Franklin Public Schools	John Poppert, Kate Hatch, Jody Bauer, Lona Nelson-Milks, April Overholser	Principal Meeting: Calmer Classrooms/504 Updates	Leadership	2	1	Principal	VideoConference			On October 30, 2023, ESU #11 hosted a meeting for area principals and counselors. This meeting provides an opportunity to learn and collaborate regarding issues surrounding education. During this particular meeting, the group met with Steve Williams from KSB Law Firm, to learn the most recent information regarding 504 Plans and LEA legal responsibilities. In addition, Kay Glidden and Beth Reynolds from Region 3 Behavior Health Services provided information and strategies that can be leveraged in order to have and maintain calmer classrooms.
11/1/2023	Franklin Public Schools	John Poppert, Kate Hatch, Jody Bauer, Alex Wyatt	World Language Concert	Instruction	5	2	Teachers and Students	ESU			Approximately 150 central Nebraska students gathered at The Tassel in Holdrege on Wednesday, November 1, 2023 for a world language concert starring Edgar Rene from Puerto Rico. This concert is part of an international cultural experience for area high school students enrolled in Spanish classes. The ESU 11 Professional Development Department coordinated the event. Districts attending the concert included: Eustis-Farnam, Franklin, Axtell, Ansley, Loup City, McCook and Amherst.
11/14/2023	Franklin Public Schools	Jody Bauer	Lesson	Digital Citizenship Presentations	5	5	Teachers and Students	School			Jody Bauer presented digital citizenship lessons to grades 3rd-7th graders at Franklin. The topic for 5-7th was "How Social Media Can Persuade Us" Students learned how technology is designed to keep us hooked. They learned how companies trick us into keeping us interested on social media and also they learned how to be aware of these tricks and control how much time you spend on technology. Grades 3rd and 4th graders learned how to manage device distractions. Students learned how they can deal with device distractions and keep their focus on the task they are asked to do.
11/15/2023	Franklin Public Schools	Stephanie Dannehl	HAL	High Ability Learners Enrichment Activities	3	1	Student	School			I worked with the elementary and junior high students today. We reviewed 3D design and practiced 3D designing skills. Students also had the opportunity to use the Meta Quest Pro headsets and learned how to use the device inside of the app Figmin. They will use this app in the future to interact with their 3D model they create in TinkerCAD.

FROM DATE	8/1/2023		TO DATE	7/1/2024							
Date	District	ESU 11 Staff	Topic	Service	Hours	Recipient Count	Audience	Delivery Type	Resources	Notes	Full Description
11/28/2023	Franklin Public Schools	John Poppert, Kate Hatch, Jody Bauer, Lona Nelson-Milks, April Overholser	Principal Meeting	Leadership	3	1	Principal	ESU			On November 28, 2023, ESU #11 hosted a meeting for area principals. This meeting provides an opportunity to learn and collaborate regarding issues surrounding education. During this particular meeting, the group met with Dr. Derek Ippensen from NDE and Brooke Gebers from Region 3 to learn how to combat chronic absenteeism. They also learned about why SEL screeners are beneficial, and what needs to be considered prior to their administration from SEBL Region 4 Specialist, Chandra Essex.
11/29/2023	Franklin Public Schools	Stephanie Dannehl	FPS #2 Work Day	High Ability Learners Enrichment Activities	4.5	1	Student	ESU			The FPS students focused on Urbanization today. The students learned some vocabulary and general concepts of urbanization by playing Blooket. Then the students watched a few videos that gave a different perspective of urbanization. Impacts of Urbanization, Google Earth Timelapse of various cities and their growth, creating sustainable cities, and cities of the future gave the students background to solve their topic today.
11/30/2023	Franklin Public Schools	Kate Hatch	CIP Steering Committee Meeting	Continuous Improvement	3	6	Principals, Teachers, Counselor, and Data Steward	School			On November 30, 2023, Kate attended the Franklin Continuous Improvement Steering Committee meeting. During this meeting, the group determined the agenda for the district's January 2nd in-service. This in-service will focus on the district's Continuous Improvement Process. The staff will review Continuous Improvement Committee work, student performance data, AQuESTT reports, and the overall Continuous Improvement Process.
12/5/2023	Franklin Public Schools	Kate Hatch	Counselor Meeting	Specialist Training, Support & Networking	4	1	Counselor	ESU			On December 5, 2023 Educational Service Unit #11 sponsored the opportunity for area counselors to participate in a networking process that occurs four times each year. Staff Development Director Kate Hatch organized the counselors' day. During this particular meeting, State Trooper Timothy Flick provided specific information for educators on vaping, and how to identify signs of substance abuse among students. This information plays a vital role in keeping educational professionals informed and equipped to address the evolving challenges that students may face. By addressing issues like vaping and substance use, educators and counselors can better support the well-being of their students and contribute to creating a safe and healthy school environment.
12/6/2023	Franklin Public Schools	John Poppert, Kate Hatch, Wade Gibson	Advisory Meeting	Leadership	3	1	Superintendent	ESU			
12/6/2023	Franklin Public Schools	Stephanie Dannehl	Elementary and Middle School Quiz Bowl	High Ability Learners Enrichment Activities	8	1	Student	School			Destinee delivered the quiz bowl equipment and worked the elementary and middle school quiz bowl meets.

