

Regular Meeting
Thursday, July 16, 2026 7:00 PM

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

Agenda

1. Opening the Meeting
 - 1.1. Call Meeting to Order
 - 1.2. Pledge of Allegiance
 - 1.3. District 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.
 - 1.4. The Nebraska Open Meetings Law is displayed on the east wall of the Franklin Public Schools Media Center.
 - 1.5. The publication of meeting notice, agenda and previous meeting minutes are located at www.fpsflyers.org according to Policy 2008.
 - 1.6. Board of Education Member Roll Call
 - 1.6.1. Excused Absence and Unexcused Absence
2. Celebration of Excellence
3. Public Comment
4. Consent Agenda
 - 4.1. Minutes of Previous Meeting(s)
 - 4.2. Financial Reports, Claims and Accounts
5. Action Items
 - 5.1. Policy Revision, Final Reading, Adoption
 - 5.1.1. Hold a public hearing to receive input, discuss, consider, and take all necessary action on board policies 5018, 5045, and 5057.
 - 5.1.2. Consider, discuss, and take action on revising Policies 1003, 5001, 5054, 6025, and the Drug-Free policy as presented.
 - 5.2. Consider, discuss and take action on the 2026-2027 School Year Handbooks as presented.
 - 5.3. Consider, discuss and take action on allowing the Superintendent or her designee to manage/approve all Activity Fund expense transactions for the upcoming school year 2026-2027
6. Information Items
 - 6.1. Board Committee Reports
 - 6.1.1. Policy Committee
 - 6.1.2. Curriculum, Americanism, and Staff Relations Committee
 - 6.1.3. Negotiations Committee
 - 6.1.4. Legislative Committee
 - 6.1.5. Transportation, Building and Grounds Committee
 - 6.1.6. Finance Committee
 - 6.2. Elementary Principal Report
 - 6.3. Secondary Principal Report
 - 6.4. Superintendent Report

7. Adjournment of Meeting

Services to nonpublic school students with disabilities
Monday, June 8, 2026 1:00 PM

1. Opening the Meeting

1.1. Call Meeting to Order

The Services to nonpublic school students with disabilities meeting of the Franklin Public Schools District 506 Board of Education is called to order on Monday, June 8, 2026, at 1:00 p.m. in the Superintendent's office of 1001 M Street, Franklin, Nebraska.

2. Development of a plan for providing special education services to children with disabilities who attend nonpublic schools or homeschools which are within the Franklin Public School District for the 2026-2027 school year

There weren't any nonpublic schools or homeschools who attended the meeting.

3. Adjournment of Meeting

The meeting was adjourned at 1:32 pm by the Superintendent.

Regular Meeting
Monday, June 8, 2026 7:00 PM

1. Opening the Meeting

1.1. Call Meeting to Order

The regular monthly meeting of Franklin Public Schools District 506 Board of Education is called to order on Monday June 8, 2026 at 7:02 p.m. in the Media Center of 1001 M Street, Franklin, Nebraska.

1.2. Pledge of Allegiance

1.3. District 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.

1.4. The Nebraska Open Meetings Law is displayed on the east wall of the Franklin Public Schools Media Center.

1.5. The publication of meeting notice was provided by the Franklin County Chronicle according to Policy 2008.

1.6. Board of Education Member Roll Call

Attendance Taken at 7:02 PM. **Absent:** Ryan Bonham, **Present:** Michael Bartels, Lori Cole, Erica Dorn, Derek Fouts, Harley Scott. Present: 5, Absent: 1. Attendance Update Taken at 7:13 PM. **Present:** Ryan Bonham. Present: 6.

1.6.1. Excused Absence and Unexcused Absence

2. Celebration of Excellence

3. Public Comment

4. Consent Agenda

I move to approve the consent agenda. This motion, made by Derek Fouts and seconded by Erica Dorn, passed.

Michael Bartels: Yea, Ryan Bonham: Yea, Lori Cole: Yea, Erica Dorn: Yea, Derek Fouts: Yea, Harley Scott: Yea

4.1. Minutes of Previous Meeting(s)

4.2. Financial Reports, Claims and Accounts

5. Action Items

5.1. Policy Revision, Final Reading, Adoption

5.1.1. Consider, discuss and take action on adopting Policies 3061, 4065, and 6046 as presented.

I move to approve adopting Policies 3061, 4065, and 6046 as presented. This motion, made by Ryan Bonham and seconded by Lori Cole, passed.

Michael Bartels: Yea, Ryan Bonham: Yea, Lori Cole: Yea, Erica Dorn: Yea, Derek Fouts: Yea, Harley Scott: Yea

5.1.2. Consider, discuss and take action on revising Policies 2007, 2008, 3003, 3003.1, 3004.1, 3048, 4017, 4019, 4056, 5001, 5003, 5035, and 5048 as presented.

I move to approve all policy revisions as presented. This motion, made by Derek Fouts and seconded by Erica Dorn, passed.

Michael Bartels: Yea, Ryan Bonham: Yea, Lori Cole: Yea, Erica Dorn: Yea, Derek Fouts: Yea, Harley Scott: Yea

6. Information Items

6.1. Board Committee Reports

6.1.1. Policy Committee

6.1.2. Curriculum, Americanism, and Staff Relations Committee

6.1.3. Negotiations Committee

6.1.4. Legislative Committee

6.1.5. Transportation, Building and Grounds Committee

6.1.6. Finance Committee

6.2. Elementary Principal Report

6.3. Secondary Principal Report

6.4. Superintendent Report

7. Adjournment of Meeting

I move to adjourn the meeting at 9:00 p.m. This motion, made by Derek Fouts and seconded by Michael Bartels, passed.

Michael Bartels: Yea, Ryan Bonham: Yea, Lori Cole: Yea, Erica Dorn: Yea, Derek Fouts: Yea, Harley Scott: Yea

FRANKLIN PUBLIC SCHOOLS
MONTHLY CREDIT CARD TRANSACTIONS

FUND	COMPANY	TRANSACTION DESCRIPTION	AMOUNT

AF	ETSY	BOOSTER BUTTON TEMPLATE: L SIDMAN	\$9.00
AF	HYVEE	COURTESY FUNERAL PLANT ARRANGEMENT	\$60.00
			\$69.00

JUNE 25, 2026 STATEMENT TOTAL PAID

\$69.00

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0001	ACTIVITIES	10,933.98	1,492.65	200.00	0.00	9,641.33
05 704 0003	CROSS COUNTRY	1,857.07	0.00	0.00	0.00	1,857.07
05 704 0004	BASKETBALL BOYS	2,786.66	0.00	0.00	0.00	2,786.66
05 704 0005	BASKETBALL GIRLS	1,762.77	1,240.00	0.00	0.00	522.77
05 704 0006	FOOTBALL	3,431.00	0.00	0.00	0.00	3,431.00
05 704 0007	GOLF	3,106.07	0.00	0.00	0.00	3,106.07
05 704 0008	TRACK	1,037.83	0.00	0.00	0.00	1,037.83
05 704 0010	VOLLEYBALL	910.04	0.00	0.00	0.00	910.04
05 704 0011	WRESTLING	2,791.97	0.00	0.00	0.00	2,791.97
05 704 0012	FPS SIGNWORX	221.19	0.00	0.00	0.00	221.19
05 704 0013	E-SPORTS	(1,456.03)	0.00	0.00	0.00	(1,456.03)
05 704 0015	YEARBOOK	6,518.60	0.00	0.00	0.00	6,518.60
05 704 0016	BAND / FLAGS	12,787.94	0.00	0.00	0.00	12,787.94
05 704 0017	CHEERLEADERS	3,919.78	0.00	1,515.00	0.00	5,434.78
05 704 0018	FPS COFFEE CART	84.06	0.00	0.00	0.00	84.06
05 704 0019	CONCESSIONS	15,013.30	0.00	0.00	0.00	15,013.30
05 704 0020	FCCLA	5,760.93	0.00	0.00	0.00	5,760.93
05 704 0021	FFA	1,087.21	0.00	0.00	0.00	1,087.21
05 704 0022	FOREIGN LANGUAGE	410.21	0.00	0.00	0.00	410.21
05 704 0023	CLASS OF 2029	1,895.31	0.00	0.00	0.00	1,895.31
05 704 0024	CLASS OF 2027	1,460.96	0.00	0.00	0.00	1,460.96
05 704 0025	SENIOR BANNERS	0.00	0.00	0.00	0.00	0.00
05 704 0026	NHS	4,421.95	0.00	0.00	0.00	4,421.95
05 704 0028	SCIENCE CLUB	653.43	0.00	0.00	0.00	653.43
05 704 0029	CLASS OF 2026	(1,078.23)	0.00	0.00	0.00	(1,078.23)
05 704 0030	CLASS OF 2028	3,196.35	0.00	0.00	0.00	3,196.35
05 704 0031	STUDENT COUNCIL	497.46	0.00	0.00	0.00	497.46
05 704 0032	VOCAL	1,725.25	0.00	0.00	0.00	1,725.25
05 704 0035	SKILLS USA	2,071.03	0.00	0.00	0.00	2,071.03
05 704 0036	BACKPACK PROGRAM	2,979.60	0.00	0.00	0.00	2,979.60
05 704 0037	GREENHOUSE	21,921.14	0.00	0.00	0.00	21,921.14
05 704 0038	COURTESY	1,142.31	43.00	0.00	0.00	1,099.31
05 704 0039	ELEMENTARY TEACHERS	1,232.58	0.00	0.00	0.00	1,232.58
05 704 0040	INDUSTRIAL ARTS STUDENT PROJECTS	510.13	0.00	0.00	0.00	510.13
05 704 0041	INVESTMENTS	24,517.60	0.00	2.02	0.00	24,519.62
05 704 0042	CLASS OF 2031	176.40	0.00	0.00	0.00	176.40
05 704 0043	LIBRARY	297.20	0.00	0.00	0.00	297.20
05 704 0044	SPEECH	250.74	0.00	0.00	0.00	250.74

Activity Fund Balance Report - Summary - Exclude Encumbrances

06/2026 - 06/2026

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0045	CLASS OF 2030	456.70	0.00	0.00	0.00	456.70
05 704 0046	SPECIAL PROJECTS	8,455.28	100.00	30.27	0.00	8,385.55
05 704 0047	ONE ACTS	2,486.51	0.00	0.00	0.00	2,486.51
05 704 0048	FPS LASER CREATIONS	1,042.98	0.00	36.00	0.00	1,078.98
05 704 0051	QUIZ BOWL	957.16	0.00	0.00	0.00	957.16
05 704 0052	WEIGHTROOM PROJECT	1,428.20	0.00	0.00	0.00	1,428.20
05 704 0053	EHA WELLNESS PROGRAM	4,253.93	0.00	0.00	0.00	4,253.93
Fund Total: 05		159,916.55	2,875.65	1,783.29	0.00	158,824.19

07/03/2026 01:56 PM

JUNE 2026 ACTIVITY CHECKS PRINTED

User ID: HERMARC

Invoice Number	Description	Amount
20260225-112627484_1	BOUND BASIC SUBSCRIPT 7/1/2026-6/30/2027	500.00
Vendor Name	ASPI SOLUTIONS INC	500.00
20260616GBBALLCAMP	ENTRY FEE: 6/16 GIRLS BASKETBALL CAMP	275.00
Vendor Name	AXTELL COMMUNITY SCHOOL	275.00
HALSHANNONF	COURTESY: PLANT	43.00
Vendor Name	ENCHANTED BLOOMS	43.00
20260601-376AF	MONTHLY TRANSACTIONS	121.09
Vendor Name	RIGHTWAY GROCERY	121.09
1779735514	LODGING: STATE TRACK (3) ROOMS (2) NIGHT	871.56
Vendor Name	TRU BY HILTON - OMAHA	871.56
20260622GBBALLCAMP	ENTRY FEE: 6/22&23 GIRLS BASKETBALL CAMP	80.00
20260622GBSKBALLCAMP	ENTRY FEE: 6/22&23 GIRLS BASKETBALL CAMP	560.00
Vendor Name	UNIVERSITY OF NEBRASKA KEARNEY	640.00
2026SCHOLARIHAACK	TVC SCHOLARSHIP: ISAAC HAACK	100.00
Vendor Name	UNL-SCHOLARSHIPS & FINANCIAL AID	100.00
20260611GBBALLCAMP	ENTRY FEE: 6/11 GIRLS BASKETBALL CAMP	325.00
Vendor Name	WILCOX-HILDRETH PUBLIC SCHOOLS	325.00
Fund Number	05	2,875.65
Checking Account ID	5	2,875.65

CAFETERIA PLAN -- FLEX BENEFITS PLAN

Statement Date: June 30, 2026

FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	\$30,121.22

Cash Receipts:

Transfer from Gen Fund to "Start Up" New School Year	\$0.00

Monthly Reimbursement from Gen Fund Employee Payroll	\$1,725.00

Expenses:

Transfer to Gen Fund for "Start Up" Reimbursement	\$0.00

Employee Med-I-Bank Direct Pay	-\$387.05

Checking Account End of Month Balance on Hand:	\$31,459.17

Grand Total:	\$31,459.17

Bank Statement -- Account Balance

Checking Account Balance this Statement:	\$31,459.17

Cash Receipts Outstanding	\$0.00

Expenses Outstanding	\$0.00

Checking Account End of Month Balance on Hand:	\$31,459.17

Grand Total:	\$31,459.17

01 -- GENERAL FUND

Statement Date: June 30, 2026

FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	\$2,405,992.23

Cash Receipts:

Franklin County Treasurer	\$170,185.59
Harlan County Treasurer	\$6,681.44
Miscellaneous	\$147,031.99
Interest	\$505.37

Expenses:

Invoice Checks Written this Month	-\$141,450.57
Payroll Employees	-\$167,470.86
Payroll Payees	-\$182,251.79

Checking Account End of Month Balance on Hand:	\$2,239,223.40

CD Account Beginning of Month Balance on Hand:	\$1,911,386.94

Interest	\$4,581.50

CD Account End of Month Balance on Hand:	\$1,915,968.44

Grand Total:	\$4,155,191.84

Bank Statement -- Account Balance

Checking Account Balance this Statement:	\$2,239,496.35

Cash Receipts Outstanding	\$0.00

Checks Outstanding	-\$272.95

Checking Account End of Month Balance on Hand:	\$2,239,223.40

CD Account Balance this Statement:	\$1,915,968.44

Grand Total:	\$4,155,191.84

02 -- DEPRECIATION FUND

Statement Date: June 30, 2026

FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	\$73,069.89

Cash Receipts:

Transfer from General Fund	\$0.00

Miscellaneous	\$0.00

Expenses:

Invoice Checks Written this Month	\$0.00

Checking Account End of Month Balance on Hand:	\$73,069.89

Grand Total:	\$73,069.89

Bank Statement -- Account Balance

Checking Account Balance this Statement:	\$73,069.89

Cash Receipts Outstanding	\$0.00

Checks Outstanding	\$0.00

Checking Account End of Month Balance on Hand:	\$73,069.89

Grand Total:	\$73,069.89

03 -- UNEMPLOYMENT INSURANCE FUND

Statement Date: June 30, 2026

FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	\$2,923.43

Cash Receipts:

Miscellaneous	\$0.00

Interest	\$0.38

Expenses:

Employee Benefit Checks Written this Month	\$0.00

Checking Account End of Month Balance on Hand:	\$2,923.81

CD Account Beginning of Month Balance on Hand:	\$4,409.21

Interest	\$17.59

CD Account End of Month Balance on Hand:	\$4,426.80

Grand Total:	\$7,350.61

Bank Statement -- Account Balance

Checking Account Balance this Statement:	\$2,923.81

Cash Receipts Outstanding	\$0.00

Checks Outstanding	\$0.00

Checking Account End of Month Balance on Hand:	\$2,923.81

CD Account Balance this Statement:	\$4,426.80

Grand Total:	\$7,350.61

05 -- ACTIVITY FUND

Statement Date: June 30, 2026

FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	\$135,398.95

Cash Receipts:

Transfer from General Fund Replenishing Activity Fund	\$0.00
Contributions, Miscellaneous	\$1,751.00
Voided Checks	\$0.00
Interest	\$30.27

Expenses:

Invoice Checks Written this Month	-\$2,875.65

Checking Account End of Month Balance on Hand:	\$134,304.57

CD Account Beginning of Month Balance on Hand:	\$24,517.60

Interest	\$2.02

CD Account End of Month Balance on Hand:	\$24,519.62

Grand Total:	\$158,824.19

Bank Statement -- Account Balance

Checking Account Balance this Statement:	\$136,411.57

Cash Receipts Outstanding	\$0.00

Checks Outstanding	-\$2,107.00

Checking Account End of Month Balance on Hand:	\$134,304.57

CD Account Balance this Statement:	\$24,519.62

Grand Total:	\$158,824.19

06 -- LUNCH FUND

Statement Date: June 30, 2026

FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand: \$53,275.52

Cash Receipts:

Transfer from General Fund	\$0.00
Meal Sales	\$27.95
Federal Reimbursement	\$0.00
State Reimbursement	\$0.00
Contributions, Miscellaneous	\$132.76
Voided Checks	\$0.00
Interest	\$10.92

Expenses:

Invoice Checks Written this Month	-\$2,152.11
Payroll Employees	-\$3,469.84
Payroll Payees	-\$2,260.98

Checking Account End of Month Balance on Hand: \$45,564.22

Grand Total: \$45,564.22

Bank Statement -- Account Balance

Checking Account Balance this Statement: \$45,564.22

Cash Receipts Outstanding	\$0.00
Checks Outstanding	\$0.00

Checking Account End of Month Balance on Hand: \$45,564.22

Grand Total: \$45,564.22

08 -- BUILDING FUND

Statement Date: June 30, 2026

FPS Financial Software -- Account Balance

Checking Account Beginning of Month Balance on Hand:	\$1,272,162.76

Cash Receipts:

Franklin County Treasurer	\$6,216.69
Harlan County Treasurer	\$252.22
Miscellaneous	\$0.00
Interest	\$274.26

Expenses:

