

***Fullerton K-6  
Elementary School  
Student Handbook***



***2025 - 2026***

***Fullerton Elementary School  
PO Box 520  
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Fullerton, NE 68638  
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## WELCOME

Dear Students and Parents:

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

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

**There are several forms that you must read, sign electronically, and return no later than August 12, 2025.**

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

Sincerely,

*Mrs. Carlson*

Mrs. Carlson  
Elementary Principal

## **Intent of Handbook**

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

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

## **Notice of Nondiscrimination**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity that it operates. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, sex or that have other related concerns or questions, should contact the following Special Education Coordinator/Title IX Coordinator: Tammy Carlson at 308-536-2431, [tcarlson@fullerton.esu7.org](mailto:tcarlson@fullerton.esu7.org) or in person at school. The school district’s specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: <https://www.fullertonpublicschools.org/vnews/display.v/ART/62ebdb467b211>. Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Lynn Johnson at 308-536-2431, [ljohnson@fullerton.esu7.org](mailto:ljohnson@fullerton.esu7.org), PO Box 520, Fullerton, NE. 68638 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent of Schools at 308-536-2431, [ljohnson@fullerton.esu7.org](mailto:ljohnson@fullerton.esu7.org), or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report. For additional prohibited discrimination and related information, please review school district Policy 3053-Nondiscrimination.



# SCHOOL-PARENT COMPACT

## Fullerton Public Schools

### 2025/2026 School Year

The mission of the Fullerton Public School is  
to inspire individuals to Believe, Achieve, and Succeed.

*This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.*

## Teacher/School

*It is important that students achieve. I agree to do the following:*

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.*
- 2. Regularly communicate with parents on their child's progress.*
- 3. Demonstrate professional behavior and positive attitude.*

Teacher Signature \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Mrs. Carlson

## Parent/Caring Adult:

*I want my child to achieve; therefore I will encourage him/her by doing the following:*

- 1. Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.*
- 2. Support your child's learning—volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.*
- 3. Make sure my child is at school every day on time, unless he/she is ill.*
- 4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.*

Parent Signature \_\_\_\_\_

## Student:

*I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:*

- 1. Come to school each day prepared with supplies and an attitude to learn.*
- 2. Be responsible for my own behavior.*
- 3. Respect and cooperate with other students and adults.*
- 4. Return completed schoolwork on time.*

Student Signature \_\_\_\_\_

# 2025-2026

## IMPORTANT SCHOOL DATES TO REMEMBER

August 13.....School Convenes

September 1.....Labor Day Vacation

September 25.....(12:30 PM Dismissal).....Parent Teacher Conferences

September 26.....No School (teacher Inservice)

October 15.....End of First Quarter

November 3..... **NO SCHOOL** Fall Break

November 26-28.....Thanksgiving Vacation

December 17.....End of First Semester (K-6)

December 18-19.....K-6 No School (teacher Inservice)

December 22-January 5.....Christmas Vacation

January 6.....School Convenes

February 12.....(12:30 PM Dismissal).....Parent Teacher Conferences

February 13.....**NO SCHOOL** Winter Break

March 11.....(12:30 PM Dismissal).....Early Out (end of 3<sup>rd</sup> Quarter)

March 12-13..... **NO SCHOOL** Spring Break

April 3-6 .....Easter Break

May 13.....Last Day of School (K-6)





## SECTION ONE

# PERSONNEL

## BOARD OF EDUCATION

Beth Sonderup..... President  
Brad Anderson..... Vice-President  
Brian Aaberg..... Secretary  
Jennifer Wood..... Treasurer  
Angie Herman..... Member  
Brittany Bertram..... Member

## STAFF



Superintendent ..... Mrs. Lynn Johnson  
Elementary Principal/ K-12 Special Education Coordinator / ..... Mrs. Tammy Carlson  
Curriculum, Assessment, Title IX Coordinator/ ELL Coordinator  
Kindergarten..... Tabitha Pickrel  
First Grade..... Jennifer S. Dubas  
Second Grade ..... Trish Spath  
Third Grade..... Miranda Jazwick  
Fourth Grade..... Jason Maxfield  
Fifth Grade..... Megan Scott  
Sixth Grade..... Amber Hamik  
4-6 Departmentalization..... Reading - Megan Scott  
..... Math – Jason Maxfield ..... Science – Kathy Voichahoske  
..... Social Studies – Amber Hamik



## INSTRUCTION SUPPORT STAFF

Special Education (Lead)..... Brandy King  
Special Education..... Natalie Beierman  
Speech Language..... Katie Bosak  
Title I Reading/Math..... Yetta Sullivan  
Vocal Music/ Instrumental Music..... Colton Kohl  
Physical Education..... Brandon Siegel  
Library /Media ..... Brianne Butcher  
Technology Coordinator..... Jason Trotter  
Intervention/ Reading/ Guidance/ 504..... Missy Aaberg

## PARAPROFESSIONALS

Elementary Office..... Yvonne Russell  
SPED Aide/ Classroom Aide..... Samantha Mace/ Michelle Sonderup/ Joy Harris/ Regina  
Dohmen/ Christine Choyeski/ Michelle Kutschkau/ Kyndsey Sims/ Ronna Banzhaf/ Macy  
Voichahoske



**CHILD NUTRITION PROGRAM**

Lunchroom Manager..... Connie Poloncic  
Assistant Manager.....Susan Steenson  
Head Cook .....Tammy Gora



**MAINTENANCE**

Director of Grounds & Transportation.....Doug Cornwell  
Director of Facilities.....Jerry Chmiel

**BUS DRIVERS**

Doug Cornwell  
Dave Wamberg  
Joy Ulmer  
Regina Dohmen



**OFFICE SECRETARIES**

Bookkeeper/Secretary..... Jill Anderson  
Secretary.....Jean Dubas  
Hot Lunch Secretary.....Debbly Bialas

## *Vision Statement of Fullerton Public Schools*

The vision of the Fullerton Public School is to inspire individuals to Believe, Achieve, and Succeed fueled by a desire for learning.

*The Fullerton Public School is an entity which involves many different people and to fulfill this vision, these people embrace the following mission:*

*The mission of Fullerton Public Schools is to create a safe, secure and respectful environment where individuals develop and build upon skills to contribute to a changing world. We are guided by an unbiased educational process that is teacher-driven and research-based by analyzing data to make informed decisions. We are continually adapting curriculum, instruction, and assessments to ensure the success of all students and inspire lifelong learning.*

## SECTION TWO

### BASIC SCHOOL RULES AND GENERAL PRACTICES

#### **Attendance**

##### **Required Attendance**

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

##### **Mandatory Attendance Age**

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

##### **Exceptions**

Students who are absent for less than one-fourth day are counted present for the day. If their absence occurs at the beginning of the day, they are tardy. A child who is present for less than one fourth day is likewise counted absent for a full day. Half days of attendance are judged accordingly.

