

# **FULLERTON JUNIOR/SENIOR HIGH SCHOOL**

## **STUDENT HANDBOOK**



**2024-25 Edition**

Fullerton Junior/Senior High School  
606 4<sup>th</sup> St.  
Fullerton, NE 68638

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## WELCOME

Dear Students and Parents:

On behalf of the Fullerton Public Schools and the 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 13, 2024.**

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, please contact me at 308-536-2431 or [eburenheide@fullerton.esu7.org](mailto:eburenheide@fullerton.esu7.org).

Sincerely,

*Mr. Eric Burenheide*

Mr. Eric Burenheide  
7-12 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 other related concerns or questions should contact the following Special Education Coordinator/Title IX Coordinator at 308-536-2431, [tcarlson@fullerton.esu7.org](mailto:tcarlson@fullerton.esu7.org) or in person at the school. The school districts 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 they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or the have other related concerns or questions, should contact the following Title VI Coordinator: Dr. Jeff Anderson at 308-536-2431, [janders@fullerton.esu7.org](mailto:janders@fullerton.esu7.org), PO Box 520, or in person at school. Students who believe they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent of Schools at 308-536-2431, [janders@fullerton.esu7.org](mailto:janders@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.

## *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**  
**STAFF DIRECTORY**

**Members of the Board of Education:**

.....Beth Sonderup  
.....Brad Anderson  
.....Scott Russell  
.....David Ciancio  
.....Jennifer Wood  
.....Brian Aaberg

**Administrative Staff:**

Superintendent.....Dr. Jeff Anderson  
7-12 Principal/Activities Director.....Mr. Eric Burenheide  
K-6 Principal/Special Education Coordinator.....Mrs. Tammy Carlson

**Teaching Staff:**

Agricultural Education.....Josie Lee  
Art/Industrial Technology.....Brian Pomplun  
Business Education.....Shawn Ostransky  
English.....Alexa McClellan  
English/Speech/Media Center.....Brianna Butcher  
7-12 School Counselor.....Jordan Wetovick  
Family & Consumer Science/Health.....Megan Ziemba  
Foreign Language.....(Distance Learning) Jim Chvala  
Instrumental/Vocal Music.....Colton Kohl  
Mathematics.....Shelly McNeff  
Mathematics.....Joshua Garcia  
Physical Education.....Brandon Siegel  
Science.....Issac Carr  
Social Studies.....Laura Sabata  
Social Studies.....Jeremy Hubel  
Technology Coordinator.....Jason Trotter  
504, Student Assistance Team (SAT) Coordinator.....Missy Aaberg

**Instructional Support Staff:**

Special Education Coordinator.....Tammy Carlson  
Special Education Teachers.....Jessica Williams  
.....Brandy King  
.....Natalie Beierman

**Instructional Aides:**

Special Education Aides.....Will Wagner  
.....Janet Laster

**Office Staff**

Bookkeeper/Secretary.....Jill Anderson  
Secretary.....Jean Dubas  
Secretary.....Madina Pickrel



**Child Nutrition Program**

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

**Maintenance**

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

**Transportation Department**

Bus Drivers.....Doug Cornwell  
.....Joy Harris  
.....Regina Dohmen  
.....Yvonne Russell

**Coaches & Activity Sponsors**

**Football**

Head Coach.....Brandon Siegel  
Assistant Coach.....Eric Frenzen  
Assistant Coach.....Jeremy Wetovick  
Junior High Coach.....Brian Pomplun

**Volleyball**

Head Coach.....Theresa Bridger  
Assistant Coach.....Isaac Carr  
Junior High Coach.....Jessica Williams

**Girls Basketball**

Head Coach.....Jason Maxfield  
Assistant Coach.....  
Junior High Coach.....Shelli Horecek

**Boys Basketball**

Head Coach.....Will Wagner  
Assistant Coach.....Randy Cox  
Junior High Coach.....Mitch Hamik

**Boys & Girls Wrestling**

Head Coach.....Zach Bialas  
Assistant Coach.....Jordan Fowlkes  
Assistant Coach.....

