

TEACHER HANDBOOK

2024/2025

Fort Calhoun Community Schools

Home of the Pioneers

Gateway to the Past, Pioneers of the Future



Where we:

**Foster Learning in an inspiring, caring, and safe
environment, provide
Opportunities For All students to be successful,
Instill the attributes of
Respect and Responsibility among staff and
students alike,
And present student with the
Tools to Succeed in life.**

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JUNIOR-SENIOR HIGH SCHOOL DIRECTORY

Board of Education

Amanda Schrum	President		Mike Bonacci	Treasurer
Josh Christensen	Vice-President		Cassie Kelly	Member
Kelly Shaner	Secretary		Ted Welchert	Member

Administration

Jerry Green	Superintendent
Nick Wemhoff	Principal
Jamie Schleifer	Assistant Principal, Activities Director

Certificated Instructional/Support Staff

Classified Support Staff

Marie Adams	K-6 Guidance Counselor
Miranda Adams	School Psychologist, Special Education Director, Pioneer Learning Center
Jackie Beckman	Pioneer Learning Center
Mark Bouwman	Mathematics, Seventh Grade Sponsor, Assistant HS Basketball, JRH Track
Delaney Bruening	Special Education, Unified Track, JRH Cross Country
Marilyn Byrd	English, Speech
Zach Byrd	Sciences, NHS, Science Fair, Head Football, Assistant Basketball
Breana Dobesh	Sciences
Samantha Erickson	Vocal Music, Show Choir
Jennifer Gepson	Technology Coordinator Assistant
Sara Gross	English, Quiz Bowl
Bo Hansen	Computer Science & E-Sports
Sheri Homolka	Librarian, Yearbook
Paul High Horse	Art
Dustin Humphrey	Industrial Education, Skills USA, JRH Football, Head Golf
Amy Husk	Mathematics, JRH Volleyball
Eric Jones	Head Girls Basketball
Mark Jone	Instrumental Music, Jazz Band, Pep Band, Eighth Grade Sponsor
Karli Johnson	Social Studies, Eleventh Grade Sponsor, Cheerleading Sponsor
Shelby Kaup	Assistant Volleyball, Assistant Track
Gina Krambeck	Business, FBLA, JRH Volleyball

Jolene Lengfelder	Special Education
Mike Mallette	Assistant Golf
Tara Mueller	Assistant Volleyball
Ashlie Nelson	Science, Sophomore Class Sponsor, Data Steward, JRH Track
TJ O'Connor	Science, Head Boys Basketball, Assistant Football, ACT Test Coordinator
Marty Plum	Social Studies, Senior Class Sponsor
Roy Prauner	Industrial Education, Skills USA, Head Baseball, JRH Football
Veleka Prunty	Speech Pathologist
Ali Romans	JRH Cross Country, & JRH Track
Anita Saalfeld	Spanish, Spanish Club, Ninth Grade Sponsor
Allie Schleiferl	Assistant Girls Basketball
Maggie Schmidt	Assistant Girls Softball, Assistant Girls Basketball
Mandy Taylor	Mathematics, Head Softball, Head HS Track
Hunter Thomas	Physical Education, Strength Training
Alaina Wallick	English, Speech
Miranda Weigartner	Dance Sponsor
Sara Wellman	English, Student Council, Eleventh Grade Sponsor
Jill Weyer	Special Education
Amy Wilson	Special Education
Paul Wilson	Director of Technology

Office

Tara Greenough	Secretary-Principal /Assistant Principal/AD	Rose Tinkham	Secretary-Superintendent
David Relihan	Payroll/Accounting	Becky Buckner	Clerical Aide-Office

Media Center

Lara Caruso	Aide
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Food Service

Rachel Mattison	Food Service Director	Amy Diggins	Food Service
Eric Buckner	Food Service	Connie Scott	Food Service
Isabel Caruso	Food Service		

Para-educators

Michelle Doyle	Para-professional	Cassie King	Para-professional
Jami Hanford	Para-professional	Sam Krussel	Para-professional
Maverick Harrold	Para-professional & Accompanist	Cassi Lewis	Para-professional
Nancy Johnson	Para-professional	TBD	Para-professional

Maintenance/Custodial

Bruce Mattison	Head of Maintenance	Gary Bowser	Maintenance
Kathy Masloskie	Day Custodian	Rodney Christensen	Night Custodian

Nurse

Chriss Lloyd, RN	Nurse, Medical Careers Club
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Other Assignments

Noah Borgman	Assistant HS Boys Basketball	Kyle McMahon	Head HS Cross-Country
Greg Byelick	JRH Boys & Girls Basketball	Rebecca McMahon	Assistant HS Cross-Country
Tom Byrd	Assistant HS Football	Jim Meyer	Assistant HS Cross-Country & Assistant HS Track
Joe DeMilt	Assistant HS Football, Assistant HS Track	Jake Prchal	JRH Boys Basketball
Chris Eastman	Assistant HS Basketball	Kris Richardson	Assistant HS Volleyball
Tyler Eastman	JRH Boys Basketball	Zach Ryan	Assistant HS Baseball
Jason Elofson	Assistant HS Boys Basketball	Liz Sevcik	Head HS Volleyball
Gary Ewart	Assistant HS Football	Tahlia Steinbeck	Assistant Volleyball
Jon Genoways	Assistant HS Baseball	Jason Thomas	Assistant HS Football, Strength & Conditioning
Ben Gossman	JRH Boys & Girls Wrestling	Dara Waters	JRH Track
Lilly Gossman	Head HS Girls Wrestling, JRH Girls Wrestling	Jerry Wellwood	Assistant HS Baseball
Tyler Jorgensen	Assistant HS Football, JRH Football, JRH Boys Basketball	Drew Welchert	Head HS Boys Wrestling, JRH Boys Wrestling
Tatum Kuti	Assistant HS Volleyball	Jake Welchert	Assistant HS Boys Wrestling
Brad Larsen	Assistant HS Softball	Bob Woodworth	Assistant HS Softball
Christopher Loez	Drama	Joe Yakopec	Assistant HS Baseball

Transportation, Special Education

Ken Lancaster	Driver	Michelle VonKnorring	Van-Driver
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Transportation Staff

Leslie Bryan	Driver	Steve Emert	Driver	Kathy Preister	Driver
Steve Bryan	Driver	Randy Johnson	Driver	Fred Schutz	Driver
Chris Eastman	Driver & Transportation Director	Michael Maxon	Driver	Mark Welsher	Driver

ELEMENTARY SCHOOL DIRECTORY

Board of Education

Amanda Schrum	President	Mike Bonacci	Treasurer
Josh Christensen	Vice-President	Cassie Kelly	Member
Kelly Shaner	Secretary	Ted Welchert	Member