FROM DATE	8/1/2023		TO DATE	7/1/2024							
Date	District	ESU 11 Staff	Topic	Service	Hours	Recipient Count	Audience	Delivery Type	Resources	Notes	Full Description
1/2/2024	Franklin Public Schools	Kate Hatch	AQuESTT Data	Continuous Improvement	3	45	Teachers and Administrators	School			On January 2, 2024, Kate facilitated an in-service for Franklin Public Schools. This in-service supported the district continuous improvement work and preparation for the external visit next spring. Kate explained the district's NSCAS scores and NDE ratings that are posted on the Nebraska Education Profile site. She also assisted in facilitating conversations regarding student performance data and action plan implementation.
1/5/2024	Franklin Public Schools	John Poppert, Kate Hatch, Jody Bauer, Wade Gibson, Lona Nelson-Milks	MSA Discussion Zoom	Leadership	0.5	1	Superintendent	VideoConference			
1/16/2024	Franklin Public Schools	Kate Hatch	CTE Collaboration Day	Instruction	3.5	1	Teacher	VideoConference			On January 16, 2024, ESUs 9, 10 and 11 provided a collaborative opportunity for Career and Technical Education teachers to share and discuss issues related to career education in Nebraska. Topics for the day included: • Computer Science • CTE Classroom Strategies • Artificial Intelligence in CTE Classrooms • Supporting Reading and Math in CTE Classrooms • Personal Finance • Sharing of best practices and new ideas for CTE classrooms and career guidance • Special populations • Writing a reVISION grant • New CTE Standards • Perkins data • Transition opportunities
1/16/2024	Franklin Public Schools	Stephanie Dannehl	HAL Activity	High Ability Learners Enrichment Activities	3	1	Student	School			Today Stephanie worked with the elementary and junior high students. The focus was on logic puzzles and wanted them to practice their problem solving and logical skills. They also worked through frustration with a positive attitude and demonstrated perseverance.
1/24/2024	Franklin Public Schools	Stephanie Dannehl	FPS Workshop #3	High Ability Learners Enrichment Activities	2.5	1		ESU			The FPS students worked on their state qualifying problem. The topic was Antarctica and they had 2 hours to complete the problem. The day was modified due to the numerous late starts in the area. We started at 11:30, a quick intro to Antarctica, ate lunch, and then
1/24/2024	Franklin Public Schools	Jody Bauer	Lesson	Digital Citizenship Presentations	5	5	Teachers and Students	School			Jody Bauer facilitated Digital Citizenship lessons with 3rd-7th grade Franklin students. 3rd grade learned about sharing personal and private information online. 4th & 5th learned about clickbait and 6th and 7th graders learned about What is AI.