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

##### **Discontinuing Enrollment – 5 Year Old Students**

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

##### **Attendance Officer**

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

##### **Excused Absences**

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

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student or for a child whom the student is parenting
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation

6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. Personal or family vacations

**Excessive Absenteeism**

When a student is absent 20 or more days per year or the hourly equivalent the principal may file a report with the county attorney. For example, if the student accumulates 19 days of excused absences due to documented illness and is tardy one time, the principal may file a report with the county attorney.

**Absences due to illness**

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness will be expected to complete missed assignments.

**Planned absences**

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

**Students are obligated to:**

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a half day before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

**Parents are obligated to:**

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

**Making Up Absences**

When a student has been absent the number of days to be equivalent to missing 10% of the school days, the student shall be required to make up those absences through attendance in TLC (The Learning Connection) after school.

**Band**

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

**Bills**

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

**Books and Supplies**

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

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

### **Bullying**

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

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

### **Reporting Bullying**

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform Safe2Help to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

### **Bullying Investigations**

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

### **Cafeteria**

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

#### **Breakfast & Lunch**

The school will serve breakfast daily from 7:30 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast.

Lunch money will be collected in the mornings before school starts. Students are not issued meal tickets, but accounting of the meals eaten will be made by the Child Nutrition Program secretary.

Food service charge privileges are denied to any student, receiving regular or reduced price meals who is delinquent in his/her payment by \$10.00.

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

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

The cost of a student meal will be announced when school starts. This price will depend on the federal funding the program receives.

Breakfast will be served daily. If your child qualifies for free or reduced price meals he/she also qualifies for free or reduced breakfast. Breakfast is served from 7:30 a.m. until 8:00 a.m.

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Students should remain at their tables until they are dismissed.
6. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

#### **Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

#### **Notice of Non-discrimination**

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

#### **Candy and Gum**

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

#### **Cell Phones and Other Electronic Devices**

Students may not use cell phones, smart watches, personal wireless earbuds or other electronic devices while at school. Electronic devices will be stored in homeroom until the end of day. Students must comply with each teacher's classroom rules regarding cell phones.

Students may not use cell phones or other electronic devices while riding in a school vehicle (example – field trips). Before and after school electronic use on buses is at the discretion of the drivers.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. First offense: The administration will return confiscated devices to the offending student. Second offense: The administration will return confiscated devices to the offending student's parent or guardian before 4:00PM. Further offenses: Confiscated device will be returned to guardian and subject to additional discipline, up to and including detention, suspension or expulsion. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

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

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

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

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

### **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; or (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.



### **Class Dismissal**

Classes are in session until the teacher dismisses the class. Students may not leave their classrooms until they have been excused by their classroom teacher.

### **Closed Campus**

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office.

### **Coats and Boots**

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school must be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

### **Communicable Diseases**

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

### **Communicating with Parents**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/ teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Other pertinent information will be communicated to parents by mail or by personal contact.

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy. References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Special Education Coordinator for allegations of disability-based discrimination. A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

### **Complaint and Appeal Process**

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

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complainant to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the respondent.
    - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or coordinator received the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements

for appeals within any other policy apply, and in addition to those requirements, the following also apply.

- a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
  - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
  - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involved the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
  - a) When the complaint is about a board policy, not implementation of the policy;
  - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
  - c) When the board is required by law, policy, or contract to hear a complaint or appeal.
6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
  - d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

- e) There is no appeal from any decision of the board unless authorized by law.
7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
  - b) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
  - d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
  - e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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

### **Special Rules Regarding Educational Services and Related Services to Students with Disabilities.**

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

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

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address

the complaint in a manner that he/ she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

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

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

## Computer Network Use by Students

### COMPUTERS, TELECOMMUNICATION, INTERNET AND NETWORK ACCEPTABLE USE GUIDELINES

1. **Acceptable use:** The purpose of access to the district's computer, telecommunication, Internet and network capabilities is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use at Fullerton Public School must be in support of education and research and consistent with the educational objectives as set forth by the school. Use of Fullerton Public School's computer, telecommunication, internet and network capacities by for-profit institutions for commercial purposes is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. **Privileges:** The use of computers, telecommunication, internet and network is a privilege, not a right, and inappropriate use will result in disciplinary action up to, and including, loss of access, suspension, and / or expulsion for students and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.
3. **Etiquette:** Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite and use appropriate language.
  - b. Do not reveal your personal address or phone number or those of other students or colleagues.
  - c. Electronic mail (e-mail) is not guaranteed to be private.
  - d. Do not use the network in such a way as to disrupt the use of the network by other users.
  - e. Student users should never give their password to another. All users should understand that they will be held responsible for all activity involving their password-protected files and accounts.
4. **Vandalism:** Vandalism will result in immediate disciplinary action up to, and including, loss of access, suspension, and / or expulsion for students and loss of access, suspension, termination, non-renewal, or cancellation of the contract of administrators, teachers, or other school employees. Vandalism is defined as any malicious attempt to harm or destroy any hardware, software, or data belonging to the school or another user. This includes the uploading or creation of computer viruses.
5. **Security:** Security is a high priority especially when the system involves many users. Attempts to log in to the system as any other user will result in cancellation of user privileges. Do not use another individual's internet account (with the exception that teachers may allow students access under the individual teacher account). Attempts to log in to internet or the school network as a system administrator will result in cancellation of user privileges as well. Any user identified as a security risk or having a history of problems with other computer systems may be denied individual access.
6. **Indemnity:** Fullerton Public Schools makes no warranties of any kind, whether expressed or implied, for computer telecommunication, internet or network service. Fullerton Public School will not be responsible for damages users suffer. This includes loss of data while using the district's computers, telecommunication, internet or network connections. Fullerton Schools will not be responsible for any financial charges incurred by an account user or someone else using the account. Use of any information obtained via internet is at the user's risk. Fullerton Public School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
7. **Unlawful Purposes:** Users shall not use the district's electronic capacity for unlawful purposes, such as illegal copying or installation of unauthorized software.
8. **Electronic Hardware and Software:** Users shall not take home electronic hardware or software without written permission of the network administrator.

## Instruction

### Internet Safety

#### **Acceptable Use - Computer Use and Conduct Guidelines**

The primary goal of FPS's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment.

The following is a list of rules and guidelines which govern the use of FPS computers and network resources.

Network Resources refers to all aspects of FPS's owned or leased equipment, including, but limited to, computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of FPS's network resources whether this access occurs while on or off campus.

Students may not use network resources:

- o to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- o to download, stream or listen to Internet-based music, video, and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- o to send file attachments that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the LAN Manager or Assistant LAN Manager to make special arrangements);
- o to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- o to conduct any commercial business unless specifically approved by the LAN Manager, Assistant LAN Manager or building principal;
- o to conduct any illegal activity (this includes adhering to copyright laws);
- o to access the data or account of another user (altering files of another user is considered vandalism);
- o to install any software onto FPS computers; to copy FPS school software (copying school owned software programs is considered theft);
- o clear Internet history in any browser;
- o attempt to bypass or bypass the school filtering system.