Administration

Jerry Green	Superintendent
Sara Horstman	Principal

Certificated Instructional Staff

Delaney Appel	3-4 Special Education
Lindsay Benoit	Grade 3
Taylor Coulter	Grade 2
Chelsea Ewart	5-6 Special Education
Jessica Hall	Kindergarten
Ashley Hallberg	Grade 2
Angela Hansen	Title 1/Reading Specialists
Whitney Hodson	Grade 3
Brooke Jones	Grade 4
Eric Jones	Grade 5, Head HS Girls Basketball
Mark Jones	Instrumental Music
Shelby Kaup	Grade 2
Katie Kelsey	Kindergarten
Kinsey Knorr	K-6 Vocal Music
Amber Leifeld	Early Childhood
Mike Mallette	Grade 6, Assistant HS Golf
Tara Mueller	K-2 Special Education
Mallorie Neubaum	Kindergarten
Kathryn Omer	Grade 4
Ellen Rice	Grade 6
Ali Romans	Grade 5, JRH Cross Country, JRH Track
Deanna Royuk	Early Childhood
Tessa Rutledge	Physical Education

Allie Schleifler	Grade 4
Maggie Schmidt	Grade 5
Brittney Spellerberg	Grade 1
Kim Szlachetka	Grade 3
Todd Teeter	Grade 6
Miranda Weingaertner	Grade 1, HS Dance
Ronny Zeringue	Grade 1

Certificated Support Staff

Marie Adams	Guidance Counselor K-6
Miranda Adams	School Psychologist
Jennifer Glazer	Occupational Therapist
Sheri Homolka	Librarian, Yearbook
PJ Mallette	School Improvement Director
Veleka Prunty	Speech Pathologist
Chris Roberts	HAL Coordinator
Paul Wilson	Technology Coordinator

Classified Support Staff

Office

Ruby Weaver	Secretary-Principal
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Media Center

Ellie Lancaster	Library Aide
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Technology

Jennifer Gepson	Technology Aide
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Food Service

Andrea Brewer	Head Cook
Rachel Mattison	Food Service Director
Brooke Smithberg	Food Service

Para-educators

Dawn Barnes	Para-professional
Ann Klemm	Para-professional (half-time)
Jo Kulus	Para-professional

Ellie Lancaster	Para-professional
Bekki Larrick	Para-professional
Tracie Larsen	Para-professional
Jessica Majerus	Para-professional
Cheryl Miller	Para-professional
Ronnie Pane	Para-professional
Lisa Van Vleet	Para-professional
Michelle Vonknorring	Para-professional
Jessica Warfield	Para-professional

Maintenance/Custodial

Day Custodian	Ryan Harrold
Bruce Mattison	Maintenance

Nurse

Amy Adams	School Medical Aide
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Transportation (Special Education)

Ken Lancaster	Driver	Michelle VonKnorring	Van-Assistant
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Transportation Staff

Leslie Bryan	Driver	Steve Emert	Driver	Kathy Preister	Driver
Steve Bryan	Driver	Randy Johnson	Driver	Fred Schutz	Driver
Chris Eastman	Transportation Director	Michael Maxon	Driver		

NOTICE OF NON-DISCRIMINATION (see Board Policy 3057)

Fort Calhoun Community Schools does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all. Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited. Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district’s complaint procedures. Inquiries regarding compliance with any of the laws referred to in this policy may be directed to: Jerry Green, who may be contacted in writing at 5876 County Road P43, PO Box 430, Fort Calhoun, NE 68023; at jjgreen@ftcpioneers.org by email or by telephone at (402) 468-5591; or to the district’s Title IX and/or Section 504/ADA Coordinator.

***BELL SCHEDULE GENERAL SCHOOL DAY – Junior/Senior High School**

The regular school day hours are from 8:00am to 3:10pm. On Fridays, 1:30pm will be the dismissal time. The building will be open at 7:00am. The following is the bell schedule.

<u>Monday–Thursday</u>		<u>Friday</u>	
7:00	Office opens	7:00	Office opens
7:45	Teachers arrive	7:45	Teachers arrive
8:00- 8:47	First Period	8:00-8:32	First Period
8:50- 9:37	Second Period	8:35-9:07	Second Period
9:40- 10:26	Third Period	9:10-9:42	Third Period
10:29-11:15	Fourth Period	9:44-10:05	Homeroom
11:18-12:43	Fifth Period	10:08-10:40	Fourth Period
Lunch Period	Fifth Period	10:43-11:49	Fifth Period
5A 11:18-11:43am	9th & 10th	5A 10:40-11:03	(Tardy Bell 11:06)
5B 11:48-12:13pm	JRH Lunch	5B 11:03-11:26	(Tardy Bell 11:29)
5C 12:18-12:43pm	11th & 12th	5C 11:26-11:49	
12:46-1:32	Sixth Period	11:51-12:23	Sixth Period
1:35-2:121	Seventh Period	12:25-12:57	Seventh Period
2:24 - 3:10	Eighth Period	12:59-1:30	Eighth Period
3:30	Teachers Dismissed		

PERSONNEL

ALL CERTIFIED STAFF PRESCHOOL CHECKLIST:

1. **Teaching Certificates:** Register certificates in the superintendent’s office. All new and current staff members must have a valid teaching certificate on file in the superintendent’s office.
2. **Credentials:** New teachers should check with the superintendent’s office to see that credentials are on file.
3. **Transcripts:** An updated copy of college transcripts showing all advanced classes completed to date must be on file in the superintendent’s office. This document is necessary for verification of advancement on the salary schedule.
4. **Teaching Contract:** Check the teaching contract for accuracy of assignments and salary. Notify the superintendent’s secretary if discrepancies are found.

5. **Financial documents:** Complete all insurance forms, salary withholding information and income tax documents.
6. **Classroom Equipment:** Check classrooms to make sure there are enough chairs and/or desks for larger classes. After schedule changes have been completed, extra chairs can be removed.
7. **Teacher's Yearly Report:** All teachers need to complete the teacher's yearly report document at the conclusion of every school year. This report is due to your building principal before you are checked out of school for the summer.

ASBESTOS – Presence Within District Buildings

The Institute for Environmental Assessment was requested by Fort Calhoun Community School District #3 to review and prepare an asbestos management plan identifying the presence of asbestos within District school buildings. The Institute's federally certified inspectors, planners, public health, and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing building products. In addition, the Institute for Environmental Assessment has performed a re-inspection in February 2004 as required by the AHERA regulations. Asbestos is a mineral fiber associated with increased levels of disease when inhaled. The risk rating procedures, which the Institute used in commenting on the asbestos were developed in conjunction with national experts in the area of industrial medicine, toxicology, industrial hygiene, and engineering. After reviewing the characteristics of District buildings during the re-inspection, we prepared an updated management plan for each building, a copy of which is maintained along with the initial plan at the central district office and also in the administrative office for each major building describing the asbestos plan and the intended response.

Asbestos is dangerous only when it's broken loose from building material into fine, dust-like fibers and inhaled.

The District implemented its management plan as of July 9, 1989, and has been conducting a six-month periodic surveillance of all asbestos-containing building materials. This periodic surveillance and the re-inspection are conducted to provide a continuous assessment to assure safety-conscious management of asbestos-containing materials. **The detailed plan and updated information for each building, or for the entire district, is open to public review. If you have any questions, please contact the District's Asbestos Program Manager, Jerry Green at (402) 468-5591.**

DETENTIONS – Grades 7-12

Every certified staff will be assigned a minimum of one week of after-school detention per year.