FROM DATE	8/1/2023		TO DATE	7/1/2024							
Date	District	ESU 11 Staff	Topic	Service	Hours	Recipient Count	Audience	Delivery Type	Resources	Notes	Full Description
1/29/2024	Franklin Public Schools	Kate Hatch	Perkins reVISION Workday	Perkins Grant Management	5	3	Teachers and Superintendent	ESU			On January 29, 2024, Kate facilitated a reVISION process workday for school teams. The reVISION process provides Nebraska schools and community colleges with the opportunity to analyze and transform their current CTE systems in order to improve their ability to educate a qualified workforce that meets industry needs within an ever-changing economy. Each school district and community college in Nebraska desiring to operate as an approved CTE program and receive Perkins funds is required to actively participate in the reVISION process. During the course of the day, teams held professional conversations that centered around their current CTE programs.
1/31/2024	Franklin Public Schools	John Poppert, Kate Hatch, Wade Gibson, Lona Nelson-Milks	Hot Topics	Leadership	2.5	2	School Board	ESU			
2/1/2024	Franklin Public Schools	Kate Hatch	World Language Workshop	Instruction	6	1	Teacher	ESU			On February 1, 2024, Dr. Chrystal Liu, World Language Specialist from NDE, facilitated a workshop for World Language teachers. On this day learning centered around the following topics: • High quality instructional materials to support World Language instruction • Technology-enhanced strategies to engage students • Strategies to create a productive and engaged learning environment
2/6/2024	Franklin Public Schools	John Poppert, Kate Hatch, Jody Bauer, Lona Nelson-Milks	Principal Meeting: AI & NSCAS Testing Update	Leadership	3	1	Principal	VideoConference			On February 6, 2024, ESU #11 hosted a meeting for area principals. This meeting provides an opportunity to learn and collaborate regarding issues surrounding education. During this particular meeting, ESU 11 Technology Curriculum Consultant, Jody Bauer, provided information about how artificial intelligence is currently being used in the field of education, and discussed both the benefits and the challenges that is stemming from this. Then, Trudy Clark, Director of Statewide Assessment at NDE, shared the latest information regarding the Nebraska statewide assessment and the RFP and RFI process.
2/20/2024	Franklin Public Schools	Kate Hatch, Jody Bauer	Mixed Media Weaving	Instruction	6	1	Teacher	ESU			On February 20, 2024, Kate Hatch organized an art enrichment workshop for area art teachers. This workshop was facilitated by Arapahoe Public Schools Art Teacher, Ashley Piquet. This day was designed for the artist/educator teaching kindergarten through twelfth grade. Ashley demonstrated the art of mixed media weaving. This is based on the work of El Anatsui, a Ghanaian sculptor known for his “bottle-top” installations. These installations consist of thousands of aluminum pieces sourced from recycling stations and sewn together with copper wire, which are then transformed into metallic cloth-like wall sculptures. The art teachers were also able to collaborate and share other ideas that they were able to take back to their individual schools

FROM DATE	8/1/2023		TO DATE	7/1/2024							
Date	District	ESU 11 Staff	Topic	Service	Hours	Recipient Count	Audience	Delivery Type	Resources	Notes	Full Description
2/26/2024	Franklin Public Schools	John Poppert, Kate Hatch, Wade Gibson, Lona Nelson-Milks	Advisory Meeting	Leadership	2.25	1	Superintendent	ESU			
2/27/2024	Franklin Public Schools	Kate Hatch	Perkins Annual Grant Narrative	Perkins Grant Management	3.5	1		ESU			Begin initial writing of annual grant narration.
2/28/2024	Franklin Public Schools	Kate Hatch	Perkins reVISION Summary Report	Perkins Grant Management	4.5	1		ESU			Aggregate data and begin writing the Perkins reVISION Summary Report.
2/28/2024	Franklin Public Schools	Jody Bauer	Lesson	Digital Citizenship Presentations	5	5	Teachers and students	School			Jody presented digital citizenship lessons to 3rd-7th grade students. The topic for the lessons were on cyberbullying and how to be safe online.
3/12/2024	Franklin Public Schools	Stephanie Dannehl	HAL	High Ability Learners Enrichment Activities	2.5	1	Students	School			On March 12, 2024 Stephanie worked with the elementary and junior high students in the morning. Stephanie introduced KenKens, word ladders, and word winks. Students worked in pairs to earn a BINGO by choosing which puzzles they wanted to complete. Students practiced their problem solving, critical thinking, and logical skills along with working through frustration with a positive attitude and demonstrate perseverance.
3/12/2024	Franklin Public Schools	Stephanie Dannehl	High School Quiz Bowl	High Ability Learners Enrichment Activities	3	1	Students	School			On March 12, 2024 Stephanie and Destinee assisted with the Franklin HS Quiz Bowl. Stephanie served as the reader in room 1 and Destinee served as the scorekeeper in room 2.
3/20/2024	Franklin Public Schools	Stephanie Dannehl	ESU11 Middle School Quiz Bowl	High Ability Learners Enrichment Activities	3	1	students	ESU			On March 20, 2024 ESU 11 hosted the ESU11 Middle School Quiz Bowl at the Nebraska Prairie Museum in Holdrege. Thirteen ESU11 schools participated. Destinee and Stephanie organized and worked the event.
3/21/2024	Franklin Public Schools	Stephanie Dannehl	ESU11 High School Quiz Bowl	High Ability Learners Enrichment Activities	3	1	Students	ESU			On March 21, 2024 ESU 11 hosted the ESU11 High School Quiz Bowl at the Nebraska Prairie Museum in Holdrege. Thirteen ESU11 schools participated. Destinee and Stephanie organized and worked the event.
3/27/2024	Franklin Public Schools	Stephanie Dannehl	FPS State Qualifying Workshop	High Ability Learners Enrichment Activities	5	1	students	ESU			On March 27, 2024 Stephanie hosted the Future Problem Solver teams that qualified for state. They spent two hours working on the problem that was focused on autonomous vehicles. During lunch they worked on their skit that incorporated a quote and an object. At 1:00 they presented their skit in less than four minutes.