**Privacy Information:**

- o You should expect only limited privacy in the content of your personal files on the District system. Routine maintenance and monitoring of the network may lead to discovery that you have violated this policy, the board policies, or the law.
- o An individual search will be conducted if there is reasonable suspicion that you have violated any policies or laws.
- o Parents or Guardians of students have the right at any time to request to see the contents of your files.
- o You have a right to due process for any violations of any of the policies listed here, in the student handbook, teacher handbook, or board policies. Remember when you are using the Internet or the network, you leave "electronic footprints" and your actions can be traced.

**Student Safety Protection measures:**

- o Students will not post personal information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, or any other information that would allow someone to find you in person.
- o Students will not give password(s) to anyone
- o Students will not post anonymous messages
- o You will not agree to meet with someone you have met online without your parent's/guardian's approval. Your parent/guardian should accompany you to this meeting.
- o You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
- o You will not make deliberate attempts to disrupt the computer system or destroy data on the network or Internet.

- o You will not use the network or Internet to engage in any other illegal act such as arranging for drug sales or the purchase of alcohol, engaging in criminal activity, threatening the safety of other people, etc.
- o You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- o You will immediately notify a teacher or the system administrator if you have identified a possible security problem.
- o You will not use obscene, profane, lewd, vulgar rude, inflammatory, threatening or disrespectful language. You will not engage in personal attacks or harassment, including prejudicial or discriminatory attacks.

### **Legal Issues and Jurisdiction**

Because FPS owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of FPS's network resources is subject to the rules stated in this policy. FPS has the ability to monitor our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, the school administration and network staff reserve the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy.

### **Disclaimer**

The FPS does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Fullerton Public School District. While FPS's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At FPS, we expect students to obey the Computer Use Policy when using the Internet. Students found in violation of the policy will be disciplined.

In addition, FPS account holders take full responsibility for their access to FPS's network resources and the Internet. Specifically, FPS and ESU 7 make no warranties with respect to school network resources nor take responsibility for:

the content of any advice or information received by an account holder;  
the costs, liability or damages incurred as a result of access to school network;  
resources or the Internet; any consequences of service interruptions.

### **Conferences**

The individual parent-teacher conferences held twice each year begin where other reporting methods end. The parents bring to the conference their understanding of what the student is like at home, while the teacher brings an understanding of what the student is like at school. With these observations the school and home are better prepared to help the child.

The conference involves the sharing of confidential information for parents/guardians and teachers. It is to everyone's advantage if the conference is free from distraction. **Please arrange for a babysitter for children during your conference with a teacher.**

Parental contributions to the conference should include:

- A. The child's reaction to school.
- B. Examples of the child's initiative and creativity displayed in the home.
- C. Relationships with other members of the family.
- D. Relationships with other children in the neighborhood.
- E. Health problems and special handicaps of the child.
- F. Home responsibility and out-of-school activities.
- G. Response to rules, regulations and procedures in the home.



- H. Hobbies, special interests and abilities.
- I. Problems in the home which the parent feels will help the teacher “know” the child better.

Teacher’s contributions to the conference should include:

- A. The child’s progress in the classroom work.
- B. Work habits at school.
- C. Social adjustment and relationships with other children in the various phases of the school program, classroom, playground, group work, etc.
- D. Interests, aptitudes, and abilities of the pupil.
- E. Relationships with teachers and other staff members.
- F. Health or emotional problems.
- G. Evidence of initiative, originality and responsibility.
- H. Response to school rules, regulations and procedures.

### **Using 3<sup>rd</sup> Party Apps**

At Fullerton Public Schools, staff sometimes use or implement online applications and software that might share a student’s information with third party applications. Federal and state law impose requirements on the student data that can (and cannot) be shared with outside entities. In addition, parents and guardians may opt out of any online program or software that shares student data with any third-party application. Unless a parent or guardian opts out of any program or software, the District will assume that parents and guardians consent to their students accessing the applications and software tools at school.

### **Copyright and Fair Use**

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

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their teacher or building principal, review the school district’s copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site:  
<http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

### **Dating Violence**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district’s student discipline policies. The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

### **Discrimination and Harassment**

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Special Education Coordinator Mrs. Carlson at 536-2431, [tcarlson@fullerton.esu7.org](mailto:tcarlson@fullerton.esu7.org) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX

Coordinator: Mrs. Carlson at 536-2431, [tcarlson@fullerton.esu7.org](mailto:tcarlson@fullerton.esu7.org), PO Box 520, Fullerton, NE. 68638 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Lynn Johnson at 536-2431, [ljohnson@fullerton.esu7.org](mailto:ljohnson@fullerton.esu7.org) in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Dress Code**

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards. The district prohibits student attire or appearance that:

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

The district reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards.

The elementary principal shall make the final decision on whether regulations are met. Students who violate dress code guidelines may be issued a detention or suspension may be given. Repeated dress code violations may result in more severe consequences.

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

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

### **Emergency Contact Information**

Parents must complete an emergency information form for each child enrolled in the district. The form should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

### **Evacuations**

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

### **Events & Activities**

- A. Make sure you have your activity ticket with you or pay the admission charge.
- B. Once you are in the gym, you should not leave except at half-time and between games.
- C. Student seating sections are designated on the west side of the gym only.
- D. All students and adults enter school only by the South Main Doors or west handicap access entrance.
- E. Concessions are sold in the commons area. All pop or other liquids without lids are to be consumed in the commons area. Liquids with lids are allowed in the gyms.

- F. Once you enter the building, you are expected to stay inside until you are ready to leave for the evening. You may not reenter the building!
- G. Students are requested not to leave the auditorium during musicals, class plays, etc., until the activity is completed or until an announced break.

### **Eye Exams**

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

### **First-Aid**

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

### **Head Lice**

If a student is found to have head lice, we will contact the parents and remove the child from school. The child will not be permitted back into school until appropriate medication is applied and will be rechecked to ensure no lice are present before students can return to school.

In addition, when lice are detected on one family member, all other members of the family should be checked immediately and treated if necessary. At the time of treatment all infested clothing, bed linen and other articles should be laundered in hot water (130 degrees Fahrenheit) or dry cleaned. Carpets, upholstery and mattresses should be vacuumed thoroughly. Combs and brushes should be soaked in hot water for five to ten minutes.

### **Health Problems Limiting Activities**

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. The building principal may require a doctor's verification.

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

### **Homebound Instruction**

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

### **Homeless Children and Youth**

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Lynn Johnson, who may be contacted at 536-2431.

### **Illness or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information form for each child enrolled in the district. The form should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

### **Immunizations**

All students must furnish the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; chicken pox documentation

### **Lockers and Other School Property**

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

### **Lost and Found**

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

### **Medications**

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

**Prescription medication.** (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

**Non-prescription medication.** (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

### **Media Center**

Students must check out materials from the media staff on duty. Each borrower is responsible for all books checked out in his/her name. A fine per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

### **Memorials**

A collection may be taken to buy a condolence remembrance for the family of a deceased pupil or in the event of death in a pupil's family. The collection is by free-will offering in the student's home room. Other students may contribute to the fund if they wish to do so.