Invoice Checks Written this Month	-\$45,416.77

Checking Account End of Month Balance on Hand:	\$1,233,489.16

Grand Total:	\$1,233,489.16

Bank Statement -- Account Balance

Checking Account Balance this Statement:	\$1,233,489.16

Cash Receipts Outstanding	\$0.00
Checks Outstanding	\$0.00

Checking Account End of Month Balance on Hand:	\$1,233,489.16

Grand Total:	\$1,233,489.16

Invoice Number	Description	Amount
11CC-YGTJ-MQLT	(1) 52" HONEYWELL CEILING FAN BRONZE	88.83
13QP-46VM-CCVT	(17) VEHICLE MAINTENANCE LOG BOOKS	101.15
1471-P397-FJXM	(5) WALL CLOCKS	65.10
14FD-YJ1C-KJG3	FCS SUPPLIES	298.63
16D3-46PK-66NH	CENTRAL SUPPLY, TECHNOLOGY CORDS/CHARGER	1,349.76
17XL-F3RV-JJTF	(4) PHONICS MAG LETTER TILES TRAYS	207.96
1CKM-Q1GY-9MJ3	(2) 48x48 CORK BULLETIN BOARD	199.00
1DHL-3TKP-FTRR	48x60 FLOOR MAT	56.85
1DK1-KYF1-1F3M	(13) 42x48 HONEYCOMB CORDLESS SHADE	601.01
1FNF-3JCR-LJC7	(2) 15 COMPART TECHNOLOGY ORGANIZER	74.98
1LCF-4YGX-PDRN	(4) KEYPAD SMART DOOR LOCK w KNOB	244.00
1NC3-KKJ1-3N1P	FCS SUPPLIES	43.99
1NP3-JXVK-7X3M	(1) 36 DEVICE MOBILE CHARGING STATION	361.57
1PFT-X9LL-NPNW	TITLE: (6) IXL ULTIMATE WORKBOOKS	75.22
1QMD-C37Y-6PWC	5 TIER ROTATING BOOKSHELF	47.00
1XCK-G31T-T97F	(5) PHONICS MAG LETTER TILES TRAYS	259.95
Vendor Name	AMAZON CAPITAL SERVICES	4,075.00
7451112	2x2.5 GAL BUCCANEER,2x2.5 GAL SPEED ZONE	389.38
Vendor Name	AURORA COOPERATIVE	389.38
20260626GH	NATURAL GAS - GREENHOUSE JUNE	137.70
20260626MB	NATURAL GAS - MAIN BUILDING JUNE	668.20
20260626SB	NATURAL GAS - SHOP BUILDING JUNE	61.85
Vendor Name	BLACK HILLS ENERGY	867.75
1358	REMOVAL OF TICKET BOOTH	55.00
20260630	UTILITIES: MAY 15 - JUNE 15	6,746.90
Vendor Name	CITY OF FRANKLIN	6,801.90
DIFF3244	SPED: DIFFIT SITE LICENSE	1,400.00
Vendor Name	DIFFIT INC	1,400.00
20260701	OPENPATH ACCESS DOOR SERVICES	244.99
Vendor Name	DIODE TECHNOLOGIES	244.99
ADMINISTRATIVEOPNG	ADMINISTRATIVE OFFICE WALL OPENING	750.00
Vendor Name	DJ'S CONSTRUCTION LLC	750.00
8526	10.2 C2 CHANNEL IRON	114.98
Vendor Name	DUNCAN'S WELDING	114.98
INV783867	COPIES: MARCH 20 - JUNE 19, 2026	3,594.44
Vendor Name	EAKES INC.	3,594.44
20260630	PURCH SRVS ESU DEAF SPED GRD K-5 MW, WRK	268.46
Vendor Name	ESU 10	268.46
5007	IXL, SEESAW RENEWAL, SUMMER HONORS	7,473.75
Vendor Name	ESU 11	7,473.75
C44820	PEaK: UFLI FOUNDATIONS K SIMMONS	65.00
C44821	PEaK: UFLI FOUNDATIONS H NIENHUESER	65.00
C44822	PEaK: UFLI FOUNDATIONS H LARGENT	65.00

Invoice Number	Description	Amount
C44823	PEaK: UFLI FOUNDATIONS A SAATHOFF	65.00
C44827	PEaK: UFLI FOUNDATIONS B MARKS	65.00
C44829	PEaK: UFLI FOUNDATIONS B GODTEL	65.00
Vendor Name	ESU 9	390.00
COOP003421	(250) WORLD BOOK NE POWER PACK	155.00
Vendor Name	ESU COORDINATING COUNCIL	155.00
3896	PROFESSIONAL SERVICES PT SPED	255.00
Vendor Name	FAMILY PT & SPORTS	255.00
5776-295702	BUSES: FUEL/WATER SEPARATOR	230.82
5776-295737	BUSES: FUEL FILTER, TRANS FILTER	102.59
5776-295759	BUSES: OIL, FILTERS, HYD LUBE	69.49
5776-295941	BUSES: FOAM WASH	14.98
5776-296021	GROUNDS: FENCE ALUMINUM ENAMEL SPRAY	13.10
Vendor Name	FRANKLIN AUTO PARTS	430.98
288326	AD: NOTICE OF DISABILITIES MEETING	13.81
288376	AD: DISABILITIES MEETING MINUTES	14.96
288377	AD: MEETING MINUTES	121.28
Vendor Name	FRANKLIN COUNTY CHRONICLE	150.05
23482	(3) GRAVELY MOWER BLADES	77.97
Vendor Name	GERDES FEED & SUPPLY LLC	77.97
IN7105510409	TELECOMM SERVICE 7/1-7/31/2026	613.54
Vendor Name	GOTO COMMUNICATIONS, INC	613.54
2026AUGUST#14	COPIER LEASE AUGUST PAYMENT #14	1,250.39
Vendor Name	HOMETOWN LEASING	1,250.39
IN5148551A	ART: (2) 36CT BRUSH CLASSPACK	71.52
Vendor Name	INNOVATIVE OFFICE SOLUTIONS, LLC	71.52
INV-18078	PROFESSIONAL SERVICES (OT) SPED	177.08
Vendor Name	INSPIRE REHABILITATION HARLAN COUNTY, LLC	177.08
20260716CELLREIMB	TRANSPORTATION DIRECTOR CELL PHONE REIMB	100.00
Vendor Name	JAMES, STACEY	100.00
2026062801	GYMS: PREP AND REFINISH 2 COATS OF POLY	1,640.00
Vendor Name	JAZMAT ENTERPRISES, LLC	1,640.00
2026-27SUBSCRIPTION	2026 HUSKERLAND PREP FBALL SUBSCRIPTION	25.00
Vendor Name	JENSEN PUBLISHING, INC	25.00
20260716CELLREIMB	SUPERINTENDENT CELL PHONE REIMB	100.00
20260716MILEREIMB	SUPERINTENDENT MILEAGE REIMB (282 MI)	204.45
Vendor Name	KAHRS, SHELLEY	304.45
5293000	SCIENCE LAB CHEMICAL DISPOSAL	765.18
Vendor Name	KEEP NEBRASKA BEAUTIFUL	765.18

Invoice Number	Description	Amount
5513	VEEAM ESSENTIAL UNV 1YR RNWL SERV BACKUP	802.00
5515	1YR RNWL CARE PLUS XPROTECT PROFESSIONAL	1,650.00
Vendor Name	KROEGER ENTERPRISES LLC	2,452.00
21756	KSB STUDENT DISCIPLINE WORKSHOP	500.00
Vendor Name	KSB SCHOOL LAW, PC LLO	500.00
2857	PATHWAYS LEARNING (100 USERS) 1YR SUBSCR	2,195.00
Vendor Name	LEARNING EXPLORER, INC	2,195.00
2627NAEA	2026-2027 AG ED PROF FEES: M DARBY	275.00
Vendor Name	NAEA	275.00
N-56211	LEADERS AND LAW CONFERENCE	185.00
Vendor Name	NASB	185.00
91103	2026 NCE CONFERENCE: M DARBY	57.00
Vendor Name	NEBRASKA COUNCIL OF SCHOOL ADMINISTRATION	57.00
1683	2026-2027 NRCSA MEMBERSHIP DUES RENEWAL	850.00
Vendor Name	NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION	850.00
0033474988	WELDING SUPPLIES: CYLINDER RENTAL	211.40
Vendor Name	NIPPON SANSO MATHESON INC	211.40
1756806	FSA PARTICIPANT MONTHLY FEE JUNE 1-30	40.00
Vendor Name	OMNIFY	40.00
2022209390	(2) BACKGROUND CHECK	53.50
Vendor Name	ONE SOURCE THE BACKGROUND COMPANY	53.50
2042855-00	(4) APPL,(4) FAHR,(4) GTHR BLU,(4) FLIES	316.28
Vendor Name	PERMA-BOUND	316.28
L249219	GROUNDS: WHIRLING SPRINKLER	19.99
L249220	GROUNDS: HOSE CONNECT FEM, CONCR ANCHORS	12.37
L249229	GROUNDS: 3/8 ANCHORS	11.56
Vendor Name	PLANK LUMBER & HARDWARE	43.92
99491184	INSECT CONTROL ONLY MAINTENANCE	146.21
Vendor Name	PRESTO-X	146.21
Q2413649	LEASE POSTAGE MACHINE: JULY 7 - OCT 6	311.43
Vendor Name	QUADIENT LEASING USA, INC	311.43
20260706-376GF	MONTHLY TRANSACTIONS	3.99
Vendor Name	RIGHTWAY GROCERY	3.99
S34934	RL CVR,PAINT,PAN LIN,BRSH,CLK,TIL,CAP,WR	846.39
S34974	ROLL CVR, PAINT, PAN LINER,BRSH	281.45
S34993	ADMINISTRATIVE OFFICE WALL OPENING	131.33
Vendor Name	S.E. SMITH & SONS	1,259.17

Invoice Number	Description	Amount
20260716CELLREIMB	ELEM PRINCIPAL CELL PHONE REIMB	100.00
Vendor Name	SIMMONS, KELLY	100.00
20260628-085	SAS/WEBLINK ANNUAL FEES RENEWAL 2026-27	7,400.00
Vendor Name	SOFTWARE UNLIMITED INC	7,400.00
14840	RANDOM SUBSTANCE ABUSE PANEL TESTING	392.00
Vendor Name	SPORT SAFE TESTING SERVICE, INC	392.00
6066825177	ART: CLASSPACK THINLINE CRAYOLA MARKERS	43.10
Vendor Name	STAPLES, INC.	43.10
1530591	NETWORK NEBRASKA: JUNE 2026	317.87
Vendor Name	STATE OF NEBRASKA	317.87
20260716CELLREIMB	JHHS PRINCIPAL CELL PHONE REIMB	100.00
Vendor Name	STRATMAN, CHRISTINE	100.00
35944	STUKENT BMF CORE COURSE STE 1YR LICENSE	2,895.00
Vendor Name	STUKENT, INC	2,895.00
13975142	THERAPY NOTES MONTHLY SUBSCRIPTION	79.00
Vendor Name	THERAPYNOTES, LLC	79.00
369315	TIME MANAGEMENT SYSTEM: MONTHLY	99.40
Vendor Name	TIME MANAGEMENT SYSTEMS, INC	99.40
3489	*733943 BUS REPLACE STEER SHAFT U JOINTS	458.46
3492	*732497 BUS REPLACE FAN CLUTCH,DPF TEMP	3,675.90
3528	*052997 BUS REPLACE FRONT SHOCKS,WPR BLD	650.81
Vendor Name	TWIN VALLEY AUTOMOTIVE LLC	4,785.17
113539360	MONTHLY FUEL	615.41
Vendor Name	WEX BANK	615.41
9336-380	DOCUMENT DESTRUCTION JUNE 2026	90.00
Vendor Name	WOODWARD'S DISPOSAL SERV INC	90.00
Fund Number	01	58,203.66
Checking Account ID	1	58,203.66
415981	SUPPL: (2) 250CS GAL,(1) 500CS QRT ZIPLC	84.51
Vendor Name	EGAN SUPPLY CO	84.51
IN5148551	SUPPLIES: PAN LINERS, 500CT SANDW ZIPLOC	154.76
Vendor Name	INNOVATIVE OFFICE SOLUTIONS, LLC	154.76
6066825177a	(3) HEAVY DUTY WIPES	115.77
Vendor Name	STAPLES, INC.	115.77
Fund Number	06	355.04
Checking Account ID	6	355.04
173282	ALT GYM LED LIGHTING	13,610.00

Invoice Number	Description	Amount
Vendor Name	JOHNSON ELECTRIC CO.	13,610.00
1346	WEST WING STH WINDOW REPLACE (FINAL PAY)	5,100.00
Vendor Name	MID-WEST BARRIER, LLC	5,100.00
368	NORTHEAST PARK LOT,MAIN/SECD EN CONCRETE	64,000.00
Vendor Name	MORTEN CONSTRUCTION LLC	64,000.00
Fund Number	08	82,710.00
Checking Account ID	8	82,710.00

Franklin Public School
07/16/2026 05:32 PM

Board Report - For Board
ADDITIONAL

Page: 1
User ID: HERMARC

Invoice Number	Description	Amount
239053	NDE INTRO TO GOLD TRAINING: K JAMES	20.00
Vendor Name	NDE EARLY CHILDHOOD TRAINING CENTER	20.00
E16781-738002	STUDENT LEGAL ISSUES WRKSHP: C STRATMAN	125.00
Vendor Name	NEBRASKA COUNCIL OF SCHOOL ADMINISTRATION	125.00
Fund Number	01	145.00
Checking Account ID	1	145.00

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, teachers, coaches, and sponsors for further details.

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines detailing any special clothing requirements and explaining why the special clothing is required for the specific program, course, or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities, including but not limited to pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with district requirements. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by them and will be held responsible for the reasonable replacement cost of any school property they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, students will furnish the materials, purchase them from the school, or purchase them from an outside vendor using an order form provided by the school.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects.

As with all school property, students may be charged for damage to such devices. The maximum dollar amount of this damage charge will be \$1,500.00.

Program	General Description of Fee or Materials	\$ Amount of Fee (Anticipated or Maximum) suggested materials or required
Elementary		
Elementary Physical Education Class	Appropriate Clothing	Tennis shoes
Elementary Art Class	Appropriate Clothing	Old shirt for painting cover-up to protect clothing from damage
Elementary Music/Band Courses	Musical Instruments	Musical instruments and accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, etc.). Limited instruments are available for student use—rental fee: \$20.00 per year. Students are responsible for the replacement cost of lost or damaged school-owned instruments.
Elementary Classroom Supplies	Classroom supply list materials	Students are encouraged but not required to bring items from the classroom supply lists. Students are responsible for the replacement cost of lost or damaged school-owned supplies.
Elementary Field Trips	Transportation and admission costs of field trips	The school will pay for school-sponsored class-related field trips. Meals on field trips will be at the student's expense. School lunches can be provided as needed or for free-reduced-price lunch-eligible students.
Elementary School Meals	Franklin Public Schools has been approved and has elected to participate in the USDA-sponsored Community Eligibility Provision (CEP) for our meal program. The Community	Since FPS has qualified and elected to participate in the CEP program, all students in grades PreK-12 enrolled at Franklin Public School will

	Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas.	have the option to receive a free breakfast and lunch. Extra milk is \$.75 Seconds, if available, at \$1.25
Elementary Milk Lunch	Franklin Public Schools offers a Milk Lunch Program to students in grades K-2. This program includes an afternoon snack and a carton of milk. No outside snacks are allowed.	All K-2 students have the option to participate in this voluntary program. Cost for Milk Lunch: \$100.00 – for the year, payable now. \$55.00 – at the beginning of each semester. Payable by August 31st and January 30th. \$30.00 at the beginning of each nine weeks. Payable by August 31st, October 31st, January 30th, and March 31st.
Secondary (MS/HS)		
Secondary Physical Education Class	Appropriate Clothing	Tennis shoes, t-shirt, and shorts
Secondary Art Class, Shop Classes, and special projects	Appropriate Clothing	Old shirt for painting cover-up to protect clothing. Protective clothing for shop class.
Secondary Music/Band Courses	Musical Instruments	Musical instruments and accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, etc.). Limited instruments are available for student use—rental fee: \$20.00 per year. Students are responsible for the replacement cost of lost or damaged school-owned instruments. An all-black dress is required for performances and concerts.

Secondary Classroom Supplies	Classroom supplies, such as writing instruments (pens, pencils, crayons, markers, etc.) Notebooks	Students are encouraged but not required to bring items from the classroom supply lists. Students are responsible for the replacement cost of lost or damaged school-owned supplies.
Secondary Math or Science Classes	Specialized Calculators	Students are encouraged but not required to purchase specialized calculators. Students are responsible for the replacement cost of lost or damaged school-owned calculators.
Secondary School Meals	Franklin Public Schools has been approved and has elected to participate in the USDA-sponsored Community Eligibility Provision (CEP) 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 elected to participate in the CEP program, all students in grades PreK-12 enrolled at Franklin Public School will have the option to receive a free breakfast and lunch. Extra milk: \$.75 Seconds: \$1.25 if funds are available in your account.
Post-secondary Education classes	Tuition and fees for college courses taken for credit.	Any postsecondary education costs are to be paid directly to the college by the student.
College entrance tests and preparation	Prep programs and tests	The cost of college entrance tests or prep courses, such as ACT preparation tutoring and PSAT and ACT prep, is optional and should be paid directly to the private institution involved.
Summer school courses	Classes offered during the summer, or at night, if any	Driver's Education: Franklin Board of Education may approve partial funding for driver's education courses.
Extracurricular and other programs	General Description of Fee or Materials	\$ Amount of Fee (Anticipated or Maximum) or suggested materials or required
Athletic Programs		

Admission	Spectator fees for admission to events	\$10.00 per event maximum. Students may purchase an Activity Pass. For District and Conference events hosted by the school, the cost is to be set by NSAA but not to exceed \$20 per event.
Athletic Physicals	NSAA Requirement	Cost varies and is to be paid directly by the student to the student's physician or clinic

Equipment and attire

Students are responsible for obtaining all required equipment and attire appropriate for their sport or activity that the school does not provide. Students are also responsible for any optional clothing, equipment, or other personal items associated with participation in the sport or activity.

Required items include athletic undergarments (supporters, sports bras, socks, and undershirts); practice attire, including shorts, shirts, socks, and activity-appropriate athletic shoes; and appropriate dress attire for team travel.

Optional items, for which students are responsible, include personal athletic bags, hair ties, sweatbands, towels, forearm pads, non-required gloves, and personal medical devices (such as braces, orthopedic inserts, or similar items).

Additional required items may be necessary for specific sports or activities and will be communicated by the coach or activity sponsor.

Basketball	No Additional
Cross Country	No Additional
Football	No Additional
Golf	Golf bag, clubs, balls, tees. Dress attire.
Speech	Dress attire: team t-shirt
Track	No Additional
Volleyball	Volleyball knee pads, shorts
Wrestling	No Additional
Cheer	Approved uniforms and accessories

Camps and clinics	Registration and other costs for camps or clinics	The activity sub-account will pay district-sponsored or required camp fees.
Marching Band and Music Groups	Equipment and attire	Students are responsible for providing their own musical instruments and accessories unless otherwise specified by the school. A black concert dress code is required for concerts and other performances. Marching band uniforms are the property of the school and will be provided by the district. Students are responsible for the proper care and return of their assigned uniforms and may be held responsible for damage beyond normal wear and tear or for uniforms that are lost or not returned.
Social & Recognition Activities		
Class Dues		Classes in grades 7–12 may assess voluntary class dues of up to \$25.00 per student annually. Class dues may be used for expenses such as facility rental and decorations for dances, food and beverages for class social activities, memorial flowers or cards, and other similar class-sponsored activities. Payment of class dues is voluntary. However, students who choose not to pay class dues may be denied admission to extracurricular activities or events that are funded by those dues.