FROM DATE	8/1/2023		TO DATE	7/1/2024							
Date	District	ESU 11 Staff	Topic	Service	Hours	Recipient Count	Audience	Delivery Type	Resources	Notes	Full Description
4/5/2024	Franklin Public Schools	Kate Hatch	CIP Profile Workday	Continuous Improvement	3.5	1	Teacher	ESU			On April 5, 2024, Kate facilitated a Continuous Improvement Profile workday to assist districts in creating and updating an online district profile on Google Sites. The district profile should: assure all stakeholders' understanding and beliefs, organize activities, develop timelines and committee structures, provide focus for all, provide the "road map" for improvement, and identify areas of strengths and low-performance. It is designed to keep all stakeholders "in the loop" and committed to the process, help all staff see all students as part of the system, identify steps to improve for everyone, and track and monitor progress in the process. On this particular day, teams worked to update the demographic, program, and student performance data.
4/15/2024	Franklin Public Schools	Kate Hatch, Jody Bauer	2024-2025 Professional Development Planning	Leadership	2	2	Principals	School			On April 15, 2024, Kate and Jody met with the administrative team at Franklin Public Schools to discuss how ESU 11 can assist with the district's professional development plan for the 2024-2025 school year. Franklin will be in Year 5 of their Continuous Improvement Process. The Franklin administrators would like ESU 11 to provide leadership and facilitate in-services on the following dates: August 9 Kate: Meet with Steering Committee 9:00 – 11:00 a.m. August 12 Jody: AI in the Classroom -afternoon—time to be determined January 3 Kate: Meet with Steering Committee and Prep Staff with External Visit Questions 10:30 – 12:00:
4/15/2024	Franklin Public Schools	Kate Hatch	CIP Steering Committee Meeting	Continuous Improvement	1.5	3	Teachers	School			On April 15, 2024, Kate worked with the Continuous Improvement Steering Committee at Franklin Public School. During the course of the morning, this group worked to update the district's CIP Profile. The district profile should: assure all stakeholders' understanding and beliefs, organize activities, develop timelines and committee structures, provide focus for all, provide the "road map" for improvement, and identify areas of strengths and low-performance. It is designed to keep all stakeholders "in the loop" and committed to the process, help all staff see all students as part of the system, identify steps to improve for everyone, and track and monitor progress in the process. On this particular day, the team worked to organize demographic, and program data in preparation for the district's External Visit in 2025.
4/17/2024	Franklin Public Schools	Jody Bauer	Lesson	Digital Citizenship Presentations	5	5	Students and Teachers	School			Jody facilitated digital citizenship lessons to 3rd-7th grade students. The topic for the lessons for 5-7 was on The psychology behind addictive apps and how app notifications, infinite scrolling, and autoplay features are designed to keep users engaged. The topic for 3rd & 4th grade was on Responsible Use of Technology. Learning how to use devices safely and respectively.