### **Milk Break**

The school will offer a milk program to students in grades K-2. Before each semester begins, the teacher will send home a slip stating how much the student owes for milk for that semester. No credits will be given for days absent.

The price for milk may be changed during the school year. Milk will be served in the afternoon. Milk money will be collected and records kept by the homeroom teacher.

### **Parties**

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school. If costumes are worn, they should be brought to school and put on before the party begins. Parents are encouraged to visit <https://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks> for a list of healthy party ideas.

### **Personal Items**

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

### **Physical Education**

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

### **Physical Exam**

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school. Health screenings will be handled following state statute and board policy.

### **Pictures**

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students may purchase them directly from the photographer.

### **Playground Rules**

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows & high school lawn.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy/gravel areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

### **Police Questioning and Apprehension**

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

### **Protection of Student Rights**

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. There may be various dates scheduled during the school year when a survey is requesting personal information as defined in the Protection of Pupil Rights policy. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **Public Displays of Affection**

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

### **Rights of Custodial and Non-Custodial Parents**

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

### **School Day**

At 7:55 a.m. students start to line up and enter the building. **Classes start at 8:00 a.m. for grades 4/5/6 and 8:15 a.m. for grades K-3.** Students should NOT arrive before 7:45 a.m. unless eating breakfast. Teachers are available to provide individual students help before school and after school. Students in grades K, 1, 2, and 3 are dismissed at 3:17 p.m. while students in grades 4, 5, and 6 are dismissed at 3:20 p.m. There will be no supervision provided by the school before or after these times.

Children are to go home immediately after being dismissed from school. They may not return until after the buses have departed. If they return to use playground equipment, they do so under the responsibility of their parents.

Children will not normally be kept after school later than 4:00 p.m. Any teacher who wishes to detain a child longer is asked to secure permission to do so from the parents.

The parent of a regular bus rider must be notified in advance that his or her child will be kept after school so transportation can be arranged.

### **Self-Management of Diabetes or Asthma/Anaphylaxis**

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

### **Smoking and Tobacco**

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.



### **Sniffer (Drug) Dogs**

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

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

### **Standardized Testing**

Standardized and state testing is administered throughout the year in grades 3-6 to determine the students' achievement probability for individual success.

### **Student Assistance**

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

### **Student Fee Policy 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.

Please reference the Fullerton Public Schools website at the following address for the full policy and application. <https://www.fullertonpublicschools.org/vnews/display.v/ART/649db71230e4a>

### **Student Illness**

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

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

### **Student Records**

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's



education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

### **Transfer of Records Upon Student Enrollment**

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

### **Complaints**

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Tardiness**

A student who does not have a valid excuse for being tardy to any class may be required to serve detention after school or at lunch.

### **Telephone Calls**

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

## **Threat Assessment and Response**

### **Team Concept**

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

#### **1. Definitions**

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

#### **2. Obligation to Report Threatening Statements or Behaviors.**

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

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

#### **3. Threat Assessment Team**

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

#### **4. Threat Assessment Investigation and Response**

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

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

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

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

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

#### **5. Communication with the Public about Reported Threats**

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

#### **6. Coordination with the Crisis Team After Resolution of Threat**

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

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE!**

### **Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

## **Transportation Services**

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

### **Transportation to School**

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Buses transport children who live beyond the town limits to school. Other students ride the buses to participate in school sponsored events. Please help us develop proper, safe bus-riding habits in our children.

### **Transportation to School Events**

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

### **Bus Regulations**

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

If you have any questions, please call the school at 308-536-2431.

Students will ride the bus in an orderly and quiet manner. They should watch carefully for the traffic when boarding or leaving a bus. Buses usually start arriving at school about 7:45 a.m. If a bus is late, the children riding on it are not counted tardy. The buses are scheduled to leave school at 3:40 p.m.

#### **a) Rules of Conduct on School Vehicles:**

Any students that ride the school bus to or from school are asked to observe and comply with the following guidelines:

- 1) Students should be ready 5-10 minutes early for pick-up each morning in case the bus is early due to will call riders, road conditions or weather conditions that require our drivers to begin earlier than scheduled. The listed schedule for times is approximate. The students should be waiting for the bus, instead of the bus waiting for the students!
- 2) Buses will leave after school each day at 3:40 p.m. Students who are unable to be on time will need to make other arrangements to get home. Our drivers will not come back to get students once they have left on their route.
- 3) Any student who is a regular rider on a bus route must have a note/phone call from home if he/she is not going to ride the bus home that afternoon. This will help our playground supervisors and bus drivers know who is to ride the bus that day.
- 4) Bus drivers will check their roster daily to make sure that the correct students are on the right bus. **Any student who is not a regular rider must have a signed pass from his/her parent to allow him/her to ride the bus.** An example might be those students that are visiting a friend for a birthday party or a slumber party, etc. **This would also include students that normally ride a different bus.** Each driver will have extra passes on their bus for regular students to give to their friends ahead of time for those types of situations.
- 5) Students must obey the driver promptly.

- 6) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 7) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 8) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 9) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 10) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 11) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 12) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 13) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 14) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 15) Students must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
- 16) Students must respect the rights and safety of others at all times.
- 17) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 18) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 19) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

#### **b) Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long-term suspension from school, and/or expulsion.

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

#### **c) Records**

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

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

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

## **Video Surveillance and Photographs**

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

Unless otherwise authorized by board 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. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

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

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. Students who violate this policy may be subject to discipline up to and including expulsion.

## **Weather-Related School Closing**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on KOLN Channel 10/11 and Blackboard Connect. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

## **Withdrawal From School**

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

## SECTION THREE

### ACADEMIC INFORMATION

#### **Grades**

**Report cards** are sent home the week following the end of each nine week reporting period. **Mid-quarter reports** are also sent to parents.

In grades K - 2 the following evaluation keys are used:

“S” Scale	Rubric Score
E: Excellent	4 Excellent
S+: Satisfactory Plus	3 Satisfactory
S: Satisfactory	2 Improving
S-: Satisfactory Minus	1 Needs Improvement
I: Needs Improvement	



Fullerton Elementary students in grades 3-6 receive letter grades for their academic core classes. The grading scale is the same as most of the junior high and high school classes.

Letter Grade	Percent Grade
A+	99-100
A	96-98
A-	94-95
B+	92-93
B	89-91
B-	87-88
C+	85-86
C	80-84
C-	78-79
D+	76-77
D	72-75
D-	70-71
F	69 and below

A student may earn an incomplete when he or she fails to complete classroom assignments. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

#### **Homework**

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

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student.

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



## **Title I Reading And Math**

Fullerton Elementary School provides Title I Math and Reading. These programs are federally sponsored to help remedy individual student math and reading problems. Eligibility for placement in the programs is determined by student performance on the standardized test, a rating on the Fullerton Elementary Matrix Assessment, and through teacher assessment of chapter and unit tests.