**Boys Track**

Head Coach.....Jason Maxfield  
Assistant Coach.....Amber Hamik  
Assistant Coach.....Joshua Garcia  
Assistant Coach.....Brandon Siegel  
Junior High Coach.....Jeremy Hubel

**Class Sponsors**

Seniors.....Jordan Wetovick  
.....Laura Sabata  
Juniors.....Megan Plumbtree  
.....Isaac Carr  
Sophomores.....Brian Pomplun  
Freshmen.....Ike Carr  
Eighth Grade.....Joshua Garcia  
Seventh Grade.....Jeremy Hubel

**Cheerleading**.....Sheena Kopejtka

**Swing Choir**.....Colton Kohl

**Yearbook**.....Laura Sabata

**Student Council**.....Brian Pomplun &  
Alexa McClellan

**F-Club**..... Brandon Siegel

**FFA/Vo Ag**.....Josie Lee

**National Honor Society**...Brienne Butcher

**One Act**.....

**Speech**.....Brienne Butcher

**JH Golf**.....Brian Pomplun

**Girls Golf**.....Shawn Ostransky

**Boys Golf**.....Shawn Ostransky

**Weight Program Coordinator**

.....Brandon Siegel

**Cross Country**

Head Coach.....Jordan Wetovick

Assistant Coach.....Jeremy Hubel

**Athletic Director**.....Eric Burenheide

Assistant AD.....Isaac Carr

Assistant AD.....Shawn Ostransky

**Girls Track**

Head Coach.....Jason Maxfield

Assistant Coach.....Amber Hamik

Assistant Coach.....Joshua Garcia

Assistant Coach.....Brandon Siegel

Junior High Coach.....Jeremy Hubel

## SECTION THREE

### BASIC SCHOOL RULES AND GENERAL PRACTICES

#### **Activity Ticket**

The Activities Ticket will admit the student to all home activities except tournaments. The cost of the pass is set each year.

#### **Asbestos**

##### **ANNUAL NOTIFICATION OF ASBESTOS MANAGEMENT PLAN AVAILABILITY**

Federal regulations require all schools to inventory asbestos containing materials and develop management plans to identify and control asbestos containing materials in their buildings.

The presence of asbestos in a building does not mean that the health of building occupants is necessarily endangered. As long as asbestos containing material remains in good condition and is not disturbed, exposure is unlikely.

The plan is available for review in the school administrative office during normal business hours.

At least once each six months periodic surveillance is being conducted on all asbestos containing material and suspect material assumed to contain asbestos.

A reinspection is being conducted every three years in all schools that have asbestos containing material.

From time to time operations and maintenance activities may be conducted to maintain all material in good condition.

For more information please contact: Jeff Anderson, Fullerton Public Schools, Box 520, Fullerton, NE 68638. Phone: (308) 536-2431.

#### **Assembly Programs**

Interesting programs are held during the year for student enjoyment, including both local and outside talent.

The quality of our assembly programs depends upon pupil conduct. The more appreciative the audience, the easier it is to get good programs. Your cooperation is appreciated.

Sections of the gym are assigned to the various classes before assembly programs are arranged and are to be occupied by the students of that particular class. If the program begins before you get to the assembly, do not enter until there is a break in the program such as an interval between numbers, or if it is not such a program, enter quietly and go to the nearest vacant seat.

## **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.

### **Discontinuing Enrollment – 16 and 17 Year Old Students**

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

### **Attendance Officer**

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

### **Attendance Regulations**

Goals of the Fullerton Public Schools are to promote punctuality, self-discipline, and responsibility on the part of all students. There is a high correlation between attendance and academic performance. To help all students increase their opportunity to receive the maximum benefit from the academic program offered by Fullerton Public School the following attendance policy has been established.

Whenever a student is absent from or tardy to school his/her parent or guardian must telephone the school and give the reason(s) for the student's absence. School personnel will contact daily those parents who do not telephone the school when their child is absent to let the parent know that the student is absent. Students leaving school during the day for an appointment, going home ill, etc. must sign out in main office. Failure to do so will result in detention.