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Date	District	ESU 11 Staff	Topic	Service	Hours	Recipient Count	Audience	Delivery Type	Resources	Notes	Full Description
4/26/2024	Franklin Public Schools	Stephanie Dannehl	HAL Advisory Meeting	High Ability Learners Enrichment Activities	2.5	1	Teacher	ESU			On April 26, 2024 Stephanie facilitated the HAL Advisory Meeting in Conference Room B. We went over the HAL important dates (ESU11 Quiz Bowl, Invention Convention, and FPS). We scheduled quiz bowls that schools were hosting and reviewed their HAL Plans. HAL coordinators also recorded new HAL students on the Google Form.
5/6/2024	Franklin Public Schools	Kate Hatch	CIP Profile	Continuous Improvement	0.5	1	Teacher	VideoConference			On May 6, 2024, Kate consulted with the Continuous Improvement Steering Committee at Franklin Public School. This group has been working to update the district's CIP Profile in preparation for the External Visitation in March 2025. The district profile should: assure all stakeholders' understanding and beliefs, organize activities, develop timelines and committee structures, provide focus for all, provide the "road map" for improvement, and identify areas of strengths and low-performance. It is designed to keep all stakeholders "in the loop" and committed to the process, help all staff see all students as part of the system, identify steps to improve for everyone, and track and monitor progress in the process. During this particular meeting, Kate provided input regarding former student survey data, DIBELS, MAP and NSCAS data, and the External Visitation date.
5/20/2024	Franklin Public Schools	Jody Bauer	Lesson	Digital Citizenship Presentations	5	5	Teachers and Students	School			Jody facilitated a lesson on the Laws of cyberbullying and Harassment with 6th and 7th graders. Students were able to learn how under what circumstances can schools discipline students for things they do outside of school. Where does posting on social media fit into the First Amendment? Why are schools allowed to track what students do on their 1-1 devices when they are at home? Students watched a video shared by Bobby Truhe that explained these objectives and gave some examples of some cases in Nebraska.
5/20/2024	Franklin Public Schools	Jody Bauer	Digital Citizenship Lesson	Digital Citizenship Presentations	5	5	Teachers and Students	School			Jody facilitated a lesson on how online photo sharing can get out of hand. Students learned how to reflect on their photo sharing practices. They examined the characteristics of digital photo; focusing on what makes them different from traditional photographs. Learned about the consequences of sharing photos online where they didn't get permission or caused disruption to school or their relationship.
5/20/2024	Franklin Public Schools	Jody Bauer	Digital Ctizenship Lesson	Digital Citizenship Presentations	5	5	Teachers and Students	School			Jody facilitated a lesson with 3rd graders on navigating the digital world safely. Students learned the importance of staying safe online and what it means to be a responsible digital citizen. Students learned what to do if they come across disturbing content online and examples of what they may see. They learned that it's ok to tell a trusted adult when they see disturbing content. This could be a parent, older sibling, teacher or relative.
6/13/2024	Franklin Public Schools	Kate Hatch	Perkins Grant Closeout	Perkins Grant Management	16	4	CTE Teachers and Counselor	ESU			Perkins grant budget work, equipment requests, and closeout process

FROM DATE	8/1/2023		TO DATE	7/1/2024							
Date	District	ESU 11 Staff	Topic	Service	Hours	Recipient Count	Audience	Delivery Type	Resources	Notes	Full Description
6/26/2024	Franklin Public Schools	Stephanie Dannehl	2024 Summer Honors Program	High Ability Learners Enrichment Activities	110	1	students	ESU			The 2024 Summer Honors Program took place June 9-21st at Holdrege High School. The classes offered this year was Architecture, Art, Computer Science, Creative Writing, Film, Logic, Math Connections and Psychology, Classes were from 9-5 and evening activities were from 5-8. The SHP Banquet was June 20th and the dance followed. Graduation was held at the Tassel on June 21st.