EXTRA DUTIES

Staff members will be asked to supervise student activities and will be compensated according to the Professional Negotiations agreement. Teachers are encouraged to sign up for ticket taking, game supervision, and other duties for school activities throughout the year. Two music programs are assigned during the school year. Each teacher is expected to serve at least three duties for the athletic programs. Teachers are expected to help out from time to time during after-school hours without extra compensation. Comp time is provided on early dismissal Fridays when no in-service is scheduled, as well as early dismissals that occur during various holidays. Teachers are strongly encouraged to attend other evening events involving students. A professional day form must be submitted if you wish to be paid for meetings outside the school day. For admission to athletic events, a Capitol Conference pass is available. This is NOT transferable to anyone. The Capitol Conference pass will not be honored at invitational tournaments and District or State activities.

IN-SERVICE DAYS

In-service times are scheduled throughout the school year. See the school calendar for dates.

LINE OF LEADERSHIP (also see Appendix 4005 Communications Channels)

1. The superintendent is the chief school officer responsible directly to the Board of Education.
2. The superintendent is granted authority to administer and supervise the total school services while providing the best educational services possible with existing facilities and budget allowance.
3. The superintendent, with delegated authority, may assign principals to the high school or grade school.
4. Teachers and other employees are responsible primarily to the building principal and superintendent.

MASTER AGREEMENT

A master agreement is developed each year through collective bargaining between representatives of the Board of Education and the Fort Calhoun Education Association. Terms of employment are listed in the agreement. Copies of the agreement will be made available as soon as the agreement has been finalized.

PAYMENT OF SALARIES

Regular employee salaries are payable on the 20th of each month. If the 20th of the month falls on a weekend or legal holiday, the employee's salaries are payable on the last day prior to the weekend or the legal holiday.

PROFESSIONAL ORGANIZATIONS

All professional teachers are encouraged to take advantage of the opportunity to join and support their own professional organizations.

SUBSTITUTE TEACHER

When a teacher is absent, the administration will try to get a substitute. If a substitute cannot be found, teachers will be assigned by mutual agreement to fill in. You will be paid for each class not to exceed one period per day. Teachers who fill in should keep a record of when they substituted and make sure they give the principal their substitution dates.

SUBSTITUTE TEACHER FOLDER

Have the following items need to be available in your substitute teacher folder:

1. Lesson plans
2. Class schedule
3. Seating chart

TEACHING AS A CAREER

The fact that you have chosen teaching as a career reflects your concern for the growth of young people. It is a proven fact that students learn more by example rather than word, so it becomes increasingly important to conduct yourself in a professional manner. Being a good teacher requires that you strive for consistency, both in your handling of discipline and in your day-to-day organization of classes. Last but not least, constantly strive to improve your skills as a classroom teacher and valuable member of the Fort Calhoun staff.

PROCEDURE

ADMINISTRATION OFFICES

The office is open at 7:00am Monday through Friday. Under no circumstances should a staff member tamper with private desks, computer files, or the school files in the administration offices.

ANNOUNCEMENTS/DAILY BULLETIN/INTERCOM – Junior/Senior High School

Announcements will be made over the intercom only when necessary and only by designated staff. Contact one of the library personnel before 8:30 Monday–Thursday and 8:15 on Fridays with a written note or via e-mail for any daily announcements. Teachers could reiterate any events or announcements at the end of 8th period themselves, if need be. Afternoon announcements will be read at 3:05pm only if there is something that affects events after school. Announcements are available on the school's web page.

ASSEMBLIES AND GUEST SPEAKERS

Secondary: All teachers must attend all convocations and pep rallies. Teachers must be in attendance to help with supervision. All speakers or guests for convocations and special assemblies or meetings are to be approved by the administration and should report to the office upon entering the building.

BUILDING SECURITY

Whenever you leave the building after regular hours, please check the door to be sure it has locked behind you. All student activities must be sponsored - if you have been sponsoring students, make sure they leave the building before you lock the door.

CARE OF SCHOOL PROPERTY

It is the duty of every teacher to protect all school property and report all cases of damage, accident, or defacing of desks, tables, walls, or chairs. All fines are paid in the office.

Books used in your classes should be checked out properly. Teachers are responsible for assessing fines at the end of the course. Students pay all fines in the office. Teachers should insist that all books are covered to protect the book from damage. Keep your classroom picked up and orderly at the end of each day.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

CHAIN OF COMMAND

Chain of Command for Parents Questions

Who should I contact?

On occasion, a parent may have a concern, complaint, suggestion, or request related to a school decision or policy. Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken, with appeals moving on to the next level on the chain of command.

PARENT AND COMMUNITY COMMUNICATION PROCESS FLOW CHART

<u>Area of Concern</u>	<u>First Level</u>	<u>Second Level</u>	<u>Third Level</u>	<u>Fourth Level</u>	<u>Fifth Level</u>
Athletics	Coach	Athletic Director	Principal	Superintendent	
Athletics Facilities	Athletic Director	Maintenance	Principal	Superintendent	
Athletic Injuries	Coach	Trainer	Athletic Director	Principal	Superintendent
Business Office	Principal	Business Director	Superintendent		
Curriculum	Teacher	Instructional Leader	Principal	Superintendent	
Instruction	Teacher	Principal	Superintendent		
Facilities	Building Custodian	Head Custodian	Maintenance Supervisor	Principal	Superintendent
Guidance	Counselor	Psychologist	Principal	Superintendent	
Special Education	Case Manager	Teacher	SPED Director	Principal	Superintendent
Student Affairs	Teacher	Assistant Principal	Principal	Superintendent	
Computer/Hardware Problem	Teacher	Tech Aid	Technology Director	Principal	Superintendent

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form.

Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.
- Violation of policy 6038: Artificial Intelligence.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline. First offense may include, but not exceed, a reduced grade or a zero on the assignment/project/test and an office referral. Incidents of cheating beyond the first offense may result in more severe disciplinary action up to and including expulsion.

CLASSROOM MANAGEMENT

Classrooms shall be conducted in a disciplined atmosphere in order to promote a positive learning environment and protect the rights of students. Therefore, when a student enrolls in your class, they are to assume the following obligations:

- a. To be present and on time each day unless they have a valid reason to be absent.
- b. To be in their assigned seat promptly.
- c. To complete each assignment on time.
- d. To give all their attention in class.
- e. To participate in class discussions.
- f. To show courtesy to everyone who enters school, whether to help the student or the school.
- g. There shall be no insubordination tolerated on the part of any student.
- h. No disruptive behavior will be tolerated on the part of any student.
- i. Every teacher will be addressed by the last name, prefixed by the appropriate Mr., Mrs., or Miss.

Classroom management is the single factor that results in the failure of more teachers than all other factors combined. Adequate control of students is the foundation for effective teaching. Weak discipline is highly correlated to disorder. The ability of the entire staff to maintain discipline can be compared to a chain; the total discipline is no better than the weakest teacher. If a student can get away with something under one teacher, he/she expects to do the same under other teachers. Consistency is the key to good discipline.

Good discipline is not accidental - - - it is something that takes planning and control. It is easier for a good teacher to have naturally good discipline, but a teacher can maintain good discipline by working toward that goal.

The following are suggestions for better control of students:

1. The teacher should become acquainted with and be constantly aware of the background of each student.
2. One must be firm from the beginning. To overlook little breaches of good citizenship is to invite trouble.