When a student has been absent from or is tardy to school he/she must report to the office before going to class to obtain a make-up slip or pass to enter class. The student must return the make-up slip with the signature of all his/her teachers within two (2) days or detentions may be assigned. If students are attending a school sponsored event a make-up slip must be filled out ahead of time, signed by all necessary teachers and turned in to the coach/sponsor the day/night before the event. Coaches/sponsors will then hand in all make-up slips for their group to the main office before departing for such event.

The following would be excused absences until 5 absences had occurred:

1. Doctor and Dental Appointments
2. Parent's Request in advance
3. Family Emergencies
4. Court appearances

A student may be absent from class up to five days in one semester for an excused absence (not including school sponsored events). A student who is absent from a class in excess of five days in a semester may be asked to obtain a doctor's note or make arrangements with the principal in advance for that particular absence.

An unexcused absence from class shall cause a two point reduction in the quarter grade of the student for the class for each such absence. Example: A student with a quarter grade of 80% received an unexcused absence for two days during that quarter. The adjusted final quarter grade of the student would be 76%.

Any student who is absent from a class in excess of eight times due to unexcused absences during a single semester shall not receive credit for the class for that semester except upon the approval of the superintendent. Credit for a class may be withheld from any student absent from class for any reason, school related absences excepted, more than eight times during a single semester.

The high school principal may, after reviewing the reasons for absences, waive any class absence from applying toward the five and eight day class absence policies.

### **Types of Absences**

#### **Fullerton Public School recognizes three types of absences:**

- 1) School Related Absences: Any absence from the classroom which is planned and sponsored by school officials.
- 2) Excused Absence: Any absence resulting from student illness, a death in the family, doctor's appointments, court appearances or family emergency.
- 3) Unexcused Absence: Any absence which is not accepted by the school as being a valid reason for missing school. Examples include shopping trips, hair appointments and oversleeping.

**Excessive Absenteeism** - School district officials are required by law to investigate factors involved in student absences. Parents shall receive written notice once their student reaches 10, 15 and 20 days absent. A variety of methods may be explored with parents to resolve this attendance concern. The principal may require at his/her discretion doctor verification for absences related to illness. When a student reaches 20 days absent (excused and/or unexcused) a report may be filed with the county attorney. Students may also be required to repeat a grade if school officials determine the excessive absences have had an adverse effect on their classroom performance.

**Absences due to illness** - If a student is sick, they will be given one full school day to complete the assigned work they missed. For example, if he/she is sick on Tuesday, the assignments for that day will be due on Thursday. If those assignments are not turned in by Thursday, they will participate in the W.A.R.R.I.O.R.S. program. Several parents request homework be sent home when a child is sick and we are glad to accommodate this request.

**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) Be present at school for all of the last three periods to be permitted to practice, participate in an athletic contest, or activity performance at night unless excused by the principal.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

**Parents are obligated to:**

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

**Pregnant and Parenting Students**

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

**Attire and Grooming**

All students are expected to take pride in their personal appearance. They should be clean, neat and dressed in proper clothing to conform with present day standards. If a manner of dress, grooming, and/or appearance disrupts the normal educational process, school administrators shall take necessary action to correct the situation. School organizations such as Student Council, athletic teams, and the National Honor Society are encouraged to help establish and maintain acceptable standards of dress.

The following constitute unacceptable attire or practices:

1. Articles displaying indecent, suggestive or profane writing, pictures or slogans.
2. Articles displaying alcohol advertisements or other illegal products.
3. Caps and hats may not be worn during the school day.
4. Bare feet. (Some type of footwear must be worn)
5. Compression shorts, cutoffs, halter tops, muscle shirts, midriiffs, tank tops, and overalls without a shirt are examples of unacceptable apparel. Shorts must be school appropriate.
6. Hair styles which cause distraction from the learning process or the general social atmosphere and health and safety for either the individual or other individuals.
7. Lack of foundation garments.
8. Articles which could cause damage to others or school property.
9. Torn, ripped, or cut attire.
- 10. Any other item that the staff and principal deems unacceptable or inappropriate to the school learning environment.**

**Assignment Books**

Every student in grades 7 through 12 is encouraged to have an assignment book. Students should record their assigned work in the assignment book before they leave each class. It is their responsibility to bring the assignment book and their homework home with them on a daily basis. The assignment book is the reminder for all homework that needs to be completed. We encourage parents to check assignment books on a daily basis, especially if your son or daughter is having difficulty getting homework turned in on time.