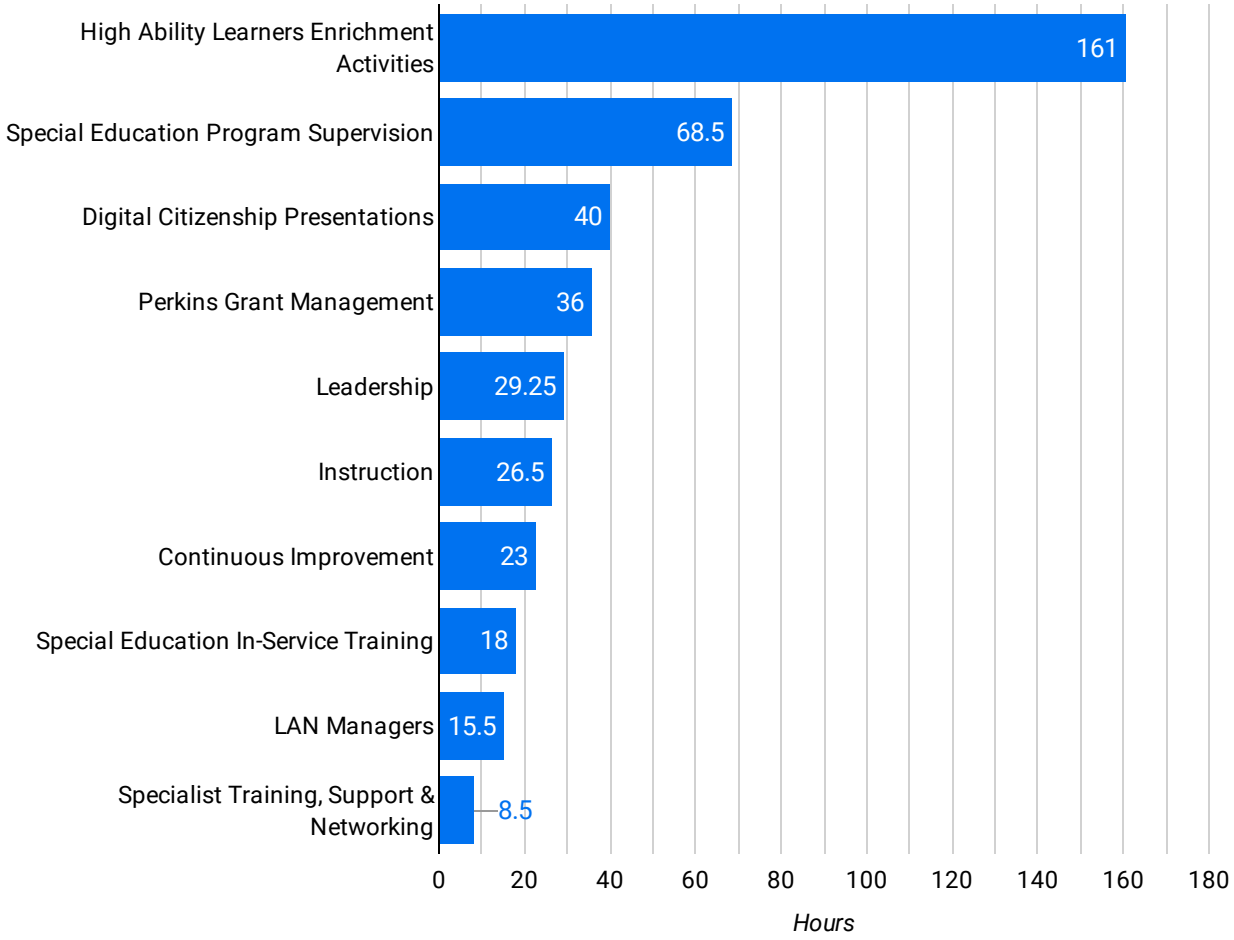
Activity Log Report

Aug 1, 2023 - Jul 1, 2024

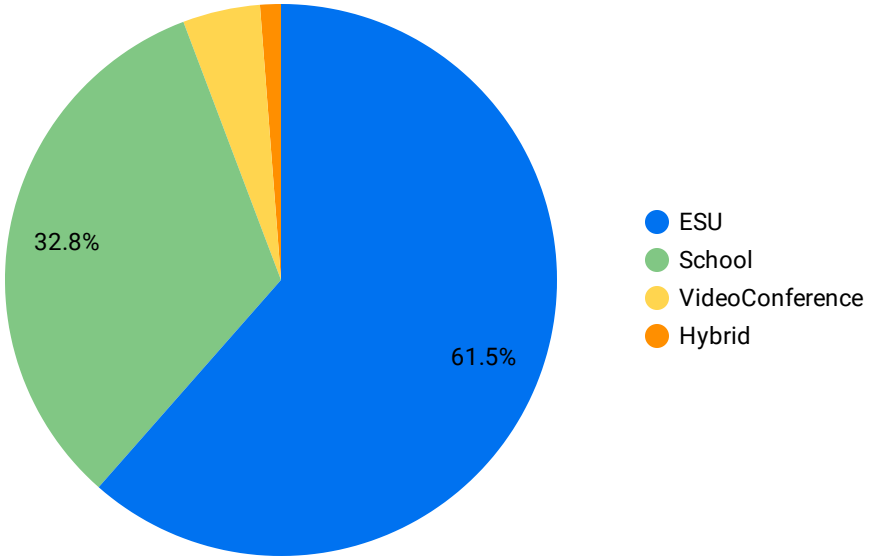
District: Franklin Public Schools (1)

Top 10 Services

*Does not include Special Education services



Total Hours
452

Recipients
461

Activity Location