- DO NOT attempt to be "buddies" with the students. Keep your position in proper perspective.
3. A timely rebuke for a minor infraction should be given; then the matter dropped.
 4. Prevention is easier than a cure. Be far-sighted to foresee many of your difficulties.
 5. Seating arrangements of a student as to conduct, or physical problems will solve some problems.
 6. The use of "nicknames" is strictly out. Call the student by their given name. We should also watch our own conversation between each other. Do not use first names for other teachers in the presence of students.
 7. Students should be carefully watched in their use of ordinary study hall privileges.
 8. Each teacher should be especially alert for little beginnings of poor citizenship and lack of application.
 9. Too often, teachers make it a point to condemn a student for a misdemeanor and yet never make a commending remarks for good citizenship or the improvement in desirable qualities.
 10. Speaking privileges can easily develop into serious problems if there is a lack of supervision by the teacher.
 11. Various physical elements such as room temperature, seating, and ventilation will often create a minor student problem.
 12. If distracting stimuli are present and can be quietly removed, certainly it should be done.
 13. Be sure the situation demands the attention that you are giving it.
 14. The well-prepared and well-planned lesson preparation will do much to hold the interest of the students and thus eliminate some of your discipline problems.
 15. A teacher who is late to class will often find a situation out of hand before they have had a chance to prevent the difficulty.
 16. If adequate assignments are made, it will do much to care for the free time of the students.
 17. The use of ridicule, sarcasm, and irony are objectionable. They indicate a wrong spirit in the teacher and are likely to develop objectionable attitudes in the students. Their use as a means of punishment are out of keeping with dignity, which should characterize the relationship between the teacher and the student.
 18. In general, one may say, restrictions should not be enunciated until the need has been shown.
 19. Much of your trouble will disappear if you are cheerful, even-tempered, patient, firm, businesslike, inspiring and easy to approach.
 20. Before you reprimand a student, try to see through the situation to locate the cause of the difficulty.
 21. Disorder and confusion will often disappear if routine matters are explained to the students so that they may know what is expected of them.
 22. Delegating responsibility is often helpful.
 23. Schools are made for children or perhaps better still, for society.
 24. To help transform an unruly school to an orderly one, the student must come to feel the compelling need of the work and the compelling need of this activity in the social setup.
 25. As a teacher, you are first of all, a guidance teacher, not a sergeant.

DISCIPLINE PROCEDURES (Classroom-Grades 7-12)

In order to maintain a safe learning environment for all students, the Fort Calhoun Junior-Senior High School has adopted a discipline program. This program provides a clear sequence of discipline steps so that all teachers are consistent in their efforts to discipline their students. Each classroom will have their small set of rules to follow. These rules shall be posted in the classroom.

The classroom discipline sequence of consequences will be as follows:

- | | |
|-------------------------|---|
| First Violation | Verbal Warning |
| Second Violation | 45-minute after-school detention |
| Third Violation | Student sent to the office (office notified via intercom); parent contacted; assigned two 45-minute detentions. |

A no-show to a 45-minute detention will result in an automatic in-school suspension the following day until 4:00pm. SEVERE CLAUSE: If a student violates a rule under the Code of Conduct, the student can be subject to immediate in-school suspension, out of school suspension, or expulsion. Any in-school suspension or out-of-school suspension that exceeds one full day will result in a two-calendar-week extra-curricular activity suspension from all privileges or participation in extracurricular activities for two calendar weeks, beginning on the date from which the

violation has been substantiated, or the duration of any suspension or expulsion under the Code of Conduct, whichever is longer. The student must continue to attend and participate in all practices during the suspension.

Once a detention period has been assigned, there will be no excuses except in cases of emergency. Only the Principal may excuse a student from a detention period. Any staff person or administrator may assign detentions.

DRESS AND APPEARANCE – 4041

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

I. Staff Expectations in Dress and Appearance

A. General Expectations in Dress and Appearance

1. Certified staff, para-educators, and office staff should generally dress in business-casual attire that is clean and professional.
2. Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

B. Unacceptable Forms of Dress and Appearance

1. 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:
 - For men: shirts without collars, unless the shirt can be deemed professional by other standards.
 - Athletic wear, including sweat, jogging, and wind suits, 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 or “jeans day”.
 - 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 which is immodest or may distract other employees or students in the learning environment.

II. Enforcement

The superintendent or principal shall maintain the discretion to make determinations on 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.

EMERGENCY AND SAFETY

Fire Drill

State law requires fire drills to be held. We will have periodical fire drills during the year. When you hear one continuous blast from the fire drill system, please exit your class by the nearest door to the outside.

Do the following:

1. Turn off all lights in your area.
2. Be sure all doors are closed.
3. Do not allow any talking or running together by the students.
4. Do not re-enter the building until the all-clear has been announced.

Tornado and Civil Defense Drills

Tornado and civil defense drills will be conducted at the appropriate times of the year. An alternate sounding of the fire alarm will signal a tornado or civil defense drill. Simple rules to follow are:

1. Absolutely no talking at any time.
2. Students should move quietly and quickly to designated areas.
3. Doors should be opened.

EVACUATION PLAN

Police or administration will evacuate via instruction.

In an emergency, schools must establish a safe area for parents to go to pick up their children. This area has been designated as follows: Fort Calhoun Junior-Senior High School will report to the Abiding Faith Baptist Church, and Fort Calhoun Elementary will report to Schwertley Hall. In a typical release, the following steps will be followed.

1. Parents will report to the assigned area and give the name of their child/children.
2. Picture I.D. will normally be required by the person in charge to insure the person requesting the child/children is a match to the student.
3. A runner will go to the student assembly area and get the child/children requested by the parent or adult. The runner will escort the student back to the pick-up area.
4. Parents will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
5. If the child is in the first aid area, the parent will be escorted to that area for reunification with their child/children.
6. Counselors, when available, will be located close to the first aid area in the event they are needed.

EXCUSES FOR SCHOOL-SPONSORED ACTIVITIES AND FIELD TRIPS

Teachers who will be taking students out of school for any reason are required to obtain authorization by an administrator. A list of students should be made available to all staff via email at least 2 days prior to the event. Be sure to plan field trips before April 15, otherwise they may not be authorized.

FIELD TRIPS - 6027

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

1. General Conditions

All trips must be pre-approved by the teacher's building principal. Out-of-state and overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

2. Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

3. Supervision

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage.

4. Student Conduct

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

FORM LETTERS

The building principal MUST approve any form letter sent out by a teacher on school stationery. School stationery should not be used for any correspondence that does not involve school business. All words should be checked for correct spelling. All letters should be proofread and neat.

FUNDRAISING ACTIVITIES

No fundraising activities will be sponsored without the consent of the administration. The administration discourages any fundraising activity that calls for door-to-door sale of goods.

GRADING SYSTEM (grades 7-12)

The following grading system will be used. Use the letter grade on the report cards.

A	100 to 94	4
B+	93 to 90	3.33
B	89 to 86	3
C+	85 to 82	2.33
C	81 to 78	2
D+	77 to 74	1.33
D	73 to 70	1
F	Below 70	0

GUIDANCE SERVICES (grades 7-12)

The guidance service has been set up for all students and staff members. Staff members should be familiar with services offered to students, as well as themselves.