**Band**

Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy.

**Bills**

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the main 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.

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

**Books and Supplies**

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

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.

**Borrowed Articles**

The school frequently finds it advantageous or necessary to borrow properties from individuals or business establishments for various school functions. We should show our appreciation for these courtesies by promptly returning borrowed property in as good a condition as when it was borrowed. It is the pupils' responsibility, under the direction of the sponsor of the activity, to secure and return borrowed property.

**Breastfeeding and Lactation**

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

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

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

### **Bulletin Boards**

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

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

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

### **Bullying**

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

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

### **Reporting Bullying**

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform 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 Procedures**

1. High school classes will eat in the following order unless otherwise notified:

Monday	-	12,11,10,9,8,7
Tuesday	-	11,10,9,8,7,12
Wednesday	-	10,9,8,7,12,11
Thursday	-	9,8,7,12,11,10
Friday	-	8,7,12,11,10,9
2. Sponsors of meetings and activities during the noon period are responsible for those students involved.
3. Students may be in the gyms during the noon period only when they are supervised by a staff member. Students remaining in the building during the noon hour must remain in the dinner area. The hallways and classrooms are closed to the students at this time, unless under the supervision of a faculty member.
4. Please use good manners while eating and clear your area of the table when finished eating. When possible, please sit and eat with your own class members. Avoid "saving" seats for other pupils to avoid confusion.
5. Teachers will take a count of the number of students eating each morning. Students that indicate they will eat each day are expected to do so. Menus are posted in advance for the students' convenience.
6. High school students who desire to be in the building during their lunch hour must go to the commons area. Please stay out of restrooms until the first bell rings after the lunch period.
7. Students will be excused for lunch at approximately 12:30 p.m. each day. Seventh and eighth grade students must receive advanced permission from the high school principal to leave the school grounds during eating lunch. Those students who go home for lunch must bring a note daily/weekly to the 7th & 8th grade supervisor each day they are to go home for lunch. Those students who go home for lunch are expected, when returning after lunch, to go immediately to the 7th and 8th grade supervised activity in the gym or on the school grounds.

### **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 or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

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

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

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

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

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

### **Circulation Policy for Library Materials**

Books must be checked out by the librarian on duty. Each borrower is responsible for all books checked out in his/her name.

Books should be returned as soon as possible but no later than two weeks from the date checked out. Most of the books can be renewed for another week.

Some reference books and research books are checked out for only one period at a time or overnight. Magazines are checked out for one week.

A fine of five cents per day per book may be charged for books overdue.

Each student is responsible for any fine which accumulates on a book charged to him/her. If a student has an excused absence, he/she will not be charged for days missed.

If a book is lost and the loss is reported at once, the fine will be stopped. If the book is not found by the end of the semester, the student must pay for it.

Fines for damages are decided by the librarian.

### **Class Dismissal**

Classes are in session until dismissal by the teacher in charge. The bell at the end of the period is a warning bell and not a dismissal bell. All teachers should be prepared to dismiss students on time so that they will have no excuse for being late to the next class period.

### **Classroom Behavior**

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

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

### **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 308-536-2431.

### **Communicating with Parents**

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

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

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the 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 to the coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law. If so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the respondent.

- 1) If the complainant has not, urge the complainant to discuss the matter directly with that 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 appeal under the boards policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its 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 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 the complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision as are all other appeals/complaints to the superintendent unless the complaint can be applied on the limited grounds to appeal to the board below

5. The boards' 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 boards' statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeal 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 reading 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 of the superintendent communicating 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 and 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.

### **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.

## **Fullerton High School (7-12) Acceptable Use and Internet Safety Policy/Rule**

Please read this entire policy carefully.