Senior Recognition	Optional graduation activities	Participation in senior class activities before graduation (such as the senior composite photograph, special yearbook pages, senior banners, and similar activities) is voluntary. It is not required for a student to receive a high school diploma. Students who choose to participate are responsible for the cost of optional items associated with graduation ceremonies and senior class activities that are not provided by the school district. Such items may include graduation caps, tassels, class flowers, and other optional commemorative items.

6. Extracurricular Activities

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee. The guidelines will explain the reasons why fees, equipment, and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still attending the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these

courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum fee amount is anticipated to be \$3,000.00 per course.

8. Copies of Student Files or Records.

The district will not charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review students' files or records without payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

9. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before- and after-school or pre-kindergarten services offered by the district, pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$200.00 per month.

10. Charges for Food Consumed by Students.

The district will charge for items purchased through the district's breakfast and lunch programs. The fees charged for these items will be set in accordance with applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club, or similar sources. Students may be required to bring money or food for field-trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch program will be set by the board of education every summer.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent, which will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and district staff members are directed to clearly communicate that fact to students, parents, and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: August 10, 2020

Revised on: July 17, 2023

Reviewed on: _____

5001

Compulsory Attendance and Excessive Absenteeism

"School success is 90 percent showing up; the other half is mental." Yogi Berra

Research on policies and practices that effectively encourage regular student attendance shares some key components:

1. Education of parents regarding school attendance requirements.
2. Effective policies and practices to monitor attendance.
3. Clear definition of excessive absenteeism and a two-stage response to excessive absences.

The board has considered this educational research and used it to create the following policy on 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 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.

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 age 6 prior to 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 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 to the superintendent using the form attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

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

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal may, at his or her discretion, 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 superintendent's or designee's salary.

Excused Absences – Physical or Mental Illness

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided

the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Expectations for Regular Attendance:

1. Students are expected to attend every class, every day.
2. The only "excused" absences shall be:
 - a.) absences when weather conditions have made the roads impassable so that the student's attendance is impracticable or impossible;
 - b.) student attendance at a school-sponsored activity;
 - c.) the student has been suspended or expelled from school by the school district; and
 - d.) Absences required by law enforcement, child protective services, or a court of competent jurisdiction, confirmed in writing to the school district.
3. All other absences, including absences for minor physical or mental illnesses, family events, and routine medical appointments, are simply "absences."
4. Students must not be absent from any course more than seven days in any given quarter in order to earn academic credit for that course for that quarter. Students who lose credit in any given course due to absences may appeal that loss of credit to his/her building principal.

Attendance Incentives:

Building principals will establish attendance incentives for their students. Those may include:

- Special Recognition of students who have 95% or greater attendance
each quarter
- Excusal from certain classroom assignments (final exam, written report)
for students with 95% or greater attendance each semester
- Special rewards (movie day, field day, extra recess) for students who
have 95% or greater attendance

At the conclusion of each quarter, building principals report to the board on which incentives were implemented and their effectiveness in improving student attendance and engagement.

Students are obligated to:

1. Complete all class work in advance for any absence that can be anticipated.

Students must be on time and attend school throughout the day of any scheduled

school activity in order to attend practice or participate in a scheduled student activity.

2. Check out of school at the office if leaving school during the school day.

3. Make up any and all work that is assigned by teachers as make-up work for the

instructional time that has been missed.

Parents are obligated to:

1. Call the front office to inform the school of the reason for each absence.

2. Submit a doctor's statement, if requested, for each period of absence.

Due to

an illness that exceeds five days.

When students are absent from school, district staff will respond as follows:**First Stage Response to Absences**

1. An automated phone call or text will be sent to the parent if they have not called the school to notify the school of the student's absence by 9:00 a.m.; the student will automatically be counted as truant.

2. After a student's third absence in any given quarter, the school's principal will schedule a meeting with the student's parents or guardians. That meeting will be documented on the attached form.

1. This meeting must be attended by the principal, parents, social worker, and the student (if appropriate)

2. The meeting shall be documented

3. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance

3. Building principals must meet with teachers whose 10% of students miss seven or more days of class in any given quarter to review strategies to increase student engagement. A consistent pattern of student absences from a teacher's classes may result in a formal remediation plan.

4. The superintendent must meet with the building principal if more than 10% of students miss seven or more days of class in any quarter to review strategies to improve the school building's climate. A consistent

pattern of building-wide absenteeism may result in a formal remediation plan.

Second Stage Response to Absences

Students who accrue more than 20 absences in a school year may be referred to the county attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b).

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 **5** minutes late to class will be counted as tardy unless they have a pass from their previous teacher. A student who is more than 5 minutes late to class will be counted as absent (unexcused).

Tardies to Class

Students are provided adequate passing time between classes and are expected to report to their next assigned class before the tardy bell rings. A student will be considered tardy if they are not present in their assigned classroom when the tardy bell sounds, unless they have been detained by a staff member and possess a pass verifying the delay.

Students are encouraged to report to class first and check in with their teacher before requesting permission to use the restroom. Frequent use of passing periods for restroom visits may result in tardiness and should be avoided whenever possible.

Make-Up Work

Written make-up work may be assigned for each day missed, regardless of the type of absence. If the makeup work is not completed, students will receive no credit for the required work. 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 is responsible for contacting teachers first regarding makeup assignments. Assignment sheets will be sent only for extended absences through the main office.

Attendance is Required to Participate in Activities

Students must be in attendance at school throughout the day of any scheduled school activity to participate. 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 reserves the right to grant participation in exceptional circumstances.

A student who has unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequences of truancy may include grade reduction in classes, disciplinary action, expulsion, and referral to the county attorney for compulsory attendance violations.

Adopted on: July 15, 2024

Revised on:

Reviewed on:

6025

Student Cell Phone and Electronic Devices

To maintain an environment focused on learning and minimize distractions, students are expected to keep all cell phones and personal electronic devices **turned off throughout the school day**. Devices may be stored in student lockers during school hours. Unless specifically authorized by a staff member for an educational purpose, personal devices are not to be used during the school day.

Parents and guardians who need to contact their student during the school day should call the school office. Office personnel will deliver the message to the student at the conclusion of the current class period whenever possible. Likewise, students who need to contact a parent or guardian during the school day should do so through the school office.

Violations of this policy will result in the following progressive disciplinary procedures:

First Offense

- The device will be confiscated and turned in to the office.
- A conference will be held between the principal and the student to review expectations and discuss the violation.
- The student will receive a 30-minute detention.
- The device will be returned to the student at the end of the school day.

Second Offense

- The device will be confiscated and turned in to the office.
- The student will receive a 30-minute detention.
- Parent/guardian will be contacted.
- The device will be returned only to a parent/guardian at the end of the school day.

Third Offense

- The device will be confiscated and turned in to the office.
- The student will receive a 30-minute detention.
- Parent/guardian will be contacted.
- The device will be returned only to a parent/guardian at the end of the school day.
- Student will be required to check in their device at the office daily for a designated period of time.

Fourth and Subsequent Offenses

Repeated violations may result in any combination of the previously listed consequences and/or additional interventions, including:

- Daily device check-in/check-out through the office for the remainder of the quarter or semester.
- Team meeting with the student, parent/guardian, and school personnel.
- Student Assistance Team (SAT) referral.
- Additional disciplinary action as deemed appropriate by the administration.

This list of consequences is not exhaustive. The school administration reserves the right to impose disciplinary measures based on the severity, frequency, or circumstances of the violation.

Adopted on; August 10, 2020

Revised on: July 14, 2025

Reviewed on:

1003

Mission Statement, Vision Statement, and School Improvement Goal

Mission Statement

The mission of Franklin Public Schools is to partner with families and the community to empower every student to learn, grow, and lead lives of purpose, character, and service.

We Believe/ Vision

We believe that every student learns and grows when they feel a sense of belonging in a safe, respectful, and supportive environment.

We believe that clear goals, high-quality instruction, consistent expectations, and ongoing feedback ensure success for every student.

We believe that strong relationships, collaboration, and continuous improvement empower our school community and prepare students for life beyond school.

School Improvement Goal

All students will improve their reading skills.

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 or long-term suspension, expulsion from school, and/or referral to appropriate authorities for criminal prosecution.

Student Drug Testing

Parents can choose to have their student(s) participate in our drug testing program, regardless of whether their student(s) participate in an activity or sport.

Enrollment in the random drug testing program is required for any student in grades 6-12 who is interested in participating in any FPS- or Nebraska School Activities Association (NSAA)- sponsored club, extracurricular activity, or athletic team at any time during the 2026-2027 school year.

Students who withdraw from the drug testing program cannot participate in any school-sponsored, interscholastic extracurricular activity unless the student re-enters the program by submitting a signed consent and providing, at the student's cost, a negative test result to the Drug Program Coordinator. If your student withdraws after originally entering the pool, they are then withdrawn for the remainder of the school year. Any consequences that were possibly put in place prior to withdrawing will remain in effect until the consequences have been satisfactorily completed.

Students who refuse to submit a drug test or fail to comply with any other provisions of this policy shall not be eligible to participate in any

extracurricular activities, including all meetings, practices, performances, and competitions, for a period of 365 days.

Supportive Interventions and Accountability Measures

These measures apply when a student is found in possession of, under the influence of, or distributing drugs or alcohol on school property or at school-sponsored events, or fails a school-administered drug test (refusal will be treated as a positive result).

First Positive Test

- Student and parent/guardian will participate in a meeting with school personnel to review expectations and next steps.
- The student will receive **2 days of in-school suspension (ISS)** and complete a school-approved drug and alcohol education course.
- The student is expected to complete all academic work during ISS.
- The student may continue to attend practices and meetings.

Activity Participation:

- Public performance, competition, or representation privileges will be paused for **15 calendar days**.
- If no activities are in season, the pause will begin with the next activity the student joins.

Second Positive Test

Focus: Increased support, skill-building, and family engagement

- Student and parent/guardian will participate in a required meeting with school personnel to review expectations and determine next steps.
- The student will be considered for placement on a behavioral contract outlining expectations for substance use, attendance, and academic engagement.
- Participation in a School Community Intervention and Prevention Program (SCIP) or equivalent assessment will be offered and strongly encouraged to inform appropriate support.
- The student will complete the "Second Offense Intervention Assignment", which includes a structured family connection activity and skill-building components.

Activity Participation:

- Public performance, competition, or representation privileges will be paused for **30 calendar days**.
- If a season ends before the pause is completed, the remaining time will carry over to the next activity.

Early Re-Engagement Option After 2nd Offense

A student may request early re-engagement after completing at least 50% of the assigned activity suspension period. Final determination will be based on demonstrated progress and administrative approval. Requirements include:

- Completion of the Second Offense Intervention Assignment
- At least one negative drug test at the student's expense
- Scheduled SCIP evaluation
- Signed release of information for SCIP

Final determination will be made by the school administration based on demonstrated progress and completion of requirements.

Third Positive Test

Focus: Intensive intervention and sustained accountability

- Student and parent/guardian will participate in a required intervention meeting with school personnel.
- Completion of a SCIP (or equivalent substance use evaluation) and follow-through on recommendations will be required. The parent/guardian is responsible for ensuring the student's participation in ongoing counseling and/or recommended follow-up services identified through the SCIP evaluation
- A signed release of information will be required to confirm attendance and participation (not to obtain clinical details).

Activity Participation:

- Public performance, competition, or representation privileges will be paused for **120 calendar days**.
- If a season ends before the pause is completed, the remaining time will carry over to the next activity.

Early Re-Engagement Option After 3rd Offense

A student may request early re-engagement after completing at least 50% of the assigned activity suspension period. Final determination will be based on demonstrated progress and administrative approval. Requirements include:

- A minimum of 2 consecutive negative drug tests at the student's expense
- Documented follow-through with SCIP recommendations
- Signed release of information confirming participation in counseling
- Consistent weekly check-ins with designated school personnel
- Completion and adherence to a behavioral contract addressing substance use, attendance, academic expectations, and accountability

Final determination will be made by the school administration based on demonstrated progress and completion of requirements.

Fourth Positive Test

A fourth positive test will result in a **365-day pause from all extracurricular activities.**

Students will not be eligible to petition for early reinstatement, except under exceptional circumstances as determined by school administration. Any exception will require clear evidence of sustained progress, completion of recommended interventions, and documented support from appropriate professionals.

Failure to comply with evaluation or follow-through requirements will result in continued ineligibility for activities.

Nicotine Patches or Other Physician-Prescribed Nicotine Replacement Therapies

Students who are using nicotine cessation patches or other physician-prescribed nicotine replacement therapies will be granted a one-month exemption period while under medical supervision. During this time, positive test results related to the prescribed treatment will not be considered a violation of the school's nicotine policy.

After the one-month exemption period, any positive test result will serve as a baseline measure to verify that the student is making progress toward nicotine cessation. Future test results will be compared to the baseline. If nicotine levels increase or fail to demonstrate progress consistent with cessation efforts, the

student may be considered in violation of the school's policy and be subject to the applicable consequences.

To qualify for this exemption, the student must provide a written statement or note from a licensed physician verifying that the student is under the physician's care and is participating in a nicotine-cessation program using patches or other approved nicotine-replacement therapies.

2nd Offense Intervention Assignment

Second Offense Intervention Assignment: Family Connection Activity

Purpose: This assignment is designed to strengthen communication between the student and parent/guardian, build trust, and support healthy decision-making related to substance use. The focus is on open conversation, understanding, and skill building.

Directions: Complete the 3 sections below. Each conversation should take approximately 10-15 minutes and occur free from distractions. Once completed, the student will need to submit a brief reflection to their administrator (principal).

Section 1	
Understanding and Perspective	
1. What are your thoughts about substance use at your age?	
2. What influences do you see from peers or social situations?	
3. Parent/guardian: share your perspective and values.	
Takeaway (write 1-2 sentences):	

Section 2	
Real-Life Situations	
1. What would you do if you were offered substances?	
2. What situations might make it difficult to say no?	
3. Practice one or two ways to respond to those situations.	
Takeaway (write 1-2 sentences)	

Section 3	
Trust and Expectations	
1.	
2. What does trust look like in our family?	
3. What are our expectations moving forward?	
4. What is one way I can support you?	
5. What is one commitment the student will make?	
Takeaway (write 1-2 sentences):	

Student Reflection: Please respond to the following:

1. What is one thing you learned from these conversations?

2. What is one decision you will make differently moving forward?

Completion Confirmation

Student Name:	Date
Student Signature:	
Parent Name:	Date:
Parent Signature:	

Behavior Contract

Student Behavioral Contact

Franklin Public Schools

Student Name:	Date:

Substance Use Expectations

The student agrees to:

1. Remain free from the use, possession, or influence of drugs, alcohol, nicotine, or other controlled substances while on school grounds, at school events, or during school-sponsored activities.
2. Comply with all school policies regarding substance use, including testing protocols.
3. Participate in assigned education, counseling, or intervention support as required.
4. Be honest and cooperative with school staff regarding concerns related to substance use.

If a violation occurs:

1. The student will be subject to consequences aligned with school policy.
2. Additional interventions may be required, including increased monitoring, counseling, or outside evaluation (if applicable).
3. Repeated violations may result in further disciplinary action and/or loss of privileges.

Academic Expectations

The student agrees to:

1. Attend all classes and arrive on time and prepared.
2. Complete and submit assignments to the best of their ability.
3. Maintain regular communication with teachers regarding missing or late work.
4. Seek help when needed (teacher support, tutoring, academic interventions).

Progress Monitoring:

- Grades will be reviewed weekly via the academic intervention list.

Attendance Expectations

The student agrees to:

1. Maintain consistent daily attendance.
2. Arrive at school and each class on time.
3. Follow school procedures for absences and provide appropriate documentation when required.

Accountability:

- Excessive absences or tardies may result in additional interventions or consequences.
- Patterns of attendance concerns will prompt team review and potential contract revision.

Behavioral Expectations

The student agrees to:

1. Follow all school rules and demonstrate respectful behavior toward staff and peers.
2. Make choices that contribute to a safe and positive school environment.
3. Accept responsibility for actions and participate in problem-solving when concerns arise.

Support Plan

To help the student be successful, the school will provide:

- ☐ Check-ins with: _____
- ☐ Counseling support (school-based or referral)
- ☐ Academic support (tutoring, study hall, etc.)
- ☐ Behavior/goal tracking
- ☐ Other: _____

Accountability and Monitoring:

1. This contract will be reviewed on: _____
2. Progress will be monitored by: _____
3. Communication with family will occur:
 - ☐ Weekly
 - ☐ As needed

Failure to meet expectations in this contract may result in:

- Additional interventions
- Revision of this contract
- Disciplinary action aligned with school policy

Acknowledgement

By signing below, all parties agree to the expectations outlined in this contract and commit to working collaboratively toward student success. The student understands that continued violations, particularly related to substance use, may result in increased levels of intervention, including outside services at the family's expense, and may limit eligibility for reinstatement opportunities as outlined in district policy.

Student Signature:	Date:
Parent/Guardian Signature:	Date:
School Representative:	Date:

Intervention Meeting

Substance Use Intervention Meeting Template

Franklin Public Schools

Student Name:	Date:
Grade:	Facilitator:
Attendees:	

Incident Review

Date of test:	Result:
Substance (if applicable):	☐ Positive ☐ Refusal ☐ Other: _____

Brief Summary:

Student Response

- Do you understand why we are meeting today?
☐ Yes
☐ No
- Is there anything you would like to share?

Franklin Public School Policy

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Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term or long-term suspension, expulsion from school, and/or referral to appropriate authorities for criminal prosecution.

Interventions

First Positive Test

- ☐ Student, Parent/Guardian, and School Personnel Meeting
- ☐ 2 days of in-school suspension (ISS)
- ☐ Complete a school-approved drug and alcohol education course.
- ☐ 15 calendar day pause

Second Positive Test

- ☐ Student, Parent/Guardian, and School Personnel Meeting
- ☐ Consider a behavior contract
- ☐ Consider SCIP Referral
- ☐ Complete "Second Offense Intervention Assignment"
- ☐ 30 calendar day pause

Third Positive Test

- ☐ Student, Parent/Guardian, and School Personnel Meeting
- ☐ SCIP Evaluation
- ☐ Signed release of information
- ☐ 120 calendar day pause

Fourth Positive Test

- ☐ 365 calendar day pause

Failure to comply with evaluation or follow-through requirements will result in continued ineligibility for activities.

Signatures

By signing below, all parties acknowledge the expectations, interventions, and accountability outlined above.