We encourage parent involvement through conferences, written correspondence, annual parent meeting and the Fullerton Elementary Parent Title I Advisory Committee. The school will contact the parent prior to placement of a student into one, or both, of the programs.

## **Parental Involvement**

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the education of their children along with the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

## SECTION FOUR

### STUDENT DISCIPLINE

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time & prepared
- use work time appropriately
- complete assigned tasks on-time
- demonstrate respect for people & property
- respond appropriately to staff directives

Teachers will establish classroom conduct rules that students must obey.

In general, discipline policy is designed so the degree of home-school supervision and resource support are directly related to student performance choices. Discipline policy is also constructed so student freedoms are solidly linked to their performance choices. When students choose to perform according to basic administrative and classroom goals, parent-faculty supervision and resource support are minimized. Under these conditions, student freedom of choices at school are maximized. However, when students choose not to perform according to expectations, parent and school staff supervision and support continue to increase until the student reforms his/her behavior. In this case, student freedom and choices continue to decrease until they choose to perform adequately or an appropriate educational environment is identified.

Classroom discipline policy is primarily aimed at maintaining a quality learning environment. Classroom discipline is conducted by classroom teachers with assistance of the Student Assistance Team (SAT), administrators, guidance counselor, school psychologist and outside agencies when necessary. To maintain a quality learning environment, students are expected to perform the following goals:

- Arrive to class prepared
- Use work time appropriately
- Complete assigned tasks on-time
- Demonstrate respect for people and property
- Respond appropriately to staff directives

It is expected that all students at Fullerton Elementary School will behave according to five “Student Performance Goals”. If a student chooses to perform according to these goals, he/she will retain the freedom to interact with teachers and students with minimal supervision. However, if a student chooses not to perform according to these basic expectations, he/she can be assured that teachers, parent(s)/guardian(s) and administration will systematically increase home-school supervision and support until student performance is improved or an appropriate educational environment has been identified. Under these conditions, students will experience a methodical removal of freedoms until satisfactory performance is achieved.

**(Student Discipline Code)** Students are expected to respect both teachers and each other. When respect is present there are fewer problems. Any employee may correct, reprimand or discipline any student for a violation of school rules. It is also expected that students will respond to directions from all employees.

The following types of behavior will result in disciplinary action which may include in-school suspension, short- or long-term suspension, and/or expulsion from school. Long- or short-term suspensions are unexcused absences and credit for classes may be denied.

1. Fighting, disrupting, or interfering with curricular or extracurricular activities.
2. Damaging, destroying, or defacing the school’s property, another student’s property or property belonging to other schools or building users.

3. Assaulting or exhibiting disrespect for any school employee, student, or other person while in custody and control of the school, or in the course of school related activity.
4. Weapons, knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon. Expulsion from school for a period of not less than one (calendar) year or any student who is determined to have knowingly and intentionally possessed, used or transmitted a weapon:
  - (a) on school grounds,
  - (b) in a vehicle owned, leased, or contracted by a school being used for school purposes or in a vehicle being driven for a school purpose by a school employee or his or her designee or,
  - (c) at a school-sponsored activity or athletic event (Ref. 79-263 (1)).
5. Possession, using or being under influence of narcotics, alcoholic beverages, tobacco, and other controlled substances while on school premises, or while in the custody and control of the school, or in the course of a school related activity.
6. Violation of rules of conduct for school buses.
7. Violation of the dress code.
8. Stealing or attempting to steal school property or private property while on school premises, or while in the custody and control of the school, or in the course of a school related activity.
9. Abuse of student driving and parking privileges including reckless operation of a motor vehicle on or near school premises.
10. Insubordination, showing disregard, and/or showing disrespect toward any school employee.
11. Inappropriate display of affection while on school grounds, or in the course of a school related activity.
12. The use of any form of profanity, lewdness, or with sexual content written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures or publications.
13. Engaging in acts which intimidate, threaten, bully, degrade or disgrace fellow students, visitors or staff members.
14. Truancy as defined by LB 1250.
15. Sexual Harassment. Forms to report an incident of sexual harassment may be obtained in the principal's office.
16. Any form of gang graffiti, symbols, signs, apparel, or behavior is unacceptable. The building principal may take actions regarding student behavior which are reasonably necessary to aid the student, further school purposes, or prevent interferences with the educational process. The principal shall have the authority to conduct investigations and to question students pertaining to infractions of school rules and state laws, whether or not the alleged conduct is of a criminal nature.
17. Threats of terrorism made by telephone, internet or in spoken/written word to any student, staff member or other users of the facility or school grounds.

If the investigation determines that other students contributed to, participated in/or assisted in a student's violation of school policy, then those students may be disciplined according to the school policy or state laws when such activity occurs on school grounds or during an educational function or event off school grounds.

## Fullerton Elementary PIPSS for Classroom-Setting

Strikes by Level	
Level	<i>Grades K-6</i>
I. Classroom (classroom teacher, parent, and student)	1 -5 minute session during recess or after school 2 -10 minute session during recess or after school 3 -15 minute session during recess or after school, student telephone call to a parent and a mandated parent meeting
II. TAT (classroom teacher, parent, student, *grade level support staff and administration when required/requested)	1 -30 minute session during recess and/or after school 2 -45 minute detention after school 3 -60 minute detention after school in an administrator's office, student telephone call to a parent and a mandated parent meeting
III. SAT teacher, parent, student, administration, And SAT representatives)	1 - one half day in-school suspension and an after (classroom school conference 2 - one day in-school suspension and an after school conference 3 - two days in-school suspension, an after school conference, student telephone call to a parent and a mandated parent meeting
IV. MDT/IDT (classroom teacher, parent, administration, resource teacher, support staff and community	1 - one day out-of-school suspension or consequences stated in IEP/PIP, an after school conference, student, student telephone call to a parent and a mandated parent meeting 2 - two days out of-school suspension or consequences support services) stated in IEP/PIP, an after school conference, student telephone call to a parent and a mandated parent meeting 3 - three days out-of-school suspension or consequences stated in IEP/PIP, an after school conference, student telephone call to a parent and a mandated parent meeting.

- \* Grade Level Support Staff = teachers in developmentally grouped grade ranges (K-2 grade teachers, 3-4 grade teachers, 5-6 grade teachers)
- Each student receives a predetermined number of warnings before the first strike is issued.
  - Sessions/Detentions will be served within one day of being issued and will be used as a time for the classroom teacher and student to complete a problem solving form. Refusal to complete a problem solving form will result in a one day out-of-school suspension.
  - Suspensions will be served the day following the date of being issued.
  - Students and/or parents failing to attend a session/detention without making prior arrangements with the classroom teacher or administrator will receive a one day out-of-school suspension.
  - Students suspended must complete assigned tasks on-time to receive partial or full credit. Failure to complete assigned tasks on-time will result in 0% credit.