This policy defines the acceptable use of computers and Internet access at the Fullerton School District. This applies to the student receiving a laptop ("Student"), and his/her parents(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "Computer") for use while a student is at Fullerton School District, hereby agree as follows:

### **1 Equipment**

- 1.1 Ownership:** FPS retains the sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, Fullerton staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.
- 1.2 Equipment Provided:** Efforts are made to keep all laptop configurations the same. All Computers include a DVD/CD-RW, ample RAM and hard-disk space, a protective laptop case, software, and other miscellaneous items. FPS will retain records of the serial numbers of provided equipment.
- 1.3 Substitution of Equipment:** In the event the Computer is inoperable, FPS has a limited number of spare laptops for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the student forgets to bring the Computer or power adapter to school, a substitute will not be provided.
- 1.4 Responsibility for Electronic Data:** The Student is solely responsible for any non-FPS installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. FPS provides a means for backup along with directions, but FPS does not accept responsibility for any such software.

### **2 Damage or Loss of Equipment**

- 2.1 Responsibility for Damage:** The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the Standards of Proper Care document for a description of expected care. Refer to the Fullerton Schools Anytime/Anywhere 2019-20 Computer Loan Agreement for additional insurance and fee information.

FPS reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- o Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the Standards for Proper Care document for definitions of "attended," "unattended," and "locked.")
  - o Lending equipment to others other than one's parents/guardians.
  - o Using the equipment in an unsafe manner. (See the Standards for Proper Care documents for guidelines of proper use.)
- 2.2 Responsibility for Loss:** In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement. Students not participating in Fullerton Schools Anytime/Anywhere are not to remove computers from school property.
  - 2.3 Actions Required in the Event of Damage:** Report the problem immediately to the LAN Manager, Assistant LAN Manager or Building Principal. If the Computer is stolen or vandalized while not at FPS or at a FPS sponsored event, the Parent shall file a police report.

**2.5 Technical Support and Repair:** FPS does not guarantee that the computer will be operable, but will make technical support, maintenance and repair available.

### **3 Legal and Ethical Use Policies**

**3.1 Monitoring:** FPS will monitor computer use using a variety of methods - including electronic remote access - to assure compliance with FPS's Legal and Ethical Use Policies.

**3.2 Legal and Ethical Use:** All aspects of FPS Computer Use Policy remain in effect, except as mentioned in this section.

**3.3 File-sharing and File-sharing Programs:** File-sharing and File-Sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the LAN Manager, Assistant LAN Manager or Building Principal. Students who violate the File Sharing rules will also have their hard drives restored to the original settings

**3.4 Blocking and/or Filtering:** FPS shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of the school. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for bona fide research or other lawful purposes during which time the student will be monitored directly by a staff member.

#### **3.5 Allowable Customizations:**

- o The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).
- o The Student is permitted to download music to iTunes, but cannot download or install any other software without permission from the FPS LAN Manager or Assistant LAN Manager.

### **Standards for Proper Computer Care**

This document is an important addendum to the Student Laptop Program Acknowledgement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Computer. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

Following the standards below will lead to a Computer that will run smoothly and serve as a reliable, useful and enjoyable tool.

#### **Your Responsibilities:**

- o Treat this equipment with as much care as if it were your own property.
- o Bring the Computer and charging unit to FPS during every school day. (If you forget them, substitutes will NOT be provided.)
- o Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in a locker in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Laptops left in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. **Unattended and unlocked equipment, if stolen - even at school - will be your full-financial responsibility.**
- o Avoid use in situations that are conducive to loss or damage. For example, never leave Computers in school vehicles, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car other than in a locked trunk, but be aware of extreme temperatures. **Avoid leaving the Computer in the environments with excessively hot or cold temperatures.**

- o Do not let anyone use the Computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Computer will be your full responsibility.
- o Adhere to FPS's Computer Use Policy at all times and in all locations. When in doubt about acceptable use, ask the LAN Manager, Assistant LAN Manager or Building Principal.
- o Back up your data. Never consider any electronic information safe when stored on only one device.
- o Read and follow general maintenance alerts from school technology personnel.

### **How to Handle Problems**

- o Promptly report any problems to the LAN Manager, Assistant LAN Manager or Building Principal.
- o Don't force anything (e.g., connections, popped-off keys, DVD/CDs). Seek help instead.
- o When in doubt, ask for help.

### **General Care**

- o Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- o Do not remove or interfere with the serial number or any identification placed on the computers (e.g., labels).
- o Do not do anything to the Computer that will permanently alter it in any way.
- o Keep the equipment clean. For example, don't eat or drink while using the computer.