Student Signature:	Date:
Parent/Guardian Signature:	Date:
School Representative:	Date:
Compliance Monitor:	Date:
Review Date:	

Curriculum

Drug and Alcohol

Curriculum

- <https://med.stanford.edu/halpern-felsher-reach-lab/preventions-interventions/Safety-First.html#lessons>
- <https://www.naturalhigh.org/playlists/the-brains-response-to-artificial-and-natural-highs/>
-

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Student Bullying

Definition of Bullying. Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” 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.” The school district’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

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

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

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of

engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports.

Following the investigation the respective administrator will communicate to the parent and guardian of students involved in the suspected bullying behavior.

Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: August 10, 2020

Revised on: _____

Reviewed on: June 8, 2026

Franklin Public School Activities Handbook



"You are a student first and an athlete second."

**Rules and Regulations
2026 - 2027**

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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 acknowledgement 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.

Notice of Nondiscrimination

The school district does not discriminate based on race, color, nationality, origin, sex, disability, or age in its programs and activities. It 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.

Indiscrimination

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) 425-6283, 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](#)

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, Mrs. Shelley Kahrs, at (308)425-6283, shelley.kahrs@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 Shelley Kahrs at (308)425-6283, shelley.kahrs@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– [Online Policies](#)

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 60% grade in one 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.

Franklin Public Schools Academic Eligibility and Support Policy:

To support student achievement and maintain high standards for extracurricular involvement, Franklin Public Schools has established the following academic eligibility policy. This policy is designed to promote accountability, ensure timely academic support, and help students succeed both in the classroom and beyond.

1. Academic Ineligibility:

Any student who has a grade of **F (below 60%) in any course** will be considered

ineligible for participation in extracurricular activities, including but not limited to sports, clubs, and school-sponsored events.

2. Downs List (Academic Warning):

Students with a grade in the D range (60%–69%) in any course will be placed

on the Downs List. While these students remain eligible for extracurricular activities, they are considered at academic risk and are expected to take steps to improve their performance. Additional support may be recommended or required at the discretion of school staff.

3. Maintenance and Academic Support Requirements for Ineligible Students:

- Check in with their assigned "Maintenance Leader" (a designated staff member or academic support personnel) at the beginning of the 2026-2027 "Maintenance" period.
- Report directly to the class in which they are ineligible during the designated academic support period or assigned intervention time.
- Remain in the ineligible class daily for targeted academic support until their grade reaches a passing level. Attendance and participation during this period are mandatory.

Failure to follow these steps will result in continued ineligibility and may lead to further academic interventions.

Note: Academic eligibility is reviewed on a weekly basis. Eligibility periods run from Sunday through Saturday. To ensure accurate eligibility determinations, teachers must have grades updated by 4:00 p.m. each Thursday.

Eligibility lists will be generated on Friday mornings, and any changes to a student's status will be communicated to the student and relevant staff. Once a student appears on the ineligible list on Friday, they will remain ineligible until the next eligibility review and list are released the following week.

If you have questions or need further clarification, please contact the school administration or academic support team.

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

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time for all practices, meetings, contests, performances, and other activities scheduled by the coach, sponsor, or director.

Absences may be excused for reasons such as illness, a death in the family, a medical appointment, a court appearance, or other circumstances approved in advance by the coach, sponsor, director, or administration. A 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 who is unable to attend a scheduled practice, meeting, contest, or performance must notify the coach or sponsor in advance whenever possible. Students absent from school due to illness are not required to provide additional notification to the coach or sponsor regarding their absence from practice or activities.

Attendance is Required to Participate in Activities

Students must be on time and attend school throughout 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.

If a participant misses a scheduled contest or performance without approval, the coach or sponsor may impose disciplinary consequences, including suspension from participation for the remainder of the season or duration 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](#).

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
 - 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.

Franklin Public Schools uses the Sway System in order to assist coaches and personnel of possible issues for safety with their athlete/participant.

Sway Testing for Athlete Safety

Purpose:

Sway testing is a mobile-based tool used to assess balance and cognitive function to support concussion management and athlete safety. Sway is accessible, easy to use, and provides reliable data to ensure athletes receive appropriate care and only return to play when safe.

Key Uses:

- Baseline Testing: Establishes pre-season measurements of balance and cognition.
- Post-Injury Assessment: Aids in identifying concussion-related impairments.

Recovery Monitoring: Tracks recovery progress and supports return-to-play decisions.

- How It Works:
- Mobile App: Tests are conducted via the Sway Medical app on smartphones or tablets.
- Balance Testing: Uses built-in device sensors to measure postural sway.
- Cognitive Testing: Includes evaluations of reaction time, memory, and processing speed.
- Objective Data: Delivers accurate, measurable results to reduce subjectivity in concussion assessment.

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 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 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 are currently suspended from school or from extracurricular activities may not attend.
- e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
- f. Students and their guests that leave the dance, will not be allowed to reenter the building.
- 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: Homecoming and Prom

The Homecoming dance is open to students and guests of Franklin High School. The Junior/Senior Prom dance is open to students and guests of the Franklin High School grades 9-12. 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.

Students may nominate 3 boys and 3 girls for royalty candidates. Sponsors must get approval from the principal before releasing the candidates names to verify their eligibility.

1. Specific Dance Eligibility and Selection Requirements:

o 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 administration.
- 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 by secret vote of the student body during Homecoming week.
Crowning will be held after the homecoming parade.

v. Prom King and Queen:

- vi. 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.
- vii. The juniors and seniors will nominate three queen and king candidates subject to eligibility determination by the administration.
- viii. To be eligible, a candidate must agree to attend the entire Prom dance.
- ix. The queen and king will be chosen from the by secret vote of the junior and senior students.

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.

1. Achievement, Citizenship, and Conduct Qualifications:

Franklin Public Schools Mandatory Student Drug Policy: Support, Safety, and Recovery

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 or long-term suspension, expulsion from school, and/or referral to appropriate authorities for criminal prosecution.

Student Drug Testing

Parents can choose to have their student(s) participate in our drug testing program, regardless of whether their student (s) participate in an activity or sport.

Enrollment in the random drug testing program is required for any student in grades 6-12 interested in participating in any FPS or Nebraska School Activities Association (NSAA) sponsored club, extracurricular activity, or athletic team at any time during the 2026-2027 school year.

Students who withdraw from the drug testing program cannot participate in any school-sponsored, interscholastic extracurricular activity unless the student re-enters the program by submitting a signed consent and providing, at the student's cost, a negative test result to the Drug Program Coordinator. If your student withdraws after originally entering the pool, they are then withdrawn for the remainder of the school year. Any consequences that were possibly put in place prior to withdrawing will remain in effect until the consequences have been satisfactorily completed.

Students who refuse to submit a drug test or fail to comply with any other provisions of this policy shall not be eligible to participate in any extracurricular activities, including all meetings, practices, performances, and competitions, for a period of 365 days.

Supportive Interventions and Accountability Measures

These measures apply when a student is found in possession of, under the influence of, or distributing drugs or alcohol on school property or at school-sponsored events, or fails a school-administered drug test (refusal will be treated as a positive result).

First Positive Test

- Students and parent(s)/guardian(s) will participate in a meeting with school personnel to review expectations and next steps.
- The student will receive 2 days of in-school suspension (ISS) and complete a school-approved drug and alcohol education course.
- The student is expected to complete all academic work during ISS.
- The student may continue to attend practices and meetings.

Activity Participation:

- Public performance, competition, or representation privileges will be paused for 15 calendar days.
- If no activities are in season, the pause will begin with the next activity the student joins.

Second Positive Test

Focus: Increased support, skill-building, and family engagement

- Student and parent(s)/guardian(s) will participate in a required meeting with school personnel to review expectations and determine next steps.
- The student will be considered for placement on a behavioral contract outlining expectations for substance use, attendance, and academic engagement.
- Participation in a School Community Intervention and Prevention Program (SCIP) or equivalent assessment will be offered and strongly encouraged to inform appropriate support.
- The student will complete the "Second Offense Intervention Assignment", which includes a structured family connection activity and skill-building components.

Activity Participation:

- Public performance, competition, or representation privileges will be paused for 30 calendar days.
- If a season ends before the pause is completed, the remaining time will carry over to the next activity.

Early Re-Engagement Option After 2nd Offense

A student may request early re-engagement after completing at least 50% of the assigned activity suspension period. Final determination will be based on demonstrated progress and administrative approval. Requirements include:

- Completion of the Second Offense Intervention Assignment
- At least one negative drug test
- Scheduled SCIP evaluation
- Signed release of information for SCIP

Final determination will be made by the school administration based on demonstrated progress and completion of requirements.

Third Positive Test

Focus: Intensive intervention and sustained accountability

- Student and parent(s)/guardian(s) will participate in a required intervention meeting with school personnel.
- Completion of a SCIP (or equivalent substance use evaluation) and follow-through on recommendations will be required. The parent/guardian is responsible for ensuring the student's participation in ongoing counseling and/or recommended follow-up services identified through the SCIP evaluation
- A signed release of information will be required to confirm attendance and participation (not to obtain clinical details).

Activity Participation:

- Public performance, competition, or representation privileges will be paused for 120 calendar days.
- If a season ends before the pause is completed, the remaining time will carry over to the next activity.

Early Re-Engagement Option After 3rd Offense

A student may request early re-engagement after completing at least 50% of the assigned activity suspension period. Final determination will be based on demonstrated progress and administrative approval. Requirements include:

- A minimum of 2 consecutive negative drug tests
- Documented follow-through with SCIP recommendations
- Signed release of information confirming participation in counseling
- Consistent weekly check-ins with designated school personnel
- Completion and adherence to a behavioral contract addressing substance use, attendance, academic expectations, and accountability

Final determination will be made by the school administration based on demonstrated progress and completion of requirements.

Fourth Positive Test

A fourth positive test will result in a 365-day pause from all extracurricular activities.

Students will not be eligible to petition for early reinstatement, except under exceptional circumstances as determined by school administration. Any exception will require clear evidence of sustained progress, completion of recommended interventions, and documented support from appropriate professionals.

Nicotine Cessation and Testing Procedures

Students who seek medical assistance to stop using nicotine products through the use of nicotine replacement therapy (such as patches) may be granted a one-time, 30-day exemption from nicotine testing. Documentation from a licensed physician must be provided to school administration prior to the exemption being granted and must indicate that the student is participating in a medically supervised cessation program.

Following the 30-day exemption period, the student will again be subject to random testing if selected. Test results obtained prior to the exemption period may be used as a baseline to evaluate the student's progress in reducing nicotine use. If subsequent test results indicate an increase in nicotine levels compared to the baseline results, the student will be considered in violation of the policy and will be subject to the consequences outlined for a failed test.

The school reserves the right to require additional documentation from the student's physician regarding the cessation program as needed.

Failure to comply with evaluation or follow-through requirements will result in continued ineligibility for activities.

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 are lost or stolen.

Fundraising:

All school-sponsored fundraising activities must be approved by 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 parents 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 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 20 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 $\frac{3}{4}$ 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. Discretion of the coach in cases involving injury, seniors, and other areas the coach deems necessary.

Golf: A participant must compete in 5 or more meets as a varsity member. 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 two or more meets.
3. 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.

Wrestling: 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.
1. If injured while wrestling as a varsity team member, a person may earn a letter, provided he has shown a consistently competitive spirit.
 2. 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 $\frac{3}{4}$ of the sporting events the cheerleaders must attend.
4. Attend and actively participate in $\frac{3}{4}$ of the scheduled practices.
5. 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.

eSports:

1. Maintain academic and disciplinary eligibility while in season.
2. Complete one of the items below:

- a. Qualify for State in any of the NSESA offered games throughout the year.
 - b. Compete at the Varsity level in at least one game per season (2 seasons).
3. Coaches Discretion

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 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 conditions. 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 any

time. 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

Volleyball	Cross County (boys and girls)
Football	Golf (boys and girls)
Basketball (boys and girls)	Wrestling (boys and girls)
Track (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 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 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 Faculty Council's decision will be submitted to the principal for review. Following the review, written notification of the decision will be provided to the student and parent/guardian. Any member who is dismissed must surrender all National Honor Society membership emblems to the advisor. The decision of the Faculty Council may be appealed first to the principal and then in accordance with the school district's discipline policies. A member who is dismissed or voluntarily resigns from the National Honor Society is not eligible for future membership. In cases where dismissal is not warranted, the Faculty Council may impose other disciplinary sanctions 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. Academic Integrity

Academic integrity is the expectation that all students complete and submit their own work honestly and give proper credit when using the work or ideas of others.

Cheating

Cheating is any intentional act of dishonesty that gives a student an unfair academic advantage or helps another student gain one.

Examples of cheating include, but are not limited to: Tests, Quizzes, and Exams.

- Obtaining, reviewing, or sharing test questions or answers before or after a test without permission.
- Using unauthorized notes, electronic devices, calculators, textbooks, or other materials during an assessment.
- Copying another student's work or allowing another student to copy yours.
- Giving or receiving answers during a test.
- Taking a test for another student or having someone else take a test for you.
- Providing false information to delay or avoid taking a test.

Assignments, Papers, and Projects

- Copying another student's work or submitting work purchased or obtained from another person or online service.
- Submitting the same work for more than one class without the teacher's approval.
- Receiving excessive assistance from another person so the work no longer represents the student's own effort.
- Accepting credit for a group project without contributing a fair share of the work.
- Providing false information to delay or avoid submitting an assignment on time.

Academic Records

- Altering grades, school records, or teacher records in any unauthorized manner.

Plagiarism

Plagiarism is presenting another person's words, ideas, images, or work as your own without giving proper credit.

Examples of plagiarism include:

- Copying text, images, or other materials without proper quotation or citation.
- Submitting another person's work, in whole or in part, as your own.
- Using papers or assignments obtained from another student or an online source without proper acknowledgment.

3. Assisting Academic Dishonesty

Students may not assist or encourage others in cheating or plagiarism.

Examples include:

- Allowing another student to copy your work or test answers.
- Sharing completed assignments for another student to submit as their own.
- Participating in or facilitating any act of academic dishonesty.

C. Consequences for Academic Integrity Violations

Violations of the Academic Integrity Policy may result in one or more of the following:

1. Academic Consequences

- The teacher may refuse to accept the assignment, assign a grade of zero or failing grade for the work, and/or require the student to complete an alternate assignment or assessment. Course credit may be withheld until required work is completed.

2. Parent/Guardian and Administrative Notification

- The teacher will notify the principal, and the student's parent or guardian will be informed of the violation.

3. Disciplinary Action

- Academic dishonesty is a violation of school rules. In addition to academic consequences, the principal may impose disciplinary action, up to and including suspension or expulsion, particularly in cases involving repeated offenses, serious violations, alteration of grades or records, or assisting others in academic dishonesty.

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. Students 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. Students must have been enrolled and received twenty (20) hours of school credit the preceding semester.
7. Homeschooled students 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 or 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.

Such conduct is prohibited during the school year, regardless of whether it occurs on or off campus. 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:
 - o Philosophy of the coach
 - o Expectations the coach has for your child
 - o Locations and times of all practices and contests
 - o Team requirements
 - o Procedures: should your child be injured
 - o Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
 - o Concerns expressed directly to the coach
 - o Notification of any schedule conflicts well in advance
 - o Specific concerns regarding a coach's philosophy and expectations
- Appropriate concerns to discuss with coaches:
 - o The treatment of your child, mentally and physically
 - o Ways to help your child improve
 - o Concerns about your child's behavior
 - o 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:
 - o Playing time
 - o Team strategy
 - o Play calling
 - o Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
 - o Call to set up an appointment with the coach
 - o 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?
 - o Call the athletic director to meet with the athletic director, coach, and parent present.

- o At this meeting, an appropriate next step can be determined if necessary.

SECTION SIX:

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."

Frequently Asked Questions From Parents:

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 STAFF HANDBOOK 2026-2027



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INTRODUCTION

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 2026-2027 and subsequent school years unless replaced by a later edition. Policy 3026 [Online Policies](#)

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.

Individuals who believe that they have been subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the AA/Title II Coordinator: Shelley Kahrs at 308-425-6283, shelley.kahrs@fpsflyers.org, or in person at the school.

Individuals 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)425-6283 christie.stratman@fpsflyers.org or in person at school. The School District's specific Notice of Nondiscrimination Basis on Sex may be accessed at the following link: (<https://www.fpsflyers.org/page/notice-of-non-discrimination>)

Individuals 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 that have other related concerns or questions should contact the Title VI Coordinator, Shelley Kahrs, at (308)425-6283, shelley.kahrs@fpsflyers.org, or in person at the school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact Shelley Kahrs at (308)425-6283, shelley.kahrs@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 [Online Policies](#)

4002 Drug Free Workplace

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

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

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

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

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 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

Harley Scott, President
Derek Fouts, Vice-President
Ryan Bonham, Treasurer
Lori Cole , Secretary
Michael Bartels, Trustee
Erica Dorn, Trustee

Administrative and Support Staff

Name	Position	Contact Information
Shelley Kahrs	Superintendent	shelley.kahrs@fpsflyers.org
Christie Stratman	Secondary Principal	christie.stratman@fpsflyers.org
Kelly Simmons	Elementary Principal	kelly.simmons@fpsflyers.org

Support Staff

Name	Building	Position
Marci Hersh	District	Business Manager
Linda Bush	District	Personnel/Med. Office
Janet Weiss	District	Data Steward/Secretary
Madison Kosse	District	Front Desk Secretary
Mercedes DeJonge	District	School/Guidance Counselor
Leah Stall	MS/HS	Head Activities Director
Chris Bode	MS/HS	Assistant Activities Director
Renee Haussermann	District	Media/Gifted Coordinator
Stacey James	District	Building and Grounds

Steve Decker	District	Head Custodian
Laurel Barwick	District	Head Cook

Mission Statement

The mission of Franklin Public Schools is to partner with families and the community to empower every student to learn, grow, and lead lives of purpose, character, and service.

Motto Statement

Success through the Flyer Way happens at FPS every day!

Belief Statements

WHAT WE BELIEVE

- Every student learns and grows when they feel a sense of belonging in a safe, respectful, and supportive environment.
- Clear goals, high-quality instruction, consistent expectations, and ongoing feedback ensure success for every student.
- Strong relationships, collaboration, and continuous improvement empowers our school community and prepares students for life beyond school.

School Improvement Goal

All students will improve their reading skills.

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	11:45 – 12:15 a.m.	12:15 – 12:45 p.m.
5th Grade	11:45 – 12:15 p.m.	12:15 – 12:45 p.m.
Preschool	11:10 – 11:40 a.m.	