HALLWAYS AND SUPERVISION

Please help monitor students at all times. Anytime you are around students, they are under your supervision. Teachers are to be in the hallways or at the door to your room during the time classes are changing. Please greet students as they arrive in the building.

HANDBOOKS

Teachers should be familiar with the contents of the parent-student handbook. Teachers are expected to enforce the rules of the school.

HOMEWORK REQUEST - Late Assessment Policy (grades 7-12)

1. Once an assignment is late, a student will receive a reduction of 10% of the final grade they earned for that late assessment.
 2. Students will continue to receive a 10% reduction per day if an assignment is turned in within 5 school-days of the due date. After the 5 school days, students will then receive 50% of the credit they earned on the late assignment up until the assessment piece (test, project, or paper) is completed. After the summative assessment piece is given, students may receive a 0 for the incomplete assignment.
- * Junior high students may receive 50% credit up to the end of the quarter.

HOURS ON DUTY

All teachers are required to be on duty from 7:45am to 3:30pm of each school day, except for Friday's identified by administration as 7:45am -2:30pm. Vacation and in-service days will be set through the school calendar. Teachers should be in their respective areas by 7:45am to assist students.

ILLNESS – STUDENT

When students become ill, they must be cleared through the building's principal before they leave the school. Parents must be notified of their child's illness. When students return to school, they must have an admit from the office before they attend your class.

ILLNESS - TEACHERS

If you are ill and unable to come to school, please notify your respective building principal immediately: Nick Wemhoff, HS (402)-750-3650(C); Sara Horstman, EL (402) 468-4258, (402)-841-7889(C). Sub requests are to be made by the teacher using the online substitute request system (Frontline).

INCOMPLETE GRADES- Junior-Senior High School

All “incompletes” must be made up within the five school days by the end of the semester. If incomplete work has not been made up within that time period, the incomplete grade will be converted to a failing grade.

INCOMPLETE HOMEWORK- Junior-Senior High School

As part of the MTSS process, teachers are expected to update grades weekly. Updated grades are a key component to this program. Students on the ineligible list will receive guidance and assistance as part of the MTSS process, but the MTSS process only goes so far. Teachers are expected to make themselves available for students before or after school if students need extra assistance.

KEYS/FOBS

Teachers are provided with keys for their area. They are not to be used to enter another faculty member's area. They are not to be loaned to students at any time.

LEAVING SCHOOL - STUDENTS

If a student must leave school, advise the student to go to the office and get permission from the principal or principal designee to leave. NO student has permission to leave school without clearance through the building's principal.

LEAVING SCHOOL - TEACHERS

Under no circumstances are teachers to leave the premises without permission from the administration. Teachers in the separate buildings are particularly asked to cooperate with this plan.

LESSON PLANS

All teachers will be required to have their lesson plans updated weekly on Canvas. Lesson plans are necessary in as much as they serve as a guide for the planning and organizing of instruction. Long and short-term objectives should be developed prior to the beginning of each semester to ensure an orderly and meaningful progress of learning experiences.

MAIL/EMAIL

Each teacher should check their mailbox/email twice a day for important bulletins. The general mail will be out by mid-morning.

MEDIA RELEASES

If you are responsible for an activity or organization and would like recognition, contact the building principal or activities director.

MONEY

Do not leave money in your room. It is to be kept in the central office. If you lose money you have collected, you will be expected to pay for it yourself.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled twice a year. The conferences provide you with the opportunity to discuss the progress of every student with their parents or legal guardians. This conference should be a positive experience for both you and the parents as you discuss their child's progress in your academic area.

PEP RALLIES

Pep rallies will be held when requested, but only one per week maximum. Fifteen minutes during the day will be used.

POSTERS AND PICTURES

Posters, pictures, or articles on the walls/bulletin board must meet the approval of the building principal. ABSOLUTELY NO SCOTCH TAPE ON WALLS. PLEASE USE MASKING TAPE TO POST ITEMS. STAPLES MAY BE USED ON BULLETIN BOARDS.

PROGRESS REPORTS (Junior-Senior High)

Teachers will submit progress reports every 2 weeks for those students with a failing grade. Progress reports can be sent at any time during the grading period that you feel would be appropriate. Communication with parents, either with the forms or a phone call, is one of the greatest assets that a teacher can develop. You are to complete the progress reports and give them to the office. The office will mail/email one copy home and one will be kept on file at the school office.

PURCHASE ORDERS

All purchases in the name of the school district will be arranged for through the building-level administrator with final approval given from the superintendent's office. Purchases made without prior administrative approval may be the responsibility of the staff member. If you wish to make a purchase for your department, come to the office and get a blank purchase order. Any item that amounts to a relatively large purchase will have to be purchased next year so we can allow for it in the budget.

All of the activity fund monies are kept in the activity account. You can check the financial status of your activity at the central office. All purchases, activity or district, must be accompanied by a completed purchase order. If this is not done, the person ordering may have to pay for the order.

No personal purchases are to be charged to the school.

RETURN FROM TRIPS

Sponsors returning students from trips are required to let any student in the school who may want to call their parents. Make sure doors and lights are taken care of before leaving the building. Do not leave students unattended in the building and make sure all students have left school grounds before leaving yourself.

REQUEST TO CONTACT STUDENTS

Any person other than a school employee who comes to the school to talk or take a student with them must obtain permission from the principal prior to contacting the student.

RESIGNATION OF CERTIFICATED STAFF 4056

Letters of intent regarding employment for the following year are due on April 15th. Failure to submit a letter of intent may result in the posting of your position of employment. Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible to enable the board to find suitable replacements.

Staff members who submit their resignations to the Board of Education by April 15th will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

SALES REPRESENTATIVES

Teachers are not allowed to visit with representatives unless it is during their planning period or unless they have special permission from their principal. Please advise any salespeople that call on you of this policy and if they want your business, they will attempt to set up their schedule accordingly. This refers to salespeople who are selling school-related supplies. School employees shall not visit or discuss business matters of a personal nature with any business representative during the hours the employee is on duty in the school except with special permission from their supervising principal or superintendent.

SCHEDULING

Do not schedule any activity until you have discussed it with the building principal and/or activities director.

SCHOOL ACTIVITIES

You are urged to attend student activities. The teacher who takes an interest in the student both in the classroom and the activities outside the classroom will find the student more receptive to your ideas and interests.

SCHOOL CANCELLATIONS

Severe Weather and Closing Information

The Fort Calhoun Community Schools will use these media outlets for weather-related school announcements and also the PowerSchool Messenger system:

TV: Local Channel KETV 7, KMTV 3, FOX 42, WOWT

RADIO: KFAB, 1110 AM

SCHOOL WEBSITE: fortcalhouschools.org

SCHOOL DANCES

No more than two high school dances a semester will be allowed. The dance schedule for the year will be developed at the sponsor's request. Junior high dances will be the sole function of the junior high sponsors but could include sponsorship by a high school class as a fundraiser. The maximum number of junior high dances will be one per semester.

SCHOOL PICTURES

Individual pictures of students and teachers are scheduled per semester (see school calendar for dates). Group pictures will be taken periodically during the school year for the yearbook and newspaper. Schedules for all pictures will be arranged and announced.

SCHOOL WELLNESS-5052

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.