### **Carrying the Computer**

- o Always completely close the lid and wait for the Computer to enter Sleep mode before moving it, even for short distances. Movement while the computer is on can result in permanent damage to the hard-drive and therefore the loss of all data.
- o Always store the Computer in the laptop bag provided.
- o Do not grab or squeeze the Computer, as this can damage the screen and other components.
- o Never move the Computer while a CD or DVD is actively being used

### **Screen Care**

The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$800 to replace. Screens are particularly sensitive to damage from excessive pressure.

- o Do not touch the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- o Clean the screen with a soft, dry anti-static cloths or with a screen cleaner designed specifically for LCD type screens.
- o Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed, thus resulting in a possible charge of over \$800 to the family.

### **DVD/CD-RW (Optical Drive)**

- o Never force a disc into the slot. This can cause permanent damage and voids the warranty.
- o Keep discs clean and store them in a cover to prevent dust from entering the Computer. Always remove CDs and DVDs when they are not in use - this preserves battery life.
- o Avoid using CDs or DVDs unless the Computer is connected to a power source with the charging unit - CD/DVD use dramatically lowers battery life.

### **Battery Life and Charging**

- o Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Computer charging overnight.
- o Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- o Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen.

### **Personal Health and Safety**

- o Avoid extended use of the Computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier - such as a book or devices made specifically for this purpose - when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- o Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.
- o Read the safety warnings included in the Apple user guide.

### **Computer Discipline Policy**

Fullerton Public Schools will be utilizing a White List and Red List policy for computer discipline. If a student is placed on the White List they may lose some or all of their computer privileges for a period of time determined by the school administrator. If a student is placed on the Red List, they will lose privileges for the remainder of the semester (or longer if determined by the administration).

### **White List**

**Possible Violations:** (This list is not inclusive and is only meant to provide examples.)

- o unattended laptop
- o unauthorized games
- o attempting to bypass the filter
- o appearing on the downlist for two consecutive weeks in two classes
- o inappropriate desktop background image
- o poor treatment of computer
- o recreational browsing or accessing web sites not related to educational purposes or with inappropriate content
- o printing of materials not used for educational purposes
- o violating file sharing rules

**Possible Loss of Privileges:** (This list is not inclusive and is only meant to provide examples.)

- o iTunes
- o iDVD
- o iMovie
- o Internet
- o Garageband
- o Photobooth
- o Widgets
- o iPhoto
- o DVD Player
- o Hard drive may be restored to original settings

\*At teacher's request, a student may use one of the white listed programs for classroom use.

### **Red List**

Students will be placed on the Red List for extreme or repeated violations of the white list policy. These violations will be handled by the building administration on a per issue basis. A student placed on the Red list may lose all computer privileges.

### **Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

### **Copyright and Fair Use**

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

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

### **Damage to School Property**

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

### **Dating Violence**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.



### **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, Tammy Carlson at 308-526-2431, 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. Tammy Carlson at 308-536-2431, tcarlson@fullerton.esu7.org, PO Box 225, 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 Dr. Jeff Anderson at 308-526-2431, janders@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.

### **Driving and Parking Personal Vehicles**

Students of Fullerton Schools driving to school are required to park their vehicles in the student parking lot. No vehicle driven to school shall be moved by a student from its parking space after arrival in the morning until after dismissal at the end of the day without written approval from the principal or superintendent. Students bringing a car to school at noon hour are expected to drive directly to school and park the vehicle in the student parking lot.

To comply with state law, pupils driving cars on school permits must drive directly to and from school and school activities. Driving at any other time is a violation of the permit and may result in the loss of the permit.

Students are not allowed to be in or around the vehicles during school hours without special permission.

Cars driven to school must be parked in the parking area provided southwest of the high school building. Students are discouraged from driving on the streets east and south of the school buildings between the hours of 8:00 a.m. and 4:00 p.m. on school days for reasons of safety to other students, especially the younger elementary students. The alley east of the elementary building should be avoided by all vehicles during the times when buses are loading and unloading. Students driving recklessly in or out of the parking lot may lose their driving privilege.