MS/HS Class Schedule

Tardy Bell: 8:00 am
Bus Dismissal: 3:35 pm
Town Dismissal: 3:40 pm

Period 1 8:00 am – 8:48 am
Period 2 8:50 am – 9:38 am
Period 3 9:40 am – 10:28 am
Period 4 10:30 am – 11:18 am
Lunch MS 11:20 am – 11:50 am
Period 5 HS 11:20 pm – 12:08 pm
Period 5 MS 11:52 am – 12:40 pm
Lunch HS 12:10 pm – 12:40 pm
Period 6 12:42 pm – 1:30 pm
Period 7 1:32 pm – 2:20 pm
Maintenance 2:22 pm - 2:50 pm
Period 8 2:52 pm – 3:40 pm

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

Tardy Bell: 8:00 am
Bus Dismissal: 1:55 pm
Town Dismissal: 2:00 pm

Period 1 8:00 am – 8:39 am
Period 2 8:41 am – 9:20 am
Period 3 9:22 am – 10:01 am
Period 4 10:03 am – 10:42 am
Period 5 10:44 am – 11:23 am
Lunch MS 11:24 am - 11:54 am
Period 6 HS 11:25 am – 12:04 pm
Lunch HS 12:06 pm - 12:36 pm
Period 6 MS 11:56 am – 12:36 pm
Period 7 12:38 pm – 1:18 pm
Period 8 1:20 pm – 2:00 pm

MS/HS 10:00 Late Start Schedule

Tardy Bell: 10:00 am
Bus Dismissal: 3:35 pm
Town Dismissal: 3:40 pm

Period 1 10:00 am – 10:40 am
Period 2 10:42 am – 11:17 am

Period 3	11:19 am – 11:54 am
Period 4 HS	11:56 am – 12:31 pm
Lunch MS	11:56 pm – 12:31 pm
Period 4 MS	12:33 pm – 1:07 pm
Lunch HS	12:33 pm – 1:07 pm
Period 5	1:09 pm – 1:44 pm
Period 6	1:46 pm – 2:21 pm
Period 7	2:23 pm – 2:58 pm
Period 8	3:00 pm – 3:40 pm

2026-2027 Franklin Public School Calendar

First Day of School	2:00 Dismissal
Scheduled Break	No School
Staff Development Day	No School
Staff Development	2:00 Dismissal
P/T Conferences (2:30-8:00)	2:00 Dismissal
End of Quarter	
WR Invite/JHTR Invite	12:00 Dismissal
End of the School Week	2:00 Dismissal
Last Day of School	12:00 Dismissal

Important Dates	
August 13th	First Day of School 2:00 Dismissal
September 7th	Labor Day Break
September 15th	Parent/Teacher Conf. 2:30-8:00
September 25th	No School
October 14th	End of the 1st Qt. (43 days)
October 21st	Staff Development 2:00 Dismissal
October 30th	Fall Break
November 18th	Staff Development 2:00 Dismissal
November 25th-27th	Thanksgiving Break
December 18th	End of the 2nd Qt. (43 days)
December 21st- January 1st	Holiday Break
January 4th	Staff Development Day
January 8th	Wrestling Invite 12:00 Dismissal
January 27th	Staff Development 2:00 Dismissal
February 18th-19th	Winter Break
February 24th	Staff Development 2:00 Dismissal
March 4th	Parent/Teacher Conf. 2:30-8:00
March 5th	No School
March 10th	End of the 3rd Qt. (45 days)
March 26th-29th	Holiday Break
March 31st	Staff Development 2:00 Dismissal
April 6th	HS Track Invite No School
April 20th	JH Track Invite 12:00 Dismissal
April 28th	Staff Development 2:00 Dismissal
May 19th	Last Day of School 12:00 Dismissal
May 20th	Staff Development Day
May 21st	Staff Development Day

August 2026						
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23	24	25	26	27	28	29
30	31					

January 2027						
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31						

September 2026						
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February 2027						
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28						

October 2026						
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March 2027						
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November 2026						
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29	30					

April 2027						
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December 2026						
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27	28	29	30	31		

May 2027						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Policies and Procedures Regarding All Staff

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.

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 school-aged 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 before posting.

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 the 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.

Extra Duty Expectations: Staff members accepting extra-duty assignments are expected to fulfill all responsibilities associated with those assignments in a safe, professional, and reliable manner. Coaches and sponsors are responsible for providing appropriate supervision of students during all practices, contests, and other school-sponsored activities. Personal responsibilities, including childcare arrangements, are expected to be secured in advance so they do not interfere with the safe supervision of students or the employee's assigned duties. Employees may not bring non-school-age children or other dependents to practices, contests, or other assigned work responsibilities unless prior approval has been granted by the building administrator due to extenuating circumstances. If childcare or other personal circumstances prevent a coach or sponsor from fulfilling an assigned responsibility, the coach or sponsor is expected to notify the activities director and/or building administrator as soon as possible so an approved substitute or assistant coach can be assigned.

Extra-duty assignments do not excuse employees from fulfilling their other professional responsibilities. Coaches and sponsors are expected to attend required meetings, including but not limited to MTSS, IEP, problem-solving, professional learning, staff meetings, and parent meetings, unless excused in advance by the building administrator. When scheduling conflicts arise, employees are expected to work proactively with the activities director, assistant coach, and administration to ensure both coaching responsibilities and required professional obligations are appropriately covered.

Employees are expected to communicate scheduling conflicts with their supervisor as soon as they become aware of them. Participation in extra-duty assignments does not supersede required contractual or assigned professional responsibilities unless prior administrative approval has been granted.

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

Policy 2006: [Online Policies](#) Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns

with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

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

Under the policy, factual conclusions will be based on a preponderance of the evidence:

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, 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.

- 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 receives 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 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 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. 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.

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 number 4012 [Online Policies](#) regarding Staff Internet and Computer Use. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

Conflict of Interest

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

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.

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>. 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 3040 and 3041 [Online 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: Mrs. Christie Stratman at 308-425-6283 Ext 424 , christie.stratman@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 , christie.stratman@fpsflyers.org, 1001 M Street, Franklin, NE 68939 , or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Mrs. Shelley Kahrs, Superintendent, at 308-425-6283 Ext. 417, shelley.kahrs@fpsflyers.org, 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 4060 [Online Policies](#) 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. District policy 4041 [Online Policies](#)

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.

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

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 Activities 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.

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.

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 and lights are turned off. Staff must report lost or stolen keys to the building principal immediately. Students should not have access to assign keys.

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. A 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. Policy 4062 [Online Policies](#)

Maintenance & Cleaning Request

Staff members should email a custodian or maintenance as soon as they need or see a maintenance problem.

Meals Program

Staff may take advantage of meals offered through the district's food program. Staff may purchase breakfast (\$3.00) and lunch (\$5.10) from the school cafeteria. The lunch price includes one carton of milk. Extra cartons cost .75. 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 an ad hoc basis.

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.

Newsletter

The district superintendent will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

Obligations Related to American Civics Instruction

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

Outside Employment

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

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, X, 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 4023 and 4043 [Online Policies](#) regarding professionalism and staff-student interactions. Also see NDE [Rule 27](#).

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 the following document [Professional Growth Activities Form](#) and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties. Policy 4032 [Online Policies](#)

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 business manager 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 [Online Policies](#) 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 [Online Policies](#) 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 the 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. Policy number 4060 [Online Policies](#)

Security

Each staff member is responsible for the security of his/her classroom or work area. Staff must keep their classroom doors and windows closed and locked during the school day. Staff is responsible to secure 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

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 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.

See Policy 3045 [Online Policies](#)

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 4012 and 4051 [Online 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 except as approved by administration.

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.

Staff Use of AI Tools

As used in this policy 4065 [Online Policies](#) , artificial intelligence tools ("AI Tools") means machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude, and similar technologies. The board wants to encourage staff to use AI tools to support student learning in safe and lawful ways.

This policy works together with the district's policies on Student Use of AI Tools, Staff Internet and Computer Use, and Staff and District Social Media Use.

Tool Approval. Staff may not use an AI Tool with students or with student information unless a member of the district's administration has approved it. To use a new tool, staff must request approval from his/her supervising administrator first. Before approving a tool, the district will review the vendor's privacy and security practices, the kind of student information the tool would use, and whether a written data-sharing agreement with the vendor is required. The district will keep a list of approved AI Tools and the allowed uses for each.

I. Staff Expectations for Use of AI Tools in Education

- A. Acceptable Use of AI Tools. Staff members must use their own professional oversight for any task they use AI Tools to complete and must carefully review the outputs of all AI Tools. Staff may use approved AI Tools to help with things like:
1. Drafting lesson plans, learning goals, and activities;
 2. Assisting in initial review and feedback of student work;
 3. Making reading passages or practice problems at different levels;
 4. Drafting general messages like newsletters or announcements;
 5. Finding resources or summarizing public information;
 6. Drafting routine communications.
- B. Protecting Student Information. Staff may upload student information into an AI Tool only when (a) the tool is district-approved, and (b) the vendor is bound by a written data-sharing agreement with terms that meet FERPA, COPPA, PPRA, and applicable state student data privacy laws. For this purpose, student information includes student names, ID numbers, education records, IEPs, Section 504 plans, evaluations, health records, and discipline records. This rule applies whether the staff member uses a district account, a personal account, a free version, or a paid version.
- C. Recording and Transcription Tools. Staff may use AI recording or transcription tools only if:
1. The transcription tool has been approved by an administrator for use in the school context; and
 2. All participants to the meeting are informed that the staff member is recording or transcribing the meeting. The resulting recording or transcript may be subject to the district's retention and confidentiality policies.
- D. Unacceptable Use of AI Tools in Education. Staff may never use AI tools to:
1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;
 2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;
 3. Make or share deepfakes or fake images, audio, or video of any real person.

4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;
5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;
6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;
7. Upload materials to AI if the copyright or license does not allow it;
8. Share district AI accounts or passwords with students or others;
9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.

If any staff member is uncertain about the application of this policy to any AI Tool use, the staff member will check with a supervising administrator before use.

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 3039 [Online Policies](#) 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 the 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 need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team 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 5035 [Online Policies](#) 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 Emergency Operations 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 activities director of who will be taking their place.

Transportation Request Forms

Staff members must email the transportation director for transportation requests to allow for adequate time to schedule drivers if needed and district owned 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.

If school is called off because of bad weather or for any other reason, it will be announced on the district's communications systems and local radio stations and t.v. stations.

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

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 or building principal no earlier than 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/or copy of the substitute handbook
- 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 6th through 8th grade students. For students 9- 12, assignment notebooks are optional.

Students may not go to another classroom without a signed pass obtained from the teacher. No students may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a pass for the student.

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 members 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. The uses of AI in the classroom will be addressed by the classroom teacher. The teacher will provide guidance to the student on the extent to which the AI tool can be used. District policy 6038 [Online Policies](#).

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 update and finalize their record books. 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. Refer to district policy 6045 [Online Policies](#)

1. Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.
2. 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.

Classroom Removal. Students may be removed from the classroom if the student poses a threat to their own safety, the safety of others, or the environment or if the student's behavior is disruptive to the learning environment. When appropriate, prior to removal staff should consider the use of de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 or comparable interventions. When classroom removal is appropriate, the District will consider whether the student requires additional support to transition back to the classroom and continue to monitor the student's behavior to adjust interventions and supports as needed.

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 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 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 30 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 5045 [Online Policies](#) 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

Grades 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/guardian 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

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 60% grade in one 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.

Franklin Public Schools Academic Eligibility and Support Policy:

To support student achievement and maintain high standards for extracurricular involvement, Franklin Public Schools has established the following academic eligibility policy. This policy is designed to promote accountability, ensure timely academic support, and help students succeed both in the classroom and beyond.

1. Academic Ineligibility: Any student who has a grade of F (below 60%) in any course will be considered ineligible for participation in extracurricular activities, including but not limited to sports, clubs, and school-sponsored events.

2. Downs List (Academic Warning): Students with a grade in the D range (60%–69%) in any course will be placed on the Downs List. While these students remain eligible for extracurricular activities, they are considered at academic risk and are expected to take steps to improve their performance. Additional support may be recommended or required at the discretion of school staff.

3. Maintenance and Academic Support Requirements for Ineligible Students:

- Check in with their assigned "Maintenance Leader" (a designated staff member or academic support personnel) at the beginning of the 2026-2027 "Maintenance" period.
- Report directly to the class in which they are ineligible during the designated academic support period or assigned intervention time.
- Remain in the ineligible class daily for targeted academic support until their grade reaches a passing level. Attendance and participation during this period are mandatory.

Failure to follow these steps will result in continued ineligibility and may lead to further academic interventions.

Note: Academic eligibility is reviewed on a weekly basis. Eligibility periods run from Sunday through Saturday. To ensure accurate eligibility determinations, teachers must have grades updated by 4:00 p.m. each Thursday.

Eligibility lists will be generated on Friday mornings, and any changes to a student's status will be communicated to the student and relevant staff. Once a student appears on the ineligible list on Friday, they will remain ineligible until the next eligibility review and list are released the following week.

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. All fund raising activities must be preapproved by the Superintendent.

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. [Franklin High School Athletic and Activity Sign-Out Form](#) 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. Bus Evacuation Drills

All students who are transported by school bus will participate in at least two bus evacuation drills each school year. In addition, students will receive age-appropriate instruction on safe bus riding practices to ensure their understanding of expectations and procedures for safe transportation.

4. 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; Evacuation card on door.
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.

Examinations

Semester examinations will be given in all classes at the senior high level. Tests and final exams will not be given ahead of time. Students are not to grade any major tests

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. Faculty meetings are a time for respectful and constructive dialogue. We strive to create an environment where all voices are heard, ideas are shared thoughtfully, and information is communicated clearly and professionally.

Field Trip Request

Certified staff who wish to take students off school property must request permission from 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.

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. In middle school and high school, teachers must have at least two grades per week recorded in the gradebook. 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

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.

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.

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.

Parking

Staff members have the front parking lot reserved for them to park. **Students are not to park in the staff lot.** 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.
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.

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 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 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 [Online Policies](#).

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 accurately reporting grades for report cards by the deadline given by the guidance counselor.
- 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 Thursday. 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 when 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.

Staff Expectations in use of the Internet

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. Policy 4012 [Online Policies](#)

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.

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.

Compulsory Attendance and Excessive Absenteeism

Policy 5001 [Online Policies](#)

"School success is 90 percent showing up; the other half is mental." Yogi Berra

Research on policies and practices that effectively encourage regular student attendance shares some key components:

1. Education of parents regarding school attendance requirements.
2. Effective policies and practices to monitor attendance.
3. Clear definition of excessive absenteeism and a two-stage response to excessive absences.

The board has considered this educational research and used it to create the following policy on 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 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.

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 age 6 prior to 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 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 to the superintendent using the form attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

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

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal may, at his or her discretion, 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 superintendent's or designee's salary.

Excused Absences – Physical or Mental Illness

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

Expectations for Regular Attendance:

1. Students are expected to attend every class, every day.
2. The only "excused" absences shall be:
 - a.) absences when weather conditions have made the roads impassable so that the student's attendance is impracticable or impossible;
 - b.) student attendance at a school-sponsored activity;
 - c.) the student has been suspended or expelled from school by the school district; and
 - d.) Absences required by law enforcement, child protective services, or a court of competent jurisdiction, confirmed in writing to the school district.
3. All other absences, including absences for minor physical or mental illnesses, family events, and routine medical appointments, are simply "absences."
4. Students must not be absent from any course more than seven days in any given quarter in order to earn academic credit for that course for that quarter. Students who lose credit in any given course due to absences may appeal that loss of credit to his/her building principal.

Attendance Incentives:

Building principals will establish attendance incentives for their students. Those may include:

- Special Recognition of students who have 95% or greater attendance each quarter
- Excusal from certain classroom assignments (final exam, written report) for students with 95% or greater attendance each semester
- Special rewards (movie day, field day, extra recess) for students who have 95% or greater attendance

At the conclusion of each quarter, building principals report to the board on which incentives were implemented and their effectiveness in improving student attendance and engagement.

Students are obligated to:

1. Complete all class work in advance for any absence that can be anticipated. Students must be on time and attend school throughout the day of any scheduled school activity in order to attend practice or participating in a scheduled student activity.

2. Check out of school at the office if leaving school during the school day.
3. Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

1. Call the front office to inform the school of the reason for each absence.
2. Submit a doctor's statement, if requested, for each period of absence. Due to an illness that exceeds five days.

When students are absent from school, district staff will respond as follows:

First Stage Response to Absences

1. An automated phone call or text will be sent to the parent if they have not called the school to notify the school of the student's absence by 9:00 a.m.; the student will automatically be counted as truant.
2. After a student's third absence in any given quarter, the school's principal will schedule a meeting with the student's parents or guardians. That meeting will be documented on the attached form.
 1. This meeting must be attended by the principal, parents, social worker, and the student (if appropriate)
 2. The meeting shall be documented
 3. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance
3. Building principals must meet with teachers who have 10% of their students missing seven or more days of class in any given quarter to review strategies to increase student engagement. A consistent pattern of student absences from a teacher's classes may result in a formal remediation plan.
4. The superintendent must meet with the building principal if more than 10% of students miss seven or more days of class in any quarter to review strategies to improve the school building's climate. A consistent pattern of building-wide absenteeism may result in a formal remediation plan.

Second Stage Response to Absences

Students who accrue more than 20 absences in a school year may be referred to the county attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b).

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 **5** minutes late to class will be counted as tardy unless they have a pass from their previous teacher. A student who is more than 5 minutes late to class

will be counted as absent (unexcused).

Tardies to Class

Students are provided adequate passing time between classes and are expected to report to their next assigned class before the tardy bell rings. A student will be considered tardy if they are not present in their assigned classroom when the tardy bell sounds, unless they have been detained by a staff member and possess a pass verifying the delay.

Students are encouraged to report to class first and check in with their teacher before requesting permission to use the restroom. Frequent use of passing periods for restroom visits may result in tardiness and should be avoided whenever possible.

Make-Up Work

Written make-up work may be assigned for each day missed, regardless of the type of absence. If the makeup work is not completed, students will receive no credit for the required work. 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 is responsible for contacting teachers first regarding makeup assignments. Assignment sheets will be sent only for extended absences through the main office.

Attendance is Required to Participate in Activities

Students must be in attendance at school throughout the day of any scheduled school activity to participate. 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 reserves the right to grant participation in exceptional circumstances.

A student who has unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequences of truancy may include grade reduction in classes, disciplinary action, expulsion, and referral to the county attorney for compulsory attendance violations.

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 under Student Appearance Policy 5031 [Online Policies](#).

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

Student Illness

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

Student Medication

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 work week 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.

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)425-6283 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://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/1382/FPS/4683278/3057 Title IX.pdf](https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/1382/FPS/4683278/3057%20Title%20IX.pdf).

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, Shelley Kahrs, at (308)425-6283, shelley.kahrs@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 Shelley Kahrs at (308)425-6283 shelley.kahrs@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 [Online Policies](#) to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053– Nondiscrimination [Online Policies](#).