## Fullerton Elementary PIPSS Non-Structured Plan

<u>Incidents</u>	<u>Action Taken</u>
1 <sup>st</sup> offense	warning
2 <sup>nd</sup> offense	warning
3 <sup>rd</sup> offense	warning
4 <sup>th</sup> offense	<b>Strike 1</b> visit with principal strike form completed and sent home student loses 30 minutes of recess
5 <sup>th</sup> offense	warning
6 <sup>th</sup> offense	warning
7 <sup>th</sup> offense	warning
8 <sup>th</sup> offense	<b>Strike 2</b> visit with principal strike form completed and sent home parents are informed by phone and/or school meeting student loses 30 minutes of recess
9 <sup>th</sup> offense	warning
10 <sup>th</sup> offense	warning
11 <sup>th</sup> offense	warning
12 <sup>th</sup> offense	<b>Strike 3</b> visit with principal strike form completed and sent home parents are called—school meeting is mandatory possible suspension—principal's discretion behavior modification plan is implemented student loses 30 minutes of recess

A strike may be given for a major incident—principal must agree that the incident is worth a full strike—based upon the interview with the staff member and possible investigation—principal completes the strike form.

Any incident—determined by the principal—could result in immediate suspension.

A parent meeting may be called at any time depending upon the incident—discretion of principal.

*Staff members are to write out warnings/tickets. Mrs. Carlson and Mrs. Aaberg will keep track of tickets, complete the strikes, and provide teachers with information (tickets, strikes, etc.).*

## **Forms of School Discipline**

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

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

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

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

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

## **Suspension**

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

Student misconduct may lead to a suspension from regular school attendance. The following four types of school suspension may be applied when judged appropriate and to further the school purpose.

1. In-school suspension. The student attends school but is required to complete assignments in an area removed from all other students. Such a suspension may not exceed five days.
2. Emergency suspension. Such a suspension may be utilized when a student's attendance presents undue health risks to other students or the individual.
3. Short-term suspension. The student is not allowed to attend school for a period of time which does not exceed five days.
4. Long-term suspension. Such a suspension is for a least six days but less than twenty days.

5. **Expulsion.** The student is not allowed to attend school for the remainder of the semester at a minimum.

**In all cases the principal will investigate the situation before a student is placed on suspension. In addition, a student will be provided an opportunity to explain his/her side of the situation and parents will be notified of the action.**

### **Long-Term Suspension**

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

### **Pre-Kindergarten through Second Grade Students**

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

### **Expulsion**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of



- form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
  - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
  - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
  - j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
  - k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
  - l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
  - m. Using any object to simulate possession of a weapon;
  - n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and

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

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

### **Reporting Requirement to Law Enforcement**

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

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

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

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

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

until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

### **Weapons and/or Firearms**

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

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

**Exceptions Regarding Firearms.** The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

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

**Consequences - Firearm.** Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

## SECTION FIVE

### 3057 Title IX

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

STUDENTS

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## LOCAL WELLNESS POLICY

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

### **1. School Wellness Committee**

#### **Committee Role and Membership**

The District will convene a representative District Wellness Committee ("DWC") or work within an existing school health committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and may include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public.

#### ***Leadership***

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

### **2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

#### ***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

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

#### ***Recordkeeping***

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

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

#### ***Annual Notification of Policy***

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications.

#### ***Triennial Progress Assessments***

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

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee. .

#### ***Revisions and Updating the Policy***

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

#### ***Community Involvement, Outreach and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district.

### **Nutrition**

#### ***School Meals***

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

the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs in which the District participates.

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at some of the following Smarter

### ***Staff Qualifications and Professional Development***

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.

### ***Competitive Foods and Beverages***

- a. Definitions. “Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, “school day” means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

### ***Nutrition Promotion***

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

### ***Nutrition Education***

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

### ***Essential Healthy Eating Topics in Health Education***

The District may include in the health education curriculum the following essential topics on healthy eating:

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

### ***Food and Beverage Marketing in Schools***

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity.

## **3. Physical Activity**

Children and adolescents should participate in physical activity every day.

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

### ***Physical Education***

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

#### ***Essential Physical Activity Topics in Health Education***

Health education will be required in all elementary grades, and high school students will take and pass at least one health education course. The District should include in the health education curriculum a variety of activities that bring about physical, psychological and social benefits.

#### ***Recess (Elementary)***

All elementary schools will offer at least 20 minutes of recess on all days during the school year. Exceptions may be made as appropriate, such as on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather and other conditions make it feasible for outdoor play.

#### ***Classroom Physical Activity Breaks (Elementary and Secondary)***

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week.

#### ***Active Academics***

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.



# RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

**Parents (or guardians) and students are required to sign & return the receipt form below before August 12.**

## PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Fullerton School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled at Fullerton Public Schools. My child and I have discussed these policies and understand that we must comply with them.

## RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

\_\_\_\_\_  
Student's Signature                      Date

\_\_\_\_\_  
Parent/Guardian's Signature                      Date

\_\_\_\_\_  
Cell Phone Number (Optional)

\_\_\_\_\_  
Parent's Email Address (Optional)

\_\_\_\_\_  
Parent's Email Address (Optional)

## REQUEST TO PROVIDE MEDICATION DURING SCHOOL HOURS

**IMPORTANT INFORMATION FOR PARENTS/GUARDIANS:** Your written consent is required before your child may receive these medications at school. Please complete the entire form. By signing below, you acknowledge the following:

- You have reviewed the information and agree that your child may safely take the medications according to the recommended dose by weight.
- The school nurse has the responsibility of approving your child's use of these medications. In the case of a child with special health care needs, the school nurse may request authorization from your physician.
- A licensed prescriber's authorization will be required if:
  - Your child requires more than 5 doses of acetaminophen and/or ibuprofen in a 30 day period;
  - Your child requires more than 5 consecutive doses of acetaminophen and/or ibuprofen
  - In the judgment of the school nurse, your child is ill and not improving.
- Your child's medication may be provided by a nurse, an unlicensed health technician, or other school personnel, determined competent to provide medication as required by Nebraska law.
- These medications are provided for use during school hours and will be limited to one dose. Purpose of medication is to benefit learning and attendance. **These medications will not be administered the last hour of the school day except at the discretion of the school nurse.**
- **You are responsible to provide the district with any nonprescription medications you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instruction. The container must be labeled with the student's name.**

### PARENTAL CONSENT:

I give my permission to the Fullerton Public Schools to administer the following medications to \_\_\_\_\_ according to approved guidelines (check if approved)  
(child's name/names)

- |   |   |
|---|---|
| <input type="radio"/> Acetaminophen ("Tylenol") | <input type="radio"/> First Aid Cream/Ointment/Vaseline |
| <input type="radio"/> Ibuprofen ("Motrin")      | <input type="radio"/> Teeth gel/Orajel                  |
| <input type="radio"/> Cough Drops               | <input type="radio"/> Tums/Pepto-Bismol                 |
| <input type="radio"/> Anti-Itch cream/Ointment  | <input type="radio"/> Benadryl                          |

Other medications not listed: \_\_\_\_\_

Reason for use: As needed or specify other. \_\_\_\_\_

### Please complete the following:

My child ( ) has ( ) has not taken acetaminophen before, without problem.