The student parking lot is under the control of Fullerton Public Schools and vehicles driven to school shall be subject to the Student Handbook and Board Policy. Students shall abide by all rules established by the principal or superintendent and shall park according to the procedures established. Any student violating procedures may lose their privileges, be referred to the local law enforcement agency, and/or disciplined under the student conduct code in the student handbook. The principal or superintendent will decide the severity of the offense and determine which penalty to administer to enforce the parking lot procedures.

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

### **Evacuations**

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

### **Eye Exams**

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

### **Food Service Program**

The school lunch program is designed as a nutrition program which provides an adequate meal and at the same time provides educational experience for students. Through the lunch program, students may learn to eat many foods not included in the regular family diet. Students eating a well-balanced meal, day after day, soon develop a taste for a variety of foods.

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

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 on a pay as you go basis. If your child qualifies for free or reduced priced meals, he/she also qualifies for free or reduced breakfast. Breakfast is served from 7:30 a.m. until 7:55 a.m.

Parents are encouraged to visit <https://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks> for a list of healthy snack items.

### **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, audiotope, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

### **Field Trips**

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

### **First-Aid**

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

### **Halls and Stairs**

The practice of courtesy in the halls and stairs will result in orderly passing to and from classes and at dismissal time. Running, shoving, shouting, whistling and loafing are examples of unbecoming behavior. Students are expected to maintain good order in the halls at all times so any visitor might gain a good impression of us.

### **Head Lice**

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

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

### **Health Problems Limiting Activities**

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification. Parents should notify 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 Dr. Jeff Anderson, who may be contacted at 308-536-2431.

### **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 card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

### **Immunizations**

All students must furnish the following to school officials:

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

### **Initiations and Hazing**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### **Leaving the Building**

Students are not to leave the building without permission from the building principal, **and are required to sign out of the building at the office.**

### **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.

The physical features of any school do not determine its effectiveness, but attractive surroundings contribute to the well-being and happiness of pupils. One cannot help but look with disfavor upon the student who is careless and thoughtless about the school building and grounds. To destroy flowers and shrubs, to mar the desks by writing or cutting, to deface any school property is to bring discredit upon our entire student body. Destruction of school property is a misdemeanor, punishable by law.

School pride and appreciation for the invested money of the taxpayers, our parents, demand the effort of every pupil for the careful preservation of the buildings and school property.

**This is your school. Why not make it a point to take good care of it?  
Do not permit pupils to deface your property.**

In order to effectively discourage lack of respect and improper care of school property, a record is made at the beginning of the year of all property assigned to each pupil -- his/her textbooks, desks, band and athletic property, etc. For any property which shows excessive wear and abuse, a fine will be assessed and must be paid before school records will be cleared.

### **Lost and Found**

Lost items should be reported at either office. It should be thoroughly understood by all patrons and pupils that the pupil is responsible for his/her own property and that the school cannot assume responsibility for the loss of personal property. However, every effort will be made to help the students locate and recover property which has been lost. All articles found should be taken to one of the offices. The offices will seek to return items turned in to the rightful owner. Unclaimed articles will be given to charity at the end of the year.

### **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 of five cents 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**

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

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

### **National Honor Society**

Membership in the National Honor Society is both an honor and a responsibility. Students eligible for membership demonstrate the qualities of scholarship, service, leadership, and character. Membership in the Fullerton National Honor Society is reserved for juniors and seniors. Specifically, the selection criteria are defined as follows:

- An accumulated grade point average of 96% for all course work completed through a minimum of four semesters of high school, except classes in physical education and/or music.
- National Honor Society members should be effective leaders and should be willing to serve others while striving to display positive character.

Students must submit an application for National Honor Society to the high school principal with a due date established each semester. Students will be selected to the National Honor Society during both the fall and spring of each year, and are expected to participate in the induction ceremony held in the spring. This allows those selected for membership to include this academic honor on their resumes and to participate in various community service activities before graduating.

### **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 or of their student's class composite may purchase them directly from the photographer.

### **Playground Rules**

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

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

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

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

### **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. Members of the school district staff will comply with board policy regarding police questioning of students. 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.