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	HS Principal
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 [Online Policies](#)

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 of 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.

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

For the purposes of this policy 5018 [Online Policies](#), "parent" includes a parent, guardian, or educational decision maker (a person designated or ordered by a court to make educational decisions on behalf of the student).

The school district recognizes the importance of parental involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of the parents to participate in the education of their children are preserved.

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 to textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials as follows:

- a. A parental request to review specific curricular materials (written, visual, and audio) should be made to the principal of the building where the books and curriculum materials are used.
- b. The building principal will assess the request and determine the allowable volume and time from the review to prevent disruption to the efficient operations of the district.
- c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make request (a) for the purpose of adding staff burden; (b) at an unreasonable frequency of volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials
- d. 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 will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

- a. Parents 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 may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3. Parents may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events") that parents find objectionable.
- a. Parents must submit this request in writing to the building principal for consideration
 - b. Building principals may excuse a student from any school events at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.
 - b. When the building principal determines it appropriate, alternative experiences may be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner in 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
- As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, The District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.
- The District shall provide parents of eligible students with reasonable notice prior to the exam being administered. Parents wishing to opt their students out of the NAEP assessment

must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents will be notified of their rights to remove their children from surveys prior to district participation in surveys.

- a. The principal must approve all surveys intended to gather information from students before they are administered to the students.
- b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.
- c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students to provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decision makers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age appropriateness of the survey, how information collected by the survey will be used, who will have access to the such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.
- d. Parents have the right to: (1) request a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.
- e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.
- f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six,.
- g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights: Policy 5015 [Online Policies](#)

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

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator. Policy 3057 [Online Policies](#)

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

Policy 5048 [Online Policies](#)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds,

among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck “sucked in”)
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- **Skin:** warmth, itching, and/or tingling of underarms/groin, flushing, hives
- **Abdominal:** pain, nausea and vomiting, diarrhea
- **Oral/Respiratory:** sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- **Cardiovascular:** headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- **Mental status:** apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.

- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Franklin Public Schools 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.



SCAN THE QR CODE FOR ACKNOWLEDGEMENT OF RECEIPT.

FRANKLIN PUBLIC SCHOOLS STUDENT-PARENT HANDBOOK 2026-2027



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

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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.

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,

Shelley Kahrs
Superintendent

Intent of Handbook

The school district's handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. The district's handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education. Although the board may approve the handbooks annually, the administration has the authority to change the contents of any handbook without board approval so long as the changes are consistent with board policy.

The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

None of the district's handbooks creates a "contract" between the school district, staff members, parents or students. If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

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) 425-6283 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: [Notice](#)

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Shelley Kahrs at (308)425-6283, shelley.kahrs@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. [Online Policies](#)

MISSION STATEMENT:

The mission of Franklin Public Schools is to partner with families and the community to empower every student to learn, grow, and lead lives of purpose, character, and service.

BELIEF STATEMENT:

Every student learns and grows when they feel a sense of belonging in a safe, respectful, and supportive environment.

- Every student learns and grows when they feel a sense of belonging in a safe, respectful, and supportive environment.
- Clear goals, high-quality instruction, consistent expectations, and ongoing feedback ensure success for every student.
- Strong relationships, collaboration, and continuous improvement empowers our school community and prepares students for life beyond school.

Members of the Board of Education

Harley Scott, President
Derek Fouts, Vice-President
Lori Cole, Secretary
Ryan Bonham, Treasurer
Mike Bartels, Trustee
Erica Dorn, Trustee

Administrative Staff

Name	Position	Contact Information
Shelley Kahrs	Superintendent	shelley.kahrs@fpsflyers.org
Christie Stratman	Secondary Principal	christie.stratman@fpsflyers.org
Kelly Simmons	Elementary Principal	kelly.simmons@fpsflyers.org

Support Staff

Name	Building	Position

Marci Hersh	District	Business Manager
Linda Bush	District	Personnel/Med. Office
Janet Weiss	District	Data Steward/Secretary
Madison Kosse	District	Front Desk Secretary
Mercedes DeJonge	District	Guidance Counselor
Leah Stall	MS/HS	Head Activities Director
Chris Bode	MS/HS	Assistant Activities Director
Renee Haussermann	K-12	Media/Gifted Coordinator
Stacey James	District	Building and Grounds
Steve Decker	District	Head Custodian
Laurel Barwick	District	Head Cook

Teachers and Paraprofessionals

NAME	BUILDING	POSITION
Brittany Marks	Elementary	Kindergarten
Haley Nienhueser	Elementary	1st Grade
Allison Saathoff	Elementary	2nd Grade
Brittany Godtel	Elementary	3rd Grade
Jamie Pritchard	Elementary	4th Grade
Valerie Scott	Elementary	5th Grade
Holly Largent	Elementary	Title
Jennifer Woodis	Junior High	Science
Jessica Goosic	Junior High	Math
Nick Solaas	Junior High	Social Studies
Kenneth Kadusale	Junior High	ELA
Becky Cleveland	JH and High School	Spanish/Reading Interventionist

Brooke Hubbard	K-12	Art
Chris Bode	High School	Social Studies/PE
Ed Schurman	JH and High School	Industrial Arts
Emma Nortje	K-12	Vocal Music/Band
Erica Bonham	JH and High School	Family Consumer Science
Lynn Sidman	High School	English
McKenna Wentworth	JH and High School	AgEd

Melissa Haack	High School	Math
Shannette Kahrs	High School	Science
Tiffany Casper	JH and High School	Special Education
Todd Yeutter	JH and High School	Special Education
Kelsey Sindt	JH and High School	Special Education
Abby Fiske	Elementary	Special Education
Katie James	Pre K Elementary	Special Education
Charity Olson	Elementary	Paraprofessional
Chasity Blum	JH and High School	Paraprofessional
Hazel Kadusale	Elementary	Paraprofessional
Deb Kreutzer	ESU 11	Paraprofessional

2026-2027 School Calendar

2026-2027 Franklin Public School Calendar

First Day of School	2:00 Dismissal
Scheduled Break	No School
Staff Development Day	No School
Staff Development	2:00 Dismissal
P/T Conferences (2:30-8:00)	2:00 Dismissal
End of Quarter	
WR Invite/JHTR Invite	12:00 Dismissal
End of the School Week	2:00 Dismissal
Last Day of School	12:00 Dismissal

Important Dates	
August 13th	First Day of School 2:00 Dismissal
September 7th	Labor Day Break
September 15th	Parent/Teacher Conf. 2:30-8:00
September 25th	No School
October 14th	End of the 1st Qt. (43 days)
October 21st	Staff Development 2:00 Dismissal
October 30th	Fall Break
November 18th	Staff Development 2:00 Dismissal
November 25th-27th	Thanksgiving Break
December 18th	End of the 2nd Qt. (43 days)
December 21st- January 1st	Holiday Break
January 4th	Staff Development Day
January 8th	Wrestling Invite 12:00 Dismissal
January 27th	Staff Development 2:00 Dismissal
February 18th-19th	Winter Break
February 24th	Staff Development 2:00 Dismissal
March 4th	Parent/Teacher Conf. 2:30-8:00
March 5th	No School
March 10th	End of the 3rd Qt. (45 days)
March 26th-29th	Holiday Break
March 31st	Staff Development 2:00 Dismissal
April 6th	HS Track Invite No School
April 20th	JH Track Invite 12:00 Dismissal
April 28th	Staff Development 2:00 Dismissal
May 19th	Last Day of School 12:00 Dismissal
May 20th	Staff Development Day
May 21st	Staff Development Day

August 2026						
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30	31					

Schedules

Daily Schedules

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 11:45 – 12:15 a.m. 12:15 – 12:45 p.m.

5th Grade 11:45 – 12:15 p.m. 12:15 – 12:45 p.m.

PK AM 11:10 – 11:40 a.m.

JH/HS Class Schedule

Tardy Bell: 8:00 a.m.

Bus Dismissal: 3:35 p.m.

Town Dismissal: 3:40 p.m.

Period 1 8:00 a.m. – 8:48 a.m.

Period 2 8:50 a.m. – 9:38 a.m.

Period 3 9:40 a.m. – 10:28 a.m.

Period 4 10:30 a.m. – 11:18 a.m.

Lunch JH 11:20 a.m. – 11:50 a.m.

Period 5 JH 11:52 a.m. – 12:40 p.m.

Period 5 HS 11:20 a.m. – 12:08 p.m.

Lunch HS 12:10 p.m. – 12:40 p.m.

Period 6 12:42 p.m. – 1:30 p.m.

Period 7 1:32 p.m. – 2:20 p.m.

Maintenance 2:22 p.m. – 2:50 p.m.

Period 8 2:52 p.m. – 3:40 p.m.

JH/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.

Period 3 9:22 a.m. – 10:01 a.m.

Period 4 10:03 a.m. – 10:42 a.m.

Period 5 10:44 a.m. – 11:23 a.m.

Lunch JH 11:24 a.m.- 12:54 a.m.

Period 6 JH 11:56 a.m. – 12:36 p.m.

Period 6 HS 11:25 – 12:04 p.m.

Lunch HS 12:06 p.m. 12:36 p.m.

Period 7 12:38 p.m. – 1:18 p.m.

Period 8 1:20 p.m. – 2:00 p.m.

JH/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.

Lunch JH 11:56 a.m. – 12:31 p.m.

Period 4 HS 11:56 a.m. – 12:31 p.m.

Lunch HS 12:33 p.m. – 1:07 p.m.

Period 4 JH 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.

SECTION ONE
BASIC SCHOOL RULES AND GENERAL PRACTICES

5001
Compulsory Attendance and Excessive Absenteeism

"School success is 90 percent showing up; the other half is mental." Yogi Berra

Research on policies and practices that effectively encourage regular student attendance shares some key components:

1. Education of parents regarding school attendance requirements.
2. Effective policies and practices to monitor attendance.
3. Clear definition of excessive absenteeism and a two-stage response to excessive absences.

The board has considered this educational research and used it to create the following policy on 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 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.

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 age 6 prior to 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 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 to the superintendent using the form attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

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

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal may, at his or her discretion, 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 superintendent's or designee's salary.

Excused Absences – Physical or Mental Illness

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

Expectations for Regular Attendance:

1. Students are expected to attend every class, every day.
2. The only "excused" absences shall be:
 - a.) absences when weather conditions have made the roads impassable so that the student's attendance is impracticable or impossible;
 - b.) student attendance at a school-sponsored activity;

- c.) the student has been suspended or expelled from school by the school district; and
 - d.) Absences required by law enforcement, child protective services, or a court of competent jurisdiction, confirmed in writing to the school district.
3. All other absences, including absences for minor physical or mental illnesses, family events, and routine medical appointments, are simply "absences."
 4. Students must not be absent from any course more than seven days in any given quarter in order to earn academic credit for that course for that quarter. Students who lose credit in any given course due to absences may appeal that loss of credit to his/her building principal.

Attendance Incentives:

Building principals will establish attendance incentives for their students. Those may include:

- Special Recognition of students who have 95% or greater attendance each quarter
- Excusal from certain classroom assignments (final exam, written report) for students with 95% or greater attendance each semester
- Special rewards (movie day, field day, extra recess) for students who have 95% or greater attendance

At the conclusion of each quarter, building principals report to the board on which incentives were implemented and their effectiveness in improving student attendance and engagement.

Students are obligated to:

1. Complete all class work in advance for any absence that can be anticipated. Students must be on time and attend school throughout the day of any scheduled school activity in order to attend practice or participating in a scheduled student activity.
2. Check out of school at the office if leaving school during the school day.
3. Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

1. Call the front office to inform the school of the reason for each absence.
2. Submit a doctor's statement, if requested, for each period of absence. Due to an illness that exceeds five days.

When students are absent from school, district staff will respond as follows:

First Stage Response to Absences

1. An automated phone call or text will be sent to the parent if they have not called the school to notify the school of the student's absence by 9:00 a.m.; the student will automatically be counted as truant.
2. After a student's third absence in any given quarter, the school's principal will schedule a meeting with the student's parents or guardians. That meeting will be documented on the attached form.
 1. This meeting must be attended by the principal, parents, social worker, and the student (if appropriate)
 2. The meeting shall be documented
 3. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance
3. Building principals must meet with teachers who have 10% of their students missing seven or more days of class in any given quarter to review strategies to increase student engagement. A consistent pattern of student absences from a teacher's classes may result in a formal remediation plan.
4. The superintendent must meet with the building principal if more than 10% of students miss seven or more days of class in any quarter to review strategies to improve the school building's climate. A consistent pattern of building-wide absenteeism may result in a formal remediation plan.

Second Stage Response to Absences

Students who accrue more than 20 absences in a school year may be referred to the county attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b).

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 **5** minutes late to class will be counted as tardy unless they have a pass from their previous teacher. A student who is more than 5 minutes late to class will be counted as absent (unexcused).

Tardies to Class

Students are provided adequate passing time between classes and are expected to report to their next assigned class before the tardy bell rings. A student will be considered tardy if they are not present in their assigned classroom when the tardy bell sounds, unless they have been detained by a staff member and possess a pass verifying the delay.

Students are encouraged to report to class first and check in with their teacher

before requesting permission to use the restroom. Frequent use of passing periods for restroom visits may result in tardiness and should be avoided whenever possible.

Make-Up Work

Written make-up work may be assigned for each day missed, regardless of the type of absence. If the makeup work is not completed, students will receive no credit for the required work. 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 is responsible for contacting teachers first regarding makeup assignments. Assignment sheets will be sent only for extended absences through the main office.

Attendance is Required to Participate in Activities

Students must be in attendance at school throughout the day of any scheduled school activity to participate. 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 reserves the right to grant participation in exceptional circumstances.

A student who has unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequences of truancy may include grade reduction in classes, disciplinary action, expulsion, and referral to the county attorney for compulsory attendance violations.

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 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.

Pregnant and Parenting Students

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

to discuss their educational programming in collaboration with the Title IX Coordinator. Policy 5008 [Online Policies](#)

Band

Students will participate in band in the elementary beginning lessons in the 5th grade. Students in grades 7th-8th may participate in middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Franklin Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

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

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.

Books and Supplies

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

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

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

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

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

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.

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.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

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

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. After the investigation, the principal will contact parties involved.

Student Cell Phone and Electronic Devices

To maintain an environment focused on learning and minimize distractions, students are expected to keep all cell phones and personal electronic devices turned off throughout the school day. Devices may be stored in student lockers during school hours. Unless specifically authorized by a staff member for an educational purpose, personal devices are not to be used during the school day. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms.

Parents and guardians who need to contact their student during the school day should call the school office. Office personnel will deliver the message to the student at the conclusion of the current class period whenever possible. Likewise, students who need to contact a parent or guardian during the school day should do so through the school office.

Violations of this policy will result in the following progressive disciplinary procedures:

First Offense

- The device will be confiscated and turned into the office.
- A conference will be held between the principal and the student to review expectations and discuss the violation.
- The student will receive a 30-minute detention.
- The device will be returned to the student at the end of the school day.

Second Offense

- **The device will be confiscated and turned into the office.**
 - The student will receive a 30-minute detention.
 - Parent/guardian will be contacted.
 - The device will be returned only to a parent/guardian at the end of the school day.

Third Offense

- The device will be confiscated and turned into the office.
- The student will receive a 30-minute detention.
- Parent/guardian will be contacted.
- The device will be returned only to a parent/guardian at the end of the school day.
- Students will be required to check in their device at the office daily for a designated period of time.

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 call made on a cell phone. 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 creation, possession, transmission, distribution, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether through electronic means or any other method, may constitute a violation of state and/or federal law. Any student who engages in such conduct while on school property, in a school vehicle, or at a school-sponsored activity will be subject to disciplinary action in accordance with the Student Code of Conduct. In addition, any student found to be in possession of or involved in the creation or distribution of such material will be promptly referred to law enforcement and/or the appropriate state or federal authorities. Such referrals may result in arrest, criminal prosecution, and other legal consequences, including possible registration as a sex offender when required by law. Policy 6025 [Online Policies](#)

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. Policy 4054 [Online Policies](#)

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their teacher.

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 obey.

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 are expected to wear coats outdoors when weather conditions require them. School staff will determine when coats are necessary for recess.

When the playground is covered with snow, elementary students must wear waterproof boots. Boots worn outside should be changed to regular shoes for indoor use during the school day. Students who choose to play in the snow must wear snow pants, waterproof boots, gloves or mittens, and a winter coat.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173-Nebraska Health and Human Services Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best Practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call your building principal.

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.

Parents have access to PowerSchool and are encouraged to regularly monitor their student's grades, attendance, and assignments. Active parent involvement can help students stay on track academically and address concerns before they become larger issues. Parents who do not have PowerSchool access, have forgotten their login information, or need assistance navigating the system are encouraged to contact the school office for support. Policy 5019 [Online Policies](#)

Complaint Procedure

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

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

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant reasonably believes speaking directly to the person would subject the complainant or the 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.

- 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 receives 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 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 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. 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. Policy 2006
[Online Policies](#)

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

A. Acceptable Use

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

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, **or** otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use 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.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.

7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

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

access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

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

III. Protection of Students

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

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on appropriate interactions with other individuals on social networking websites and in chat rooms. Cyberbullying awareness and response.
3. The School District Administration 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. Policy 5030 [Online Policies](#)

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator, Christie Stratman at 308-425-6283, christie.stratman@fpsflyers.org or in person at school. Students who believe

that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Christie Stratman at 308-425-6283, christie.stratman@fpsflyers.org or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the principal at 308-425-6283, christie.stratman@fpsflyers.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report. Policy 3053 [Online Policies](#)

Dress Code

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire.

Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process.

If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping.

The District will record efforts made to accommodate student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

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.

Franklin Public Schools Mandatory Student Drug Policy:

Support, Safety, and Recovery

Drug Policy

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 or long-term suspension, expulsion from school, and/or referral to appropriate authorities for criminal prosecution.

Student Drug Testing

Parents can choose to have their student(s) participate in our drug testing program, regardless of whether their student(s) participate in an activity or sport.

Enrollment in the random drug testing program is required for any student in grades 6-12 interested in participating in any FPS or Nebraska School Activities Association (NSAA) sponsored club, extracurricular activity, or athletic team at any time during the 2026-2027 school year.

Students who withdraw from the drug testing program cannot participate in any school-sponsored, interscholastic extracurricular activity unless the student re-enters the program by submitting a signed consent and providing, at the student's cost, a negative test result to the Drug Program Coordinator. If your student withdraws after originally entering the pool, they are then withdrawn for the remainder of the school year. Any consequences that were possibly put in place prior to withdrawing will remain in effect until the consequences have been satisfactorily completed.