SENDING STUDENTS TO THE OFFICE

In most situations, you as the classroom teacher, will deal with the student. If, however, you feel the student needs to be removed from the class due to disruptive behavior, the following procedures should be followed:

1. Teacher notifies the principal/office via phone that a student has been sent.
2. Students will be required to complete a questionnaire.
3. Follow-up documentation from the teacher, either verbal or written, will be given to the principal at the end of the class period.
4. Principal will evaluate student and teacher input (verbal & written).

5. Principal will assign the student the appropriate discipline and contact the parent.
6. Principal and/or teacher will contact the parent.

STAFF MEETINGS

The Superintendent may have a post-board meeting report and will notify the staff in advance. These will be at 7:30am and 3:15pm on the day after the board meeting. All staff members are invited to attend at least one of the designated superintendent's meetings.

Principal's meeting will be at 7:45am or following the superintendent's report.

This meeting is mandatory unless previously excused. Arrange your calendar so that you will be present. There may be special staff meetings after school if the occasion should arise. Elementary staff meetings will be scheduled on a monthly basis.

STUDENT MAKE-UP POLICY

Each teacher has the responsibility of seeing that students who miss class arrange to make up that work within a reasonable time or receive a reduced grade for the work missed. Reasonable time will be interpreted as being twice the number of days missed. Students absent for a valid reason should be allowed to make up work and receive credit for the same. In cases where the student has an unexcused absent admit, the teacher may give a reduced grade.

STUDY HALL REGULATIONS-STUDENTS – Junior High Only

A student's non-classroom hours during the day are spent in study hall. Books and other materials needed for study are to be taken there at the beginning of the period. Each student is assigned a regular seat. Students not in an assigned seat when the bell rings, will be reported as tardy. Talking will not be permitted in study halls without the permission of the study hall teacher. Study hall teachers will explain all study hall rules to the students. Remember, this time is set aside for study. A few general study hall rules are listed.

1. Students should be on time getting to study hall. No passes will be signed until they are called for.
2. The student will be required to sign out and in on a class record sheet when leaving class.
3. People going to the library should go for research or periodical reading only. There is to be no visitation in the library. Students sent back to study halls will lose library privileges for one week; a second offense will result in permanent loss of library privileges.
4. Students should bring homework and books; no one will be allowed to sleep and/or sit idle.

TELEPHONE

The office telephones are intended for business use only. Please do not tie up the phone for social visits. Teachers and students will not be called to the telephone from classes except in cases of emergency. Please refrain from using the school phones to make personal long-distance calls - you may be held responsible. Staff should not be using their cell phones when students are present in the classroom.

TELEPHONE and E-Mail ETIQUETTE

Teachers are encouraged to use the telephone and email in a businesslike manner. Proper courtesy and etiquette while using the phone and or e-mail is necessary to insure a good relationship with parents.

USE OF DRUG SNIFFING DOGS – REFER TO BOARD POLICY 3045

1. Lockers may be sniffed by sniffing dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffing dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffing 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.

USE OF SCHOOL VEHICLES FOR TRANSPORTATION TO SCHOOL EVENTS-REFER TO BOARD POLICY 4061 page 25

NO STUDENT WILL DRIVE A CAR TO ANY SCHOOL ACTIVITY.

Reservations – when you need to use any school vehicle, you need to complete a bus/van use form. **This request form is required five (5) working days prior to the date the vehicle is needed.** Please add to the form the time you will be planning on returning to the school. The completed use form should be given to the principal for approval and will then be placed on the calendar. If there is a conflict in scheduling the use of the bus/van the administration will decide if the trip warrants the payment of mileage.

Usage - the van is to be used for school business. Passengers are to be school personnel or students of Fort Calhoun Community School. The van keys are to be returned to the transportation director or an administrator upon returning to Fort Calhoun. Exceptions to these regulations must have an administrator's or transportation director's approval.

Maintenance - the general maintenance, such as changing oil and greasing, will not be your responsibility. However, gassing, having the oil checked and the **cleanliness of the interior will be the responsibility of the driver. Vehicles should be locked at all times.**

If you have an accident which involves another vehicle, be sure you provide office personnel the following information; driver's name and address, his insurance company, vehicle license number, drivers' license number, and report it to a law enforcement agency.

USE OF THE OFFICE PHOTOCOPIERS

Requests for photocopies should be submitted online at least 2 days prior to the time needed. Be sure to use the photocopy machine as opposed to the printers when several pages need to be duplicated.

VISITORS

- All visitors must report to the office upon entering the building.
- Arrangements to contact students must be made through the office.
- Students are not allowed to bring other students, relatives, and/or friends to the high school to spend part or all of the day.
- Students who wish to enroll must be accompanied by parents/guardians.
- Students should contact staff members or office personnel immediately if they see anyone who is not authorized to be in the building.

VISITATIONS TO THE CLASSROOM BY PARENT(S)

- Parents must make arrangements for classroom visits ahead of time with the building's principal.
- Parents may observe but may not interfere with the teaching or the learning environment.
- Visits should be kept to a minimum to alleviate disruptions to the learning environment.

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THREAT ASSESSMENT AND RESPONSE – 3039

The board of education is committed to providing a safe environment for members of the school

community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions.

- a. A threat is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A transient threat is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A substantive threat is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A threat assessment is a fact-based process emphasizing an appraisal of observed (or reasonably-observed) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment. Is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report substantive threats to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make reports regardless of where the threat was made or the threatening behavior occurred. THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of Superintendent, Building Principals, SRO, School Psychologist and 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 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 students 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.

Opioid Overdose Prevention and Response - 3051

The district will maintain an opioid antagonist in its schools, specifically naloxone, otherwise known by its brand name Narcan. Pursuant to Nebraska law and the Naloxone Standing Order issued by the Nebraska DHHS, Division of Public Health, the board will permit school nurses, trained school staff, or other individuals qualified by law to administer naloxone to any person at school or a school event displaying symptoms of an opioid overdose.

This policy shall not create a duty on the part of the school district and/or its personnel to administer naloxone. School representatives will not administer naloxone under the following circumstances:

- a. Naloxone is not available during the overdose emergency;
- b. There is no individual available who is qualified to administer naloxone; or
- c. School representatives are uncertain as to whether an opioid overdose is occurring.

Nothing in this policy is intended to regulate, restrict or otherwise deter a law enforcement officer, emergency medical technician, volunteer fire fighter, licensed medical professional or other authorized individual from administering his/her own supply of naloxone when responding in good faith to a suspected drug overdose occurring on school district property or at a school-sponsored event.

Procurement and Storage. The superintendent, in consultation with the school's nursing staff, will make the necessary arrangements to obtain naloxone. The naloxone will be stored unlocked in the nurses' office(s). The superintendent, in consultation with the school's nursing staff, will reorder naloxone. Naloxone that is nearing its expiration date will be replaced. The school nurse shall maintain a log of naloxone supplies consistent with the district's practices for logging other medications.

Training. Licensed health care professionals and school resource officers employed on the high school and middle school levels shall all complete an approved naloxone training prior to carrying and/or administering naloxone. Other school staff members may be trained as determined by the administration. Once trained, staff members shall review the DHHS standing order and applicable naloxone administration protocols as needed.