My child ( ) has ( ) has not taken ibuprofen before, without problem.

My child ( ) is ( ) is not taking other medications at this time (please list). \_\_\_\_\_

**It is the parent's responsibility to notify the school if your child has taken any of these medications prior to coming to school.**

### High School Students only:

- My student may self-carry and administer OTCs. (privilege will be removed if sharing with others)
- My student should report to the nurse's office for OTCs.

Special instructions concerning my child: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

**Required Form**

## **ADMINISTRATION FOR PRESCRIPTION MEDICATION BY SCHOOL PERSONNEL PARENTAL CONSENT**

**General Statement.** Prescribed medication shall not be brought to school unless the written directions of a physician, physician assistant, or advanced practice registered nurse state that the prescribed medication must be taken during school hours or during school activities.

**IMPORTANT INFORMATION FOR PARENTS/GUARDIANS:** Your written consent is required before your child may receive prescription medications at school. Please complete the entire form. By signing below, you acknowledge/submit and agree to the following:

- ★ Submit this request to the principal or school nurse.
- ★ Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the principal or school nurse.
- ★ Make sure personally that the medication is received by the principal or school nurse administering it, in the container in which it was dispensed by the prescribing physician (or other licensed prescriber) or licensed pharmacist.
- ★ Make sure personally that the container in which the medication is in is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.
- ★ Submit a REVISED STATEMENT signed by the physician prescribing the medication to the principal or school nurse IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
- ★ Provide directions to the school personnel providing the medication.
- ★ Provide monitoring of the medication's effects, and assume full responsibility thereof.
- ★ Your child's medication may be provided by a nurse, an unlicensed health technician, or other school personnel, determined competent to provide medication as required by Nebraska law.
- ★ I release the School District and the Board of Directors of the School District and all employees, agents and representatives of the School District from any liability concerning the giving or non-giving of the medication to the student.
- ★ I give permission to share medical information with appropriate school personnel.

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**Prescription medication must be in the original container, properly labeled with instructions and the name of the prescribing physician (or another licensed prescriber) or licensed pharmacist and not expired. If the prescription changes in any way, a doctor's note must be brought in to verify the change.**

I understand the physician may be contacted for further information.

Student Name: \_\_\_\_\_

Medication: \_\_\_\_\_

Name of Physician: \_\_\_\_\_ Phone number: \_\_\_\_\_

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**Middle/High School Students only:**

- My student may self-carry and administer his/her inhaler. (privilege will be removed if sharing with others)
- My student should report to the nurse's office for his/her inhaler.

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Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## **1 of 2 Required Forms**

## ADMINISTRATION FOR PRESCRIPTION MEDICATION BY SCHOOL PERSONNEL PHYSICIAN'S REQUEST

Date \_\_\_\_\_

Student's Full Name: \_\_\_\_\_, is under my care and must take medication which I have prescribed during the school day.

Name of medication being prescribed (as it appears on container in which the medication is stored):  
\_\_\_\_\_

Dosage: \_\_\_\_\_ Time to be given: \_\_\_\_\_

Date administration of medication is to Begin: \_\_\_\_\_ End: \_\_\_\_\_

Possible adverse reactions to be reported to physician: \_\_\_\_\_  
\_\_\_\_\_

Special instructions for the provision and storage of the medication \_\_\_\_\_

---

**NOTE: Controlled substances may not be self-administered by students:**

\_\_\_\_ Medication may be self-administered by the student, and the student is competent to self-provide medication, I, or my designee(s), and the student have developed a plan for self-provision of the medication(s), the storage of the medication and a plan for reporting and supervision of self-provision of the medication(s), and deem each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical items.

\_\_\_\_ Medication may NOT be self-administered by the student, I, or my designee(s), have trained school personnel or approved alternative training as adequate to provide the medication, have evaluated the situation, the storage of the medication, the general administration plan and if applicable, the self-administration plan or emergency care plan, and deem each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical items.

\_\_\_\_\_  
Print or Type Name of Physician

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Secondary Phone Number

## 2 of 2 Required Forms

## FULLERTON ELEMENTARY [K-6]

### PARENT AND STUDENT ACCEPTABLE USE AGREEMENT

We have read the acceptable use guidelines for access to computers, telecommunications, the internet and network at Fullerton Public School. We understand that access is intended for educational purposes and that the school takes precautions to eliminate offensive material. However, we also recognize it is exceedingly difficult for Fullerton Public School to restrict access to all offensive materials, and we will not hold the school responsible for materials acquired through the student's own initiative. We further understand that the student may be subject to disciplinary action up to, and including, loss of access, suspension and/or expulsion from school for failure to adhere to the terms and conditions set forth in the acceptable use guidelines and that financial responsibility for negligence or misuse rests with the student. We are aware that the student may be given limited access to computers, telecommunications, the internet and network in a supervised classroom setting without parental or student signature.

At Fullerton Public Schools, staff sometimes use or implement online applications and software that might share a student's information with third party applications. Federal and state law impose requirements on the student data that can (and cannot) be shared with outside entities. In addition, parents and guardians may opt out of any online program or software that shares student data with any third-party application. Unless a parent or guardian opts out of any program or software, the District will assume that parents and guardians consent to their students accessing the applications and software tools at school.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Grade \_\_\_\_\_



**[FOR KINDERGARTEN & NEW STUDENT'S ONLY]  
RELEASE FORM**

**FULLERTON PUBLIC SCHOOL DISTRICT PUBLICATION RELEASE  
FORM**

I, the undersigned, having full authority to execute this Release on behalf of myself and on behalf of (child's name)\_\_\_\_\_ hereby grant permission to FULLERTON PUBLIC SCHOOL DISTRICT (hereinafter called "FPS") to use the following materials provided by me or on my child's behalf to FPS, for the purposes identified: name, voice, likeness, quotes, papers, articles, poems or other written material as specified, graphics, photographs, or other artwork as specified.

I warrant and represent that the materials submitted under this agreement are owned by and/or are original to me or my child, and/or I have full authority from the owner of said materials to permit FPS to use said materials in the manner described below: Newspaper, magazines, other print publications, Television or radio, Internet or computer network, Presentation for teaching, staff development or professional conference, Public display or performance.

I understand that FPS is and shall be the exclusive owner of any and all right, title, and interest, including copyright, to any and all materials into which the aforementioned items are incorporated, except as to my preexisting rights in any of the items here in released.