Students who refuse to submit a drug test or fail to comply with any other provisions of this policy shall not be eligible to participate in any extracurricular activities, including all meetings, practices, performances, and competitions, for a period of 365 days.

Supportive Interventions and Accountability Measures

First Positive Test

- Student and parent/guardian will participate in a meeting with school personnel to review expectations and next steps.
- The student will receive 2 days of in-school suspension (ISS) and complete a school-approved drug and alcohol education course.
- The student is expected to complete all academic work during ISS.
- The student may continue to attend practices and meetings.

Activity Participation:

- Public performance, competition, or representation privileges will be paused for 15 calendar days.
- If no activities are in season, the pause will begin with the next activity the student joins.

Second Positive Test

Focus: Increased support, skill-building, and family engagement

- Student and parent/guardian will participate in a required meeting with school personnel to review expectations and determine next steps.
- The student will be considered for placement on a behavioral contract outlining expectations for substance use, attendance, and academic engagement.
- Participation in a School Community Intervention and Prevention Program (SCIP) or equivalent assessment will be offered and strongly encouraged to inform appropriate support.
- The student will complete the "Second Offense Intervention Assignment", which includes a structured family connection activity and skill-building components.

Activity Participation:

- Public performance, competition, or representation privileges will be paused for 30 calendar days.
- If a season ends before the pause is completed, the remaining time will carry over to the next activity.

Early Re-Engagement Option After 2nd Offense

A student may request early re-engagement after completing at least 50% of the assigned activity suspension period. Final determination will be based on demonstrated progress and administrative approval.

Requirements include:

- Completion of the Second Offense Intervention Assignment
- At least one negative drug test at the student's expense
- Scheduled SCIP evaluation
- Signed release of information for SCIP

Final determination will be made by the school administration based on demonstrated progress and completion of requirements.

Third Positive Test

Focus: Intensive intervention and sustained accountability

- Student and parent/guardian will participate in a required intervention meeting with school personnel.
- Completion of a SCIP (or equivalent substance use evaluation) and follow-through on recommendations will be required. The parent/guardian is responsible for ensuring the student's participation in ongoing counseling and/or recommended follow-up services identified through the SCIP evaluation
- A signed release of information will be required to confirm attendance and participation (not to obtain clinical details).

Activity Participation:

- Public performance, competition, or representation privileges will be paused for 120 calendar days.
- If a season ends before the pause is completed, the remaining time will carry over to the next activity.

Early Re-Engagement Option After 3rd Offense

A student may request early re-engagement after completing at least 50% of the assigned activity suspension period. Final determination will be based on demonstrated progress and administrative approval. Requirements include:

- A minimum of 2 consecutive negative drug tests at the student's expense
- Documented follow-through with SCIP recommendations
- Signed release of information confirming participation in counseling
- Consistent weekly check-ins with designated school personnel
- Completion and adherence to a behavioral contract addressing substance use, attendance, academic expectations, and accountability

Final determination will be made by the school administration based on demonstrated progress and completion of requirements.

Fourth Positive Test

A fourth positive test will result in a 365-day pause from all extracurricular activities. Students will not be eligible to petition for early reinstatement, except under

exceptional circumstances as determined by school administration. Any exception will require clear evidence of sustained progress, completion of recommended interventions, and documented support from appropriate professionals.

Failure to comply with evaluation or follow-through requirements will result in continued ineligibility for activities.

Nicotine Patches or Other Physician-Prescribed Nicotine Replacement Therapies

Students who are using nicotine cessation patches or other physician-prescribed nicotine replacement therapies will be granted a one-month exemption period while under medical supervision. During this time, positive test results related to the prescribed treatment will not be considered a violation of the school's nicotine policy.

After the one-month exemption period, any positive test result will serve as a baseline measure to verify that the student is making progress toward nicotine cessation. Future test results will be compared to the baseline. If nicotine levels increase or fail to demonstrate progress consistent with cessation efforts, the student may be considered in violation of the school's policy and be subject to the applicable consequences.

To qualify for this exemption, the student must provide a written statement or note from a licensed physician verifying that the student is under the physician's care and is participating in a nicotine-cessation program using patches or other approved nicotine-replacement therapies.

Final Note

This policy is not about punishment—it is about prevention, education, and healing. Our ultimate goal is for every student to feel supported, valued, and equipped to make better decisions moving forward.

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.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye

health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students. Policy 3012 [Online Policies](#)

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 \$100 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 (\$1.25) and extra milk (.75 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.

Payment for Meals

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five limited "courtesy meals," such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

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. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

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.

Guidance Services

Franklin Public Schools provides comprehensive counseling services aligned with ASCA National Standards to support students' academic, career, and social-emotional development from Pre-K through 12th grade. Counselors deliver services through classroom lessons, small groups, and individual planning. They monitor academic, attendance, and behavior data, assist with scheduling and testing, and promote a respectful, inclusive environment. Students are encouraged to visit the counselor's office to request an appointment.

Head Lice

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school. Policy 5062 [Online Policies](#)

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. Policy 5014 [Online Policies](#)

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. Policy 5023 [Online Policies](#)

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records. Policy 5010 [Online Policies](#)

Provisional Enrollment

Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

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. Policy 5028 [Online Policies](#)

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. Policy 5036 [Online Policies](#)

Lost and Found

All lost and found articles are to be taken to the front office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication.

- 1) Parents/guardians must provide a physician's written authorization for the administration of the medication.
- 2) Parents/guardians must provide their own written permission for the administration of the medication.

- 3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

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. Policy 5024 [Online Policies](#)

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.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Mental Health & Behavioral Services

The district will follow a referral process when school staff feels that a student and those who support him/her may benefit from assistance of this service for mental health or behavioral issues. The district will provide a licensed mental health practitioner on staff that will work 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 person will also collaborate 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.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at Franklin. Policy 5018 [Online Policies](#)

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.

Policy 5018 [Online Policies](#)

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

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 Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

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.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students. Policy 5022 [Online Policies](#)

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

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.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

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. Policy 5020 [Online Policies](#)

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school

buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day Monday through Thursday begins at 8:00 a.m. for all students and ends at 12:00 p.m. for preschool, 3:30 p.m. for grades K-5, and 3:40 p.m. for grades 6-12. All students are dismissed at 2:00 p.m. on Friday. No school for preschool students on Fridays. 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 7:35 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. **School staff will provide supervision 20 minutes after the school day ends. There will be no supervision provided by the school before or after these times.**

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.

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 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 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 are currently suspended from school or from extracurricular activities may not attend.
- e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
- f. Students and their guests that leave the dance, will not be allowed to reenter the building.
- 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: Homecoming and Prom

The Homecoming dance is open to students and guests of Franklin High School. The Junior/Senior Prom dance is open to students and guests of the Franklin High School grades 9-12. 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.

Students may nominate 3 boys and 3 girls for royalty candidates. Sponsors must get approval from the principal before releasing the candidates names to verify their eligibility.

1. Specific Dance Eligibility and Selection Requirements:

o 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 administration.
- 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 by secret vote of the student body during Homecoming week. Crowning will be held after the homecoming parade.

v. Prom King and Queen:

- vi. 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.
- vii. The juniors and seniors will nominate three queen and king candidates subject to eligibility determination by the administration.
- viii. To be eligible, a candidate must agree to attend the entire Prom dance.
- ix. The queen and king will be chosen from the by secret vote of the junior and senior students.

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.

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 NWEA **MAP** state test is administered three times a year in grades 3-8 to determine the students' achievement probability for individual success. NWEA MAPS testing is administered in grades 9-11 three times per school year. K-2 grades are assessed on reading and math skills using the **Dibels** screener.

State ACT testing is administered at 11th grade level and the PreACT for 10th grade. Policy 5012 [Online Policies](#)

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 school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations.

Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics. Policy 5045 [Online Policies](#)

Definitions.

1. "Students" means students, their parents, guardians, or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

1. Clothing Required for Specified Courses and Activities. Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.

- 2. Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
- 3. Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
- 4. Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
- 5. Technological Devices.** The district will provide students with the technological devices necessary to complete all basic projects. As with all school property, students may be charged for damage to such devices per Technology Policy and Equipment Form agreement signed by the parent and student each school year.
- 6. Extracurricular Activities.** The school district may charge students fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required or participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment, and/or clothing are required for the activity.

7. 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.

8. 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 **students**. 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.

9. 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.

11. 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.

12. 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.

Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Appendix“1” Student Fees Policy of Franklin Public Schools

Additional Specification of Required Materials and Fees

Program	General Description of Fee or Materials	\$ Amount of Fee (Anticipated or Maximum) or suggested materials or required
Elementary		
Elementary Physical Education Class	Appropriate Clothing	Tennis shoes
Elementary Art Class	Appropriate Clothing	Old shirt for painting cover-up to protect clothing from damage
Elementary Music/Band Courses	Musical Instruments	Musical instruments and

		accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, etc.). Limited instruments are available for student use—rental fee: \$20.00 per year. Students are responsible for the replacement cost of lost or damaged school-owned instruments.
Elementary Classroom Supplies	Classroom supply list materials	Students are encouraged but not required to bring items from the classroom supply lists. Students are responsible for the replacement cost of lost or damaged school-owned supplies.
Elementary Field Trips	Transportation and admission costs of field trips	The school will pay for school-sponsored class-related field trips. Meals on field trips will be at the student's expense. School lunches can be provided as needed or for free-reduced-price lunch-eligible students.
Elementary School Meals	Franklin Public Schools has been approved and has elected to participate in the USDA-sponsored Community Eligibility Provision (CEP) 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 elected to participate in the CEP program, all students in grades PreK-12 enrolled at Franklin Public School will have the option to receive a free breakfast and lunch. Extra milk is \$.75 Seconds, if available, at \$1.25
Elementary Milk Lunch	Franklin Public Schools offers a Milk Lunch Program to students in grades K-2. This program includes an afternoon snack and a carton of milk. No outside snacks are allowed.	All K-2 students have the option to participate in this voluntary program. Cost for Milk Lunch: \$100.00 – for the year, payable now. \$55.00 – at the beginning of each semester. Payable by August 31st and January 30th. \$30.00 at the beginning of each nine weeks.

		Payable by August 31st, October 31st, January 30th, and March 31st.
Secondary (MS/HS)		
Secondary Physical Education Class	Appropriate Clothing	Tennis shoes
Secondary Art Class, Shop Classes, and special projects	Appropriate Clothing	Old shirt for painting cover-up to protect clothing. Protective clothing for shop class.
Secondary Music/Band Courses	Musical Instruments	Musical instruments and accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, etc.). Limited instruments are available for student use—rental fee: \$20.00 per year. Students are responsible for the replacement cost of lost or damaged school-owned instruments. An all-black dress is required for performances and concerts.
Secondary Classroom Supplies	Classroom supplies, such as writing instruments (pens, pencils, crayons, markers, etc.) Notebooks	Students are encouraged but not required to bring items from the classroom supply lists. Students are responsible for the replacement cost of lost or damaged school-owned supplies.
Secondary Math or Science Classes	Specialized Calculators	Students are encouraged but not required to purchase specialized calculators. Students are responsible for the replacement cost of lost or damaged school-owned calculators.
Secondary School Meals	Franklin Public Schools has been approved and has elected to participate in the USDA-sponsored Community Eligibility Provision (CEP) for our meal program. The Community Eligibility Provision (CEP) is a non-pricing meal service option	Since FPS has qualified and elected to participate in the CEP program, all students in grades PreK-12 enrolled at Franklin Public School will have the option to receive a free breakfast and lunch. Extra milk: \$.75

	for schools and school districts in low-income areas.	Seconds: \$1.25 if funds are available in your account.
Post-secondary Education classes	Tuition and fees for college courses taken for credit.	Any postsecondary education costs are to be paid directly to the college by the student.
College entrance tests and preparation	Prep programs and tests	The cost of college entrance tests or prep courses, such as ACT preparation tutoring and PSAT and ACT prep, is optional and should be paid directly to the private institution involved.
Summer school courses	Classes offered during the summer, or at night, if any	Driver's Education: Franklin Board of Education may approve partial funding for driver's education courses.
Extracurricular and other programs	General Description of Fee or Materials	\$ Amount of Fee (Anticipated or Maximum) or suggested materials or required
Athletic Programs		
Admission	Spectator fees for admission to events	\$10.00 per event maximum. Students may purchase an Activity Pass. For District and Conference events hosted by the school, the cost is to be set by NSAA but not to exceed \$20 per event.
Athletic Physicals	NSAA Requirement	Cost varies and is to be paid directly by the student to the student's physician or clinic

Equipment and attire	Students are responsible for obtaining all required equipment and attire appropriate for their sport or activity that the school does not provide. Students are also responsible for any optional clothing, equipment, or other personal items associated with participation in the sport or activity.	Required items include athletic undergarments (supporters, sports bras, socks, and undershirts); practice attire, including shorts, shirts, socks, and activity-appropriate athletic shoes; and appropriate dress attire for team travel. Optional items, for which students are responsible, include personal athletic bags, hair ties, sweatbands, towels, forearm pads, non-required gloves, and personal medical devices (such as braces, orthopedic inserts, or similar items). Additional required items may be necessary for specific sports or activities and will be communicated by the coach or activity sponsor. <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, clubs, balls, tees. Dress attire.</td></tr><tr><td>Speech</td><td>Dress attire: team t-shirt</td></tr><tr><td>Track</td><td>No Additional</td></tr><tr><td>Volleyball</td><td>Volleyball knee pads, shorts</td></tr><tr><td>Wrestling</td><td>No Additional</td></tr><tr><td>Cheerleading</td><td>Approved uniforms and accessories</td></tr></table>	Basketball	No Additional	Cross Country	No Additional	Football	No Additional	Golf	Golf bag, clubs, balls, tees. Dress attire.	Speech	Dress attire: team t-shirt	Track	No Additional	Volleyball	Volleyball knee pads, shorts	Wrestling	No Additional	Cheerleading	Approved uniforms and accessories
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Wrestling	No Additional																			
Cheerleading	Approved uniforms and accessories																			

Camps and clinics	Registration and other costs for camps or clinics	The activity sub-account will pay district-sponsored or required camp fees.
Marching Band and Music Groups	Equipment and attire	Students are responsible for providing their own musical instruments and accessories unless otherwise specified by the school. A black concert dress code is required for concerts and other performances. Marching band uniforms are the property of the school and will be provided by the district. Students are responsible for the proper care and return of their assigned uniforms and may be held responsible for damage beyond normal wear and tear or for uniforms that are lost or not returned.
Social & Recognition Activities		
Class Dues		Classes in grades 7–12 may assess voluntary class dues of up to \$25.00 per student annually. Class dues may be used for expenses such as facility rental and decorations for dances, food and beverages for class social activities, memorial flowers or cards, and other similar class-sponsored activities. Payment of class dues is voluntary. However, students who choose not to pay class dues may be denied admission to extracurricular activities or events that are funded by those dues.
Senior Recognition	Optional graduation activities	Participation in senior class activities before graduation (such as the senior composite photograph, special yearbook pages, senior banners, and similar activities) is voluntary. It is not required for a student to

		receive a high school diploma. Students who choose to participate are responsible for the cost of optional items associated with graduation ceremonies and senior class activities that are not provided by the school district. Such items may include graduation caps, tassels, class flowers, and other optional commemorative items.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and 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.

Students who become ill at school will be sent to the medical office where the school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school. Policy 5023 [Online Policies](#)

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. Policy 5016 [Online Policies](#)

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, 2026.**

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. Policy 5017 [Online Policies](#)

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.

Student Use of AI Tools

As used in this section, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.

2. If a student uses any AI Tools in connection with a school assignment, the student must:

- a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
- b. Never copy and paste the output from the AI Tool into the student's

work as if the student wrote such section himself or herself.

3. Students may never use AI Tools to:

- a. Cheat on any assignment, test, or quiz;
- b. Help answer questions on a test or quiz without staff member permission;
- c. Make or share deepfakes or fake images, audio, or video of any real person;
- d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
- e. Bully, harass, threaten, intimidate or impersonate any person;
- f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
- g. Use AI Tools to bypass accommodations, content filters, or school security.

4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework. Policy 6038 [Online Policies](#)

Telephone Calls

The school's telephone may be used only with the permission of staff.

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 **be received** 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 WHICH 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 of schools, building principal(s), guidance counselor, local 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 in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

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

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior.

The team may, but is not required to, review the following types of information:

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

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the

target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team. Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

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

Policy 3039 [Online Policies](#)

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.

a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive,

- clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
 - 4) Students must enter the bus without crowding or disturbing others and going 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 items **(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.

b. Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students

who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

C. Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point not on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance, Recordings, and Photographs

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

and may also be provided to law enforcement agencies. Policy 5039 [Online Policies](#)

Recordings Made by Parents/Guardians and Patrons

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 plan. Violation of this policy will result in immediate termination of any meeting that is being **recorded** and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration. Policy 5039 [Online Policies](#)

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. Policy 5039 [Online Policies](#)

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.

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.

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.

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 office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Academic Eligibility and Support Policy

To ensure the academic success of all students and uphold our standards for extracurricular participation, Franklin Public Schools has implemented the following

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 60% grade in one 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.

Franklin Public Schools Academic Eligibility and Support Policy:

To support student achievement and maintain high standards for extracurricular involvement, Franklin Public Schools has established the following academic eligibility policy. This policy is designed to promote accountability, ensure timely academic support, and help students succeed both in the classroom and beyond.

1. Academic Ineligibility:

Any student who has a grade of F (below 60%) in any course will be considered ineligible for participation in extracurricular activities, including but not limited to sports, clubs, and school-sponsored events.

2. Downs List (Academic Warning):

Students with a grade in the D range (60%–69%) in any course will be placed on the Downs List. While these students remain eligible for extracurricular activities, they are considered at academic risk and are expected to take steps to improve their performance. Additional support may be recommended or required at the discretion of school staff.

3. Maintenance and Academic Support Requirements for Ineligible Students:

- Check in with their assigned "Maintenance Leader" (a designated staff member or academic support personnel) at the beginning of the 2026-2027 "Maintenance" period.
- Report directly to the class in which they are ineligible during the designated academic support period or assigned intervention time.
- Remain in the ineligible class daily for targeted academic support until their grade reaches a passing level. Attendance and participation during this period are mandatory.

****Failure to follow these steps will result in continued ineligibility and may lead to further academic interventions.****

Note: Academic eligibility is reviewed on a weekly basis. **Eligibility periods run from Sunday through Saturday.** To ensure accurate eligibility determinations, teachers must have grades updated by 4:00 p.m. each Thursday.

Eligibility lists will be generated on Friday mornings, and any changes to a student's status will be communicated to the student and relevant staff. **Once a student appears on the ineligible list on Friday, they will remain ineligible until the next eligibility review and list are released the following week.**

If you have questions or need further clarification, please contact the school administration or academic support team.

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 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.