Recordkeeping and Reporting. Any individual who administers naloxone on behalf of the school district will promptly notify the building principal and superintendent of the facts and circumstances surrounding the drug

overdose incident. The administration of naloxone to any student will be documented in his/her cumulative health record. The administration of naloxone to any staff member will be documented in his/her personnel file.

Reviewed on: April 8, 2024

Adopted on: April 8, 2024

NONDISCRIMINATION- 3053

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended – prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin

Title IX of the Education Amendments of 1972 – prohibits discrimination on the basis of gender

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures. Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

Title IX-3057

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 5876 County Road P43, Fort Calhoun, NE 68023, nwemhoff@ftcpioneers.org, 402-468-5591. The school district's nondiscrimination policy and grievance procedures are included in this policy, or can be accessed at: fortcalhouschools.org. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

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

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: fortcalhouschools.org, "About", "Board of Education", "Policies", and scroll down to Policy 3057.

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

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

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

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Response to Sex-based Harassment.

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

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

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

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district’s programs and activities.

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

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district’s decision to provide, deny, change, or terminate supportive measures applicable to them.

Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

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

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

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

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

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

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

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

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

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

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;

- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

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

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

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

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

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

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

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

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

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

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

Generally relevant evidence is permissible, but does not include:

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

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;

- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

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

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

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

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

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

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

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

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

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

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

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

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

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

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

Adopted on: August 10, 2020

Reviewed on: June 13, 2022

Revised on: Revised on June 13, 2022

Reviewed on: July 8, 2024

Revised on: July 8, 2024

DRUG-FREE WORKPLACE - 4002

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 employees, 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.

Within five days after a conviction, an employee must notify the head of the department in which he or she is assigned of any conviction of a criminal drug statute for a violation occurring in the workplace. The failure to report such a conviction will result in 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.

An employee who is convicted of violating any criminal drug statute for conduct that occurred in the workplace will be subject to disciplinary action, including but not limited to suspension or discharge. The district may, in its sole discretion, require the employee to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

I acknowledge that I have received a copy of the School District's Drug-Free Workplace policy. I understand that I am required to abide by the terms of the policy as a condition of my employment.

COMMUNICATION CHANNELS - 4005

Employees should submit communications or reports regarding the district to their immediate supervisor, then the superintendent, and only then to the board. They have the same right to communicate with the board about matters of public concern as other patrons of the district, but must follow the chain of command before communicating about employment-related issues.

When appropriate, the superintendent shall inform employees of official board policies, directives, actions and concerns.

INTERNET SAFETY AND COMPUTER USE - 4012

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use computers or district internet access to use peer-to-peer sharing systems such as Bit Torrent, 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 "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.

SEXUAL HARASSMENT - 4014

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by any employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication using the district's complaint policy. Complaints involving sexual harassment may

also be submitted at any time to the district's Title IX coordinator.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual harassment of students is addressed in a separate policy.

CORPORAL PUNISHMENT - 4018

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

EVALUATION OF INSTRUCTIONAL STAFF – 4030

All certificated employees to be evaluated shall be notified annually in writing. A certified administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certified employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year.

If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

SOCIAL MEDIA USE FOR STAFF AND DISTRICT - 4051

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

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff

member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.

3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.

4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Bulldog Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.

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

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

4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

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

A. General Use and Conditions

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

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

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

B. Acceptable Use

1. Staff may use social media for instructional purposes.

2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.

3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

C. Unacceptable Use

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.

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

3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using

any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

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

B. Moderation of Third Party Content

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

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

1. Is obscene, lewd, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains threatening, harassing, or discriminatory words or phrases;
4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

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

SCHOOL VEHICLE USE - 4061

Pupil Transportation Vehicles

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. See Title 92, Nebraska Administrative Code, Chapter 91 – Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles ("Rule 91") Title 92, Nebraska Administrative Code, Chapter 92 – Regulations Governing the Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles ("Rule 92"), available on NDE's website (www.education.ne.gov). A pupil transportation vehicle is any vehicle utilized to carry school children as sponsored and approved by the school board and that conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed as School Bus, Activity Bus, Small Vehicle, or Coach Bus.

School Vehicles Other Than Those Transporting Students

School district employees, board members, and other elected or appointed school district officials (collectively "school personnel") who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. School district vehicles may not be used for personal purposes unless the vehicle, or the use of it, is provided to an employee as a condition of an employment contract or it is leased to school personnel as allowed by law. School personnel must operate school vehicles in accordance with all applicable federal, state, and local laws.

Driver Qualifications. School personnel who wish to use a vehicle owned or leased by the school district and who are not transporting students must:

- Possess and provide a copy of a valid Motor Vehicle operator's license.
- Be able to read and comprehend driving regulations and written test questions.
- Obtain and provide a copy of his or her current driving record from the department of motor vehicles at least one time per school year to the superintendent or his or her designee.
- Be at least 19 years of age.
- School personnel must notify the superintendent or his or her designee about any change in their driving

status or eligibility.

School personnel who have been convicted of any of the following or who meet any of the following conditions will not be allowed to drive a school district vehicle:

- If the citation or conviction occurred at any time—Motor vehicle homicide or driving under the influence – 3rd or subsequent offense;
- If the citation or conviction occurred within the last 5 years - Driving under the influence of drugs or alcohol, failure to render aid in accident you are involved in, speeding 15 miles per hour or more above the posted speed limit, reckless driving (willful or otherwise), careless driving, leaving the scene of an accident, failure to yield to a pedestrian with bodily injury to the pedestrian, or negligent driving.
- The superintendent or his or her designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or his or her designee will make the final determination about the use of school district vehicles.

Electronic Communication While Driving. Unless the superintendent or a principal grants an exception to allow verbal communication on an as needed basis for specific district-related work based upon an employee’s duties and responsibilities, 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. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to emails, instant messages, text messages or other visual media.

Tobacco, Alcohol, and Controlled Substances. The use of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted in a school vehicle at any time. The use or possession of any alcohol or controlled substance (unless legally prescribed to school personnel by a physician) is not permitted in a school vehicle at any time.

Traffic Accidents, Infractions, Violations, or Citations. School personnel who receive a citation or warning citation from a law enforcement officer or are involved in an accident while operating a school vehicle must report the citation to the superintendent or his or her designee as soon as practicable, but no later than 24 hours of receipt. The superintendent must report his or her accidents, infractions, violations, or citations to the board president.

PROTECTION OF PUPIL RIGHTS-5015

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

a. Surveys Created by a Third Party

i. This section applies to every survey:

- (1) that is created by a person or entity other than a district staff member or student;
- (2) regardless of whether the student answering the questions can be identified; and
- (3) regardless of the subject matter of the questions

ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.

b. Surveys Requesting Particular Sensitive Information

i. Sensitive information shall include:

- (1) Political affiliations or beliefs of the student or the student’s parent(s);
- (2) Mental or psychological problems of the student or the student’s family;
- (3) Sexual behavior or attitudes;
- (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (5) Critical appraisals of other individuals with whom respondents have close family relationships;
- (6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
- (7) Religious practices, affiliations, or beliefs of the student or student’s parent(s); or
- (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent

of the parent or eligible student.

ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.

iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive Information.

v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

c. Survey Inspection Requests

i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.

ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.

iii. The principal shall respond to survey inspection requests without delay.