---

Parent/Guardian Signature

---

Date

## SECTION SEVEN



### Fullerton Elementary School 2025-2026 Supply List



#### Kindergarten

School Bag  
Pencils (Ticonderoga #2)  
1 Pink Pearl Eraser  
1 Bottle of Elmer's Glue  
4 Glue Sticks  
Hard Plastic School Box  
Scissors (preferably Fiskars)  
1 Box of 24 Count Crayola Crayons  
1 Box of Colored Pencils  
1 LARGE Box of Kleenex  
1 Box of Ziploc Baggies (quart size)  
Headphones (No earbuds)  
1 Subject Notebook  
4 pack of Dry Erase Markers  
**PLEASE LABEL ITEMS WITH  
CHILD'S NAME**



#### 1<sup>st</sup> Grade

2 Glue Sticks  
Crayons (24 count only)  
Colored Pencils  
1 Pocket Folder  
5 Pencil Top Erasers  
2 Pink Pearl Eraser  
10 #2 Pencils  
Scissors (preferably Fiskars)  
SCHOOL BOX (to hold pencils, etc.)  
2 LARGE box of Kleenex  
BACKPACK  
1 Box of Ziploc Baggies (If your last name begins with A-D) bring a gallon size bag (E-Z) bring quart size  
Headphones (no earbuds)

**PLEASE LABEL ITEMS WITH  
CHILD'S NAME OR INITIALS**

#### 2<sup>nd</sup> Grade

Book Bag  
2 Package (Ticonderoga #2) Pencils  
1 Soft Eraser  
1 Box Pencil Top Erasers  
1 Folders With Pockets  
1 12 Inch Ruler (cm & inches)  
1 Glue Stick  
2 Highlighter (different colors)  
1 Scissors (preferably Fiskars)  
1 Box of Crayola Crayons  
1 Box of Colored Pencils  
1 LARGE Box of Kleenex  
1 Box of Washable Markers  
1 Pkg Of Expo Dry Erase Markers (& Old Sock For An Eraser)  
1 Small Pencil Box or Bag

**PLEASE LABEL ITEMS WITH  
CHILD'S NAME or INITIALS**

#### 3<sup>rd</sup> Grade

Book Bag  
Pencil Cap Erasers  
2 pkgs Pencils (Ticonderoga #2)  
1 Pencil Pouch ( No Boxes)  
2 Red Ink Pens  
Scissors 7" or bigger  
8 Glue Sticks  
2 Highlighters (Different Colors)  
2 Packs of Dry Erase Markers  
1 Wide Ruled Spiral Notebooks  
1 Composition Notebook  
1 Box of 24 Crayola Colored Pencils  
1 Box of 24 Crayola Crayons  
1 Pair Earbuds ( No Bluetooth)  
2 Boxes Kleenex  
\$4.00 for Assignment Book

**PLEASE LABEL SUPPLIES WITH  
YOUR CHILD'S NAME**

#### 4<sup>th</sup> /5<sup>th</sup> /6<sup>th</sup> Grade

Pencil Box/Bag  
Pencils  
Pink Pearl Erasers  
Pencil Top Erasers  
Scissors - 5 in. or bigger  
2 Glue Sticks  
1 Box Markers  
1 Box 24 Count Colored Pencils  
4 Highlighters (Different Colors)  
2 Folders  
2 Dry Erase Markers  
2 Rolls Scotch Tape  
Earbuds or Headphones (No Bluetooth)  
2 Red pens  
2 Blue pens  
2 - Single Subject Notebooks  
1- Package College Rule Loose Leaf paper  
2 Container Disinfectant Wipes  
3 Boxes Kleenex  
\$4.00 for Assignment Notebook  
\*\*Sturdy Book Bag

**PLEASE LABEL SUPPLIES WITH  
YOUR CHILD'S NAME**



# School Calendar

Week

August 2025

Monday Tuesday Wednesday Thursday Friday

				1	
5	4	5	6	7	8
6	11	12	13	14	15
7	18	19	20	21	22
8	25	26	27	28	29

Fall Sports Practices Begin

7-8 11-12 Teacher Inservice

13 First Day of School 13 DAYS

Week

September 2025

Monday Tuesday Wednesday Thursday Friday

9	1	2	3	4	5
10	8	9	10	11	12
11	15	16	17	18	19
12	22	23	24	25	26
13	29	30			

1 Labor Day

12 Mid Term 9 LATE START

25 Parent Teacher Conferences - Early Dismissal 12:30 PM

26 NO SCHOOL/ Teacher Inservice 20 DAYS

Week

October 2025

Monday Tuesday Wednesday Thursday Friday

13			1	2	3
14	6	7	8	9	10
15	13	14	15	16	17
16	20	21	22	23	24
17	27	28	29	30	31

14 LATE START

15 End of First Quarter (44 Days) 23 DAYS

Week

November 2025

Monday Tuesday Wednesday Thursday Friday

18	3	4	5	6	7
19	10	11	12	13	14
20	17	18	19	20	21
21	24	25	26	27	28

3 Fall Break

11 LATE START

18 Winter Sports Practice Begins 21 Mid Term

26-28 Thanksgiving Break 16 DAYS

Week

December 2025

Monday Tuesday Wednesday Thursday Friday

22	1	2	3	4	5
23	8	9	10	11	12
24	15	16	17	18	19
25	22	23	24	25	26
26	29	30	31		

9 LATE START

17 Last Day of 1st Semester K-6 18-19 Semester Testing

19 Last Day of 1st Semester 7-12/End of 2nd Quarter (43 Days)

22-Jan 5 Christmas Break [Dec. -Jan] First Semester (87 Days)

24-28 NSAA MORATORIUM 15 DAYS

Week

January 2026

Monday Tuesday Wednesday Thursday Friday

26			1	2
27	5	6	7	8
28	12	13	14	15
29	19	20	21	22
30	26	27	28	29

5 Teacher Inservice

6 School Resumes 13 LATE START 19 DAYS

Week

February 2026

Monday Tuesday Wednesday Thursday Friday

31	2	3	4	5
32	9	10	11	12
33	16	17	18	19
34	23	24	25	26

6 Mid Term 10 LATE START

12 Parent Teacher Conferences 12:30 PM Dismissal

13 NO SCHOOL Winter Break 19 DAYS

Week

March 2026

Monday Tuesday Wednesday Thursday Friday

35	2	3	4	5
36	9	10	11	12
37	16	17	18	19
38	23	24	25	26
39	30	31		

3 Spring Sports Practice Begins

10 LATE START

11 End of Third Quarter (46 Days) EARLY OUT (12:30 p.m. Teacher Inservice)

12-13 NO SCHOOL Spring Break 20 DAYS

Week

April 2026

Monday Tuesday Wednesday Thursday Friday

39			1	2
40	6	7	8	9
41	13	14	15	16
42	20	21	22	23
43	27	28	29	30

3-6 NO SCHOOL Easter Break

10 Mid Term

14 LATE START 20 DAYS

Week

May 2026

Monday Tuesday Wednesday Thursday Friday

43				1
44	4	5	6	7
45	11	12	13	14
46	18	19	20	21
47	25	26	27	28

9 Graduation (NO LATE START)

13 Last Day of 2nd Semester K-6

14-15 Semester Testing 15 End of 4th Quarter (43 Days)

15 Last Day of 2nd Semester 7-12 11 DAYS

18-19 Inservice Days K-12 Staff

Second Semester 89 DAYS