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. Policy 6005 [Online Policies](#)

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	Varies with university, 20-40 credits of the same language
Foreign Language/Fine Arts	10	
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.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Examinations

Semester examinations will be given in all classes at the senior high level. Tests and final exams will not be given ahead of time. Students are not to grade any major tests.

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.

Please refer to the school calendar for the conference schedule. 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.

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 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 Faculty Council's decision will be submitted to the principal for review. Following the review, written notification of the decision will be provided to the student and parent/guardian. Any member who is dismissed must surrender all National Honor Society membership emblems to the advisor. The decision of the Faculty Council may be appealed first to the principal and then in accordance with the school district's discipline policies. A member who is dismissed or voluntarily resigns from the National Honor Society is not eligible for future membership. In cases where dismissal is not warranted, the Faculty Council may impose other disciplinary sanctions 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. Academic Integrity

Academic integrity is the expectation that all students complete and submit their own work honestly and give proper credit when using the work or ideas of others.

1. Cheating

Cheating is any intentional act of dishonesty that gives a student an unfair academic advantage or helps another student gain one.

Examples of cheating include, but are not limited to: Tests, Quizzes, and Exams.

- Obtaining, reviewing, or sharing test questions or answers before or after a test without permission.
- Using unauthorized notes, electronic devices, calculators, textbooks, or other materials during an assessment.
- Copying another student's work or allowing another student to copy yours.
- Giving or receiving answers during a test.
- Taking a test for another student or having someone else take a test for you.
- Providing false information to delay or avoid taking a test.

Assignments, Papers, and Projects

- Copying another student's work or submitting work purchased or obtained from another person or online service.
- Submitting the same work for more than one class without the teacher's approval.
- Receiving excessive assistance from another person so the work no longer represents the student's own effort.
- Accepting credit for a group project without contributing a fair share of the work.
- Providing false information to delay or avoid submitting an assignment on time.

Academic Records

- Altering grades, school records, or teacher records in any unauthorized manner.

2. Plagiarism

Plagiarism is presenting another person's words, ideas, images, or work as your own without giving proper credit.

Examples of plagiarism include:

- Copying text, images, or other materials without proper quotation or citation.
- Submitting another person's work, in whole or in part, as your own.
- Using papers or assignments obtained from another student or an online source without proper acknowledgment.

3. Assisting Academic Dishonesty

Students may not assist or encourage others in cheating or plagiarism. Examples include:

- Allowing another student to copy your work or test answers.
- Sharing completed assignments for another student to submit as their own.
- Participating in or facilitating any act of academic dishonesty.

C. Consequences for Academic Integrity Violations

Violations of the Academic Integrity Policy may result in one or more of the following:

1. Academic Consequences

- The teacher may refuse to accept the assignment, assign a grade of zero or failing grade for the work, and/or require the student to complete an alternate assignment or assessment. Course credit may be withheld until required work is completed.
- 2. Parent/Guardian and Administrative Notification
 - The teacher will notify the principal, and the student's parent or guardian will be informed of the violation.
- 3. Disciplinary Action
- Academic dishonesty is a violation of school rules. In addition to academic consequences, the principal may impose disciplinary action, up to and including suspension or expulsion, particularly in cases involving repeated offenses, serious violations, alteration of grades or records, or assisting others in academic dishonesty.

SECTION THREE STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
 1. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities, including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

For purposes of this section, "Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her Parent.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room.
- A student who fails to attend an after-school session may be given detention by the teacher or may face additional disciplinary consequences up to and

including long-term suspension and/or expulsion.

- A student who has conflict with an after-school session is responsible for working it out with the teacher.

Saturday School

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

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

Emergency Exclusion

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

Short-Term Suspension

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

1. Any of the conduct described in the subsections under "Grounds any Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; or
2. Other violations of rules and standards of behavior adopted by the board education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, an

explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's Parent, describing: the student's conduct, misconduct, or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.

An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.

Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: student must have assignments done before returning to class.

Firearms.

No student may bring, possess, handle, or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm.

The term "firearm," as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms.

The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instructions under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one

calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Long-Term Suspension

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

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. Meaning of Expulsion.

Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. Summer Review.

Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent 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 provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:

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

1. Use of Violence, Force, Coercion, Threats, or Intimidation.
The use of violence, force, coercion, threats, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The Board of Education has determined that the use of synthetic media, including but not limited to deepfakes and other digitally manipulated content, may constitute "similar conduct" when such use substantially interferes with school purposes.
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or engaging in repeated acts of damage to or theft of property.
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);

6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district district staff;

- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or

smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;

l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;

m. Using any object to simulate possession of a weapon;

n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and

o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;

4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

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

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

The decision to recommend long-term suspension, expulsion, or mandatory reassignment shall be made within two school days after the school learns of the alleged student misconduct. On the date the decision is made, the principal shall file with the superintendent a written charge and a summary of the evidence supporting the recommendation.

Within two school days after the decision is made, the principal shall provide the student and the student's parent or guardian with written notice by personal service or by registered or certified mail.

The written notice shall include the following:

- a. The rule or standard of conduct allegedly violated and the specific acts that are alleged to constitute grounds for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student.
- b. The disciplinary action recommended by the principal and any additional penalties to which the student may be subject.
- c. Resources the school is able to provide or recommend to assist the student.
- d. A description of how the school plans to address the student's behavior in the future, including an actionable plan designed to maximize strategies for keeping the student in school.
- e. A statement that, before a long-term suspension, expulsion, or mandatory reassignment may be imposed, the student has the right to request a hearing. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including examinations missed during the suspension, in accordance with district guidelines. The district shall not require the student to attend the district's alternative program for expelled students in order to complete such work.
- f. A description of the hearing procedures provided by law, including the procedures for appealing any decision rendered at the hearing.
- g. A statement that the principal, the school's legal counsel, the student, the student's parent or guardian, and the student's representative have the right to:

1. Examine the student's academic and disciplinary records and any affidavits or other evidence to be used at the hearing concerning the alleged misconduct; and
2. Know the identity of the witnesses who will appear at the hearing and the substance of their expected testimony.

h. A hearing request form for the student or the student's parent or guardian to complete and sign. The completed form must be delivered to the principal or superintendent either in person or by registered or certified mail at the address provided on the form.

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. Personal injury to the student, other students, school employees, or school volunteers.

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

If a hearing is requested within five (5) school days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two (2) school days after receipt of the hearing request.

The student or the student's Parent may request designation of a hearing examiner other than the hearing examiner recommended by the Superintendent if notice of the request is given to the Superintendent within two (2) school days after receipt of the Superintendent's recommended appointment. Upon receiving such a request, the Superintendent shall provide one alternative hearing examiner who is not an employee of the School District, is not otherwise under contract with the School District, and whose impartiality may not reasonably be questioned. The student or the student's Parent shall, within five (5) school days, select a hearing examiner from those recommended and shall notify the Superintendent in writing of the selection. Upon receipt of such notice, the Superintendent shall appoint the selected hearing examiner.

Within two (2) school days after appointment, the hearing examiner shall provide written notice to the Principal, the student, and the student's Parent of the time and place of the hearing.

The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No

hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all parties.

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

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.

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). Policy 5035 [Online Policies](#)

SECTION FOUR

School Wellness Policy Policy 5052 [Online Policies](#)

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. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.* 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 Page 1 of 11 Article 5 STUDENTS Policy No. 5052 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 chaffing 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.foodplanner.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' healthy dietary behavior

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 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.

- These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation’s Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2> .

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

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

Policy 5048 [Online Policies](#)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary. A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, AND DEATH CAN OCCUR. Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS:

Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck “sucked in”)
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)

- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM:

Any of the symptoms may occur within seconds. The more immediate the reaction, the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
- Abdominal: pain, nausea and vomiting, diarrhea
- Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, **wheezing** reaction
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- Mental status: apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. **CALL 911.**
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual **over** 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by

nebulized albuterol every fifteen minutes while awaiting EMS arrival.

- Administer CPR, if indicated.

Right to Access School Library Materials

Policy 6046 [Online Policies](#)

Definitions.

As used in this policy **“Parent”** means the parent, guardian, or educational decisionmaker of any student currently attending the school district; and

“Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

Catalog of Library Books.

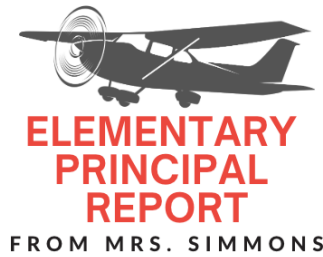
The superintendent or designee shall create and maintain a catalog of all books in the school district’s library, categorized by school building, that shall be accessible by a Parent.

Opportunity for Notification. A Parent shall have the opportunity to be notified when the Parent’s student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

Nothing in this policy shall be construed to create any rights of access or rights to notification in favor of any person that does not meet the definition of Parent stated above.

Title IX Policy 3057 [Online Policies](#)

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.



July 2027

2025-2026 Contract Days/Hours Report (Required 210 days/1680 hours)

- 219 Days
- 2254 Hours

Simmons 26-27 90 Day Plan (Days 1-14)

Leadership Philosophy:

As principal of Franklin Elementary, I believe strong leadership begins with meaningful relationships—with students, staff, and families. I strive to create an environment where everyone feels safe, valued and connected, because belonging drives learning. I'm committed to high-quality, engaging instruction and supporting teachers so all students can thrive. Through clear goals, reflective practice, and collaboration, we grow together. Leadership is about service, not position. I aim to lead with integrity, clarity, and a deep belief in the potential of every learner.

Simmons' Priorities for 2026–2027.

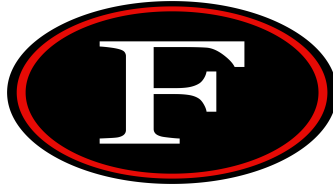
1. Strengthen High-Quality Tier 1 Instruction
 - a. Support implement UFLI Foundations with fidelity in Kindergarten through Grade 2.
 - b. Support schoolwide implementation of the 15-Day Challenge instructional practices.
 - c. Lead MTSS data review and action planning following each benchmark assessment.
2. Create Consistency Through Instructional Feedback
 - a. Conduct regular classroom walkthroughs using the Network for Educator Effectiveness framework and the IPC Reading Walkthrough Rubric.
 - b. Provide timely, actionable feedback focused on explicit instruction and student engagement.
 - c. Highlight effective instructional practices and promote teacher collaboration.
3. Strengthen a Culture of Belonging and Collective Responsibility
 - a. Continue building strong relationships with students, staff, and families.
 - b. Strengthen PBIS, restorative practices, and proactive student supports.
 - c. Foster shared leadership while recognizing individual and collective successes.

4. Lead with Clarity, Purpose, and Continuous Improvement

- a. Communicate priorities and expectations with clarity and consistency.
- b. Align school improvement efforts with district priorities of Belonging, Consistency, and Coherence.
- c. Use student achievement data to guide decisions and continuously improve teaching and learning.

Actions (June 9-July 16)

- 6/9
 - Meeting with Hubbard (scheduling)
 - Administration Team meeting
- 6/10
 - mCLASS Zoom meeting
- 6/11
 - HEROES Reading Training
- 6/17
 - Proactive MTSS Zoom meeting
- 6/18
 - KSB Law Student Discipline Zoom meeting
- 6/23
 - Administrative Team meeting
- 6/24
 - mCLASS DIBELS planning
- 6/30
 - DIBELS mCLASS Intervention Zoom
- 7/6
 - Administrative Team meeting
 - Parent meeting
- 7/9
 - Meeting with Mrs. Siel - Crisis team professional development
- 7/16
 - LB 1184 meeting
 - School Board meeting



6th - 12th Principal Report
Mrs. Christie Stratman
July 16, 2026

Mrs. Stratman's Focus for 2026-2027

During the 2026–2027 school year, I will focus on the following priorities to strengthen instruction, improve student achievement, and build a positive, consistent school culture:

- **Strengthen Tier 1 Instruction: Ensure high-quality, explicit, standards-based instruction is implemented consistently in every classroom.**
 - Increase Student Achievement: Implement dedicated middle school reading intervention time, utilize the Pathways personalized learning program aligned with MAP Growth data, and integrate the 15-Day Challenge with pre- and post-assessments to monitor student growth and inform instruction.
 - Use Data to Drive Instruction: Support teachers in using assessment data to identify student needs, measure progress, and make informed instructional decisions.
- **Enhance Instructional Leadership:**
 - Improve communication by providing consistent instructional feedback, conducting regular classroom walkthroughs, supporting teacher growth through ongoing coaching, and using the IPG literacy coaching program.
 - Implement Schoolwide Policies with Fidelity: Introduce and clearly communicate new school policies and procedures, ensuring all staff understand expectations and work together to implement them consistently. A unified approach will help create a safe, predictable, and successful learning environment for all students.
- **Foster a Positive School Culture:**
 - Build a culture in which students and staff feel valued, supported, and connected, while maintaining consistent expectations that promote collaboration, accountability, and student success.

Final Contracted Hours of 2025-2026 School Year

233 Days (210 needed) 2283.5 hours (1680 needed)

ACTIVITIES

06/09/2026 Admin Team Meeting
06/17/2026 Proactive MTSS That Moves Webinar
06/18/2026 KSB School Law Student Discipline Workshop
06/23/2026 Admin Meeting to work on handbooks and schedules
07/06/2026 Admin Meeting
07/07/2026 Meeting with "Pathways" Learning Regional Executive
07/16/2026 1184 Meeting/Board Meeting

UPCOMING EVENTS

07/17/2026 Interview
07/27-31 NEE Training
07/28/2026 Admin Days
08/03/2026 SRS Training
08/07/2026 Principal Breakfast
08/10-12/2026 Staff Development Days
08/13/2026 BACK TO SCHOOL



Monthly Board Report 2026-2027

Superintendent: Shelley Kahrs

Board Meeting Date: July 16, 2026

Monthly Highlights

- Staff updates
 - We will have a busy in-service scheduled in August, which is right around the corner. Several of our new staff members have been in the school preparing their classrooms for the year ahead.
 - District accomplishments
 - I received a letter from the accreditation department at NDE stating that the State Board of Education voted to grant Franklin Public School accreditation for the 2026-2027 school year, meeting the compliance requirements of Rule 10.
 - Marci had worked behind the scenes in cleaning, organizing, and inventorying student and staff computers in preparation for a great start to the school year.
 - Our custodial and grounds staff do a tremendous job over the summer cleaning, painting, and repairing all areas of the school. Take a moment to thank them for their commitment to maintaining and improving our school.
 - Our office staff, Marci, Linda, and Jan, have been in and out all summer, working behind the scenes to ensure the school keeps moving forward.
 - Our Principals have been working on handbooks and policies, which is a cumbersome, time-consuming job. They are truly dedicated to the success of our students and staff.
 - Our coaching staff has been working with our student athletes all summer to prepare them for the upcoming seasons. Thank you!
 - Challenges or concerns
 - Rain is good...right? The crew has faced its share of challenges in completing our parking lot project, but in one week, we have already seen quick results.
-

Finance & Operations

- Budget update
 - I will be attending a budgeting workshop at NDE next week as I continue to work on our budget for the 2026-2027 school year. I would like to meet with the Finance Committee and the Transportation, Building, and Grounds Committee in the next few weeks to ensure I budget for any upcoming needs to maintain our building and grounds.

- If you haven't selected some dates that work for you on the Google Form I sent out last week, please do so as soon as possible so we can schedule the meetings. If you can select multiple dates to provide options, that would be great!

- Financial Reports and Grants
 - The State CTE grant has been submitted and approved for 2026-2027.
 - The SPED/IDEA Grant has been submitted and is in process.
 - The Title1 Grant is not released yet.
- Facilities/maintenance
 - By the meeting this week, I believe the parking lot will be poured. We still have the project in the commons area between the buildings, and a small pad for the ticket booth that needs to be completed as well.
 - A small project was completed in the bookkeeping/Superintendent office. We are going to utilize the small closet in my office as a delivery area for UPS, FedEx, and the postal service. This will allow for direct drop-off and less activity inside the building. A window will be added to the existing exterior door to improve visibility to the front parking area, enhancing our security and the safety of our students and staff.
- Policies
 - The principals have worked to align our handbooks with the current KSB policy updates. I appreciate the time they put into this. Once these are approved, we will update them on our website. As the policy committee has reviewed or the board approves new policies, I am updating the revision dates and replacing the new versions on the Sparq website and in the document used by the policy committee. Per policy 5052 School Wellness, the wellness committee must complete a triennial review of the current policy and submit the information to the state. Thank you to Jan, Laurel, Mrs. Pritchard, Mrs. Stall, and Mrs. Bonham; we were able to complete this review. The committee will meet this fall to consider changes we may want to make.
- Transportation or safety updates
 - The annual transportation report has been submitted to the NDE. Along with the annual one-day-only Stop Arm Violation Monitoring questionnaire.
 - Several of our buses have been in for some repairs this summer in preparation for the next school year.
 - UNK will provide the annual mandatory 2-hour training for our staff this fall. They have updated their systems to have individual logins.
 - I attended the Alicap Safety meeting on July 8th.

Community & Communications

- Community Meetings attended
 - C4K - I continue to serve on the community C4K Communities for Kids committee. The need for childcare is still a concern in our community.
 - Franklin Community Foundation- We have increased our membership in the Franklin Community Foundation, which will support the foundation in establishing new policies, support the "Give to Franklin" initiative started last year, and create a website that will allow for more visibility in the community.

- LB 1184- This meeting is required for school districts to collaborate with a team representing their departments and to focus on providing support to students at FPS.

- Upcoming events
 - School Board Meeting- August 10th
 - Back To School Bash- August 11th

Superintendent's Update

- Current priorities
 - I will finish my final class this fall through UNK. I have completed Special Education Administration and School Improvement this Spring and Summer.
 - Budget 26-27
- Items for Board information or action
 - Feedback on a strategic planning session for the board this fall.

Days of Service

Days Worked at the End of the Contract Year 2025-2026: Contracted-230 days. Actual worked- 266 days.

Total Hours Worked at the End of the Contract Year 2026-2026: Contracted-1840. Actual working hours-2739

Total Days Worked This Month: July 1st-July 14th: 9 days

Total Hours Worked: July 1st-July 14th: 88 hours

Summary of Work Activities:

- June 9: Administrative Team Meeting
- June 11: NASB School Law Conference
- June 15: C4K meeting at City Hall
- June 17: PowerSchool Meeting
- June 18: KSB School Discipline Webinar
- June 23: Administrative Team Meeting
- June 24: NDE Finance Webinar
- June 30: MClass Zoom meeting on new Dibels Screener
- July 7: "Pathways" webinar on new reading intervention in 6th-8th
- July 8: Alicap Safety Meeting in Kearney
- July 13: School Kitchen Modernization Grants Webinar
- July 15: Submitted Maintenance of Effort report to NDE Special Education. Thanks, Marci, for your assistance!