2. Invasive Physical Examinations

a. The term "invasive physical examination" means:

i. any medical examination that involves the exposure of private body parts; or

ii. any act during such examination that includes incision, insertion, or injection into the body; and

iii. does not include a hearing, vision, or scoliosis screening.

b. Parents may refuse to allow their student to participate in any nonemergency invasive physical examination or screening that is:

i. required as a condition of attendance;

ii. administered by the school and scheduled by the school in advance; and

iii. not necessary to protect the immediate health and safety of the student, or of other students.

c. This policy does not apply to any physical examination or screening that:

i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;

ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.)

iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

a. The term "personal information" means individually identifiable information Including:

i. student's and parent(s)' first and last name;

ii. home or other physical address;

iii. telephone number; and/or

iv. social security number.

b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.

c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:

i. post-secondary education recruitment;

ii. military recruitment;

iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or

iv. student recognition programs.

4. Inspection of Instructional Material

a. Definition

i. The term "instructional materials" means instructional content that is provided to a student regardless of

its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).

ii. The term does not include academic tests or academic assessments.

b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.

c. Curriculum inspection requests must be made to the building principal in writing.

d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

a. The superintendent shall notify parents of:

i. this policy and its availability upon request from the office of the district;

ii. how to opt their child out of participation in activities as provided for in this policy;

iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and

iv. how to request access to any survey or other material described in this policy.

b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

STUDENT RECORDS - 5016

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general, "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is PowerSchool.™

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include para-educators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

**PARENTAL RIGHTS IN REGARD TO REVIEW OF DIRECTORY INFORMATION OF STUDENTS
ATTENDING THE FORT CALHOUN COMMUNITY SCHOOLS - 5017**

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including student’s cell phone number
- E-mail address
- Date and place of birth
- Date of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and award received
- Social media usernames or 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 the purpose 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 factors known or possessed only the authorized user.

Directory information does not include a students’ social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student’s parents have notified the district that they do not want this information disclosed without their prior written consent.

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given the opportunity to prevent the release of this directory information by filing a written objection with the district.

INTERNET SAFETY AND ACCEPTABLE USE - 5037

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**

I. Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

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

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard

use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

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

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

a. Loss of computer privileges;

b. Short-term suspension;

c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and

d. Other discipline as school administration and the school board deem appropriate.

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

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

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

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

ASSESSMENT OF FEES FOR STUDENTS ATTENDING THE FORT CALHOUN COMMUNITY SCHOOLS - 5045

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, their teachers or their coaches, and sponsors for further specifics.

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 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 district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

5. Technological Devices

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

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to participate in a cooperative loss fund for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$20.00 per device issued.

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 charged. The guidelines will explain the reasons that 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:

Student activity card	\$50.00 Covers admission to all home extracurricular events; Excluding Conference, District, or State contests held in Fort Calhoun
Future Business Leaders of America	\$25.00
National Honor Society	\$15.00
Cheerleading	Students must purchase uniforms and shoes, selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$1,400.00
Dance	Students must purchase uniforms and shoes, selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$1,400.00

Football	Students must provide their own football, shoes & undergarments. The maximum dollar amount charged by the school district for these items will be \$400.00
Golf	Students must provide their own golf shoes, undergarments, and clubs. The maximum dollar amount charged by the school district for these items will be \$600.00
Softball and Baseball	Students must provide their own shoes, gloves, and undergarments. The maximum dollar amount charged by the school district for these items will be \$200.00
Track, Volleyball, Wrestling, Cross Country, Basketball	Students must provide their own shoes and undergarments. The maximum dollar amount charged by the school district for these items will be \$150.00
SkillsUSA	Student must purchase their own jackets. The maximum dollar amount charged by the school district for these items will be \$25.00
Drama	\$25.00
Speech	\$50.00
Quiz Bowl	\$50.00
Spanish Club	\$30.00
POPP (Pioneers Overcoming Peer Pressure)	\$10.00

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in 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 being 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 maximum dollar amount of post-secondary education per course charged by the district shall not exceed \$600. Students will be assessed a book fee not to exceed \$25.00 per course.

8. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations. Bus service is available to option students on a first-come, first-serve basis. The charge for this service is \$350.00 per family per year.

9. Copies of Student Files or Records.

The district may charge a fee for making copies of a student's files or records for the parents or guardians of such student. 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 the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district does not charge for reproduction of student records.

10. Pre-Kindergarten Services.

The district will charge reasonable fees for participation in pre-kindergarten services offered by the district pursuant to Statute. The maximum dollar amount charged by the district for these services shall be \$140.00 monthly.

11. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount charged by the district for summer and night school shall be \$50.00 per class.

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to 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 the a la carte

meals lines, a school store, vending machine, booster club or from 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 programs is as follows:

ELEMENTARY K-6		SECONDARY 7-12	
Student Breakfast	\$1.75	Student Breakfast	\$2.25
Adult Breakfast	\$2.75	Adult Breakfast	\$2.75
Student Lunch	\$2.55	Student Lunch	\$2.90
Seconds (Second Entrée)	\$2.00	Seconds (Second Entrée)	\$2.25
Second Lunch	\$2.55	Second Lunch	\$2.90
Milk	\$0.50	Milk	\$0.50
Reduced Breakfast	\$0.30*	Reduced Breakfast	\$0.30*
Reduced Lunch	\$0.40*	Reduced Lunch	\$0.40*
Adult Lunch	\$4.75	Adult Lunch	\$4.75
*Required by Federal Legislation		*Required by Federal Legislation	

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

Band	Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers. The maximum dollar amount charged by the district for these materials will be; materials will be \$150.00
Vocal Music/Swing Choir	Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$300.00

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class’s fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$70.00.

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 and a written request for each fee they wish waived.

D. Distribution of Policy

This policy will be published in the Student Handbook or its equivalent that 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 staff members of the district 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 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.

SCHOOL WELLNESS-5052

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidencebased healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for

staff about student wellness.

- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. **Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day**

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to: i. USDA National School Lunch and School Breakfast nutrition standards ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. **Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day**

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. **Food and Beverage Marketing**

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not

be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)

- a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.
- b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:
 - (1) It shall not be sold in competition with school meals in the food service area during the meal service.
 - (2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.
 - (3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements
 - (4) This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during afterschool sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated 9/2016 to Reflect the USDA Final Rule) found at https://www.healthiergeneration.org/_asset/wtqdwu/14-6372_ModelWellnessPolicy.doc.

AUDIO AND VIDEO RECORDING - 5063

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

Classroom Recordings by Staff. Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students. Unless otherwise authorized by this policy or law, 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 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, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies.

Permitted Classroom Recordings by Students. Students may make audio or video recordings of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

Permitted Non-Classroom Recordings. Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Artificial Intelligence-6038

As used in this policy, artificial intelligence tools (“AI Tools”) mean machinebased 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 ChaptGPT, Google Bard, and other chatbots.

The board recognizes that among other resources, when properly used, AI Tools may provide valuable source information to students and teachers in relation to the district’s academic curriculum and assignments. 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. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
 - b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the 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 Policy 6038 Page 2 of 2 Fort Calhoun Community Schools Board Policy Handbook necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - c. In no instance may the output from one or more AI Tools be copied and placed within a student’s work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.
4. 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.
5. 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.

Adopted on: July 10, 2023