### **ACT Exam**

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

### **Public Displays of Affection**

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

### **Organizational Meetings**

Organizational meetings will be held as needed when requested by the president of the organization with approval of the sponsor(s). Permission must be secured from the principal before the meeting can be held. All actions must meet with the approval of the sponsors and the school administration before adoption.



### **Restrooms**

There are two restrooms on each floor, one for the boys at the west end of the halls, and one for the girls at the east end of the halls.

The custodians do a fine job of maintaining clean restrooms for use. We can show our appreciation to them by discarding waste paper properly and refraining from making marks on the walls. Please do not waste restroom supplies. They are costly and are not plentiful.

### **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**

The school day typically begins at 8:00 a.m. and ends at 3:30 p.m. Students are to leave the school grounds after dismissal. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

### **Secret Organizations**

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

### **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**

Norm-referenced tests and/or state assessments will be administered annually to determine student achievement and 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**

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

#### **A. Definitions.**

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

#### **B. Listing of Fees Charged by this District.**

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

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

##### **2. Safety Equipment and Attire.**

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

### **3. Personal or Consumable Items.**

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

### **4. Materials Required for Course Projects.**

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

### **5. Technological Devices**

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$60 with a signed rental agreement form.

### **6. Extracurricular Activities.**

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities.

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

- Future Farmers of America: \$20 maximum
- Students must pay dues

### **7. Post-Secondary Education Costs.**

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

### **8. Copies of Student Files or Records.**

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

The district will charge a fee of .05\_ per page for reproduction of student records.

### **9. Participation in Summer School or Night School.**

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

**10. Charges for Food Consumed by Students.**

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

**C. Waiver Policy**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) FFA dues. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

**D. Distribution of Policy.**

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

**E. Student Fee Fund.**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

**Student Illness**

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

Students who become ill at school will be sent to the building office where the school 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 Government**

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

### **Student Records**

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

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

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

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

### **Complaints**

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

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

### **Student Schedule Changes**

Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add slips are to be obtained from the office of the High School Principal and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped. Parent approval may be needed to add or drop any class.

### **Tardiness**

A student is tardy any time during the day if he/she is not in his/her assigned class and seat when the class period begins. A student that is 20 minutes or more tardy will be counted as absent for that period.

Teachers will not excuse tardy students to class without a tardy slip signed by the previous teacher explaining the reason for the tardiness or by the Principal excusing the tardiness.

For each semester:

1. For the first four tardies combined, it is an unexcused absence for semester testing for all periods.
2. At eight tardies combined, student must semester test for all periods.
3. At twelve tardies, student receives an ISS and a 1% grade point reduction for each class for the semester, and will lose open campus lunch privileges.
4. For every four tardies to follow, the student receives an ISS and a 1% grade point reduction for each class.
5. Principal discretion may be authorized for emergency situations.

### **Telephone Calls**

In Calls: Students will not be called to the telephone from a class except in cases of extreme emergency. If it is necessary to talk to a student, the message will be written down and delivered to him/her at the earliest convenience. Calls should not be made to the school by patrons and students during stormy days. This tends to jam the telephone lines so it is impossible to get messages to and from rural patrons and to the radio and television stations. Students may not use a cellular telephone while at school without the permission of the high school principal.

Out Calls: Students finding it necessary to make a telephone call are welcome to use the telephone in the lower southeast hallway before or after school and during the noon hour. Do not ask to use office telephones during school hours, except in emergencies.

### **Threat Assessment and Response**

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

#### **1. Definitions**

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

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

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

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

## **3. Threat Assessment Team**

The 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.

### **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 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 scheduled to leave school at 3:40 p.m.

- a) **Rules of Conduct on School Vehicles:**
- 1) Students must obey the driver promptly.
  - 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
  - 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
  - 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
  - 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
  - 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
  - 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
  - 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
  - 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
  - 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
  - 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
  - 12) Student must respect the rights and safety of others at all times.
  - 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.

- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.
- 16) Students should begin watching for the bus to arrive at their house approximately 10 minutes before their scheduled pickup.
- 17) If a student does not make the departure time of 3:40 p.m., the student will have to make alternative arrangements to get home as the drivers will not come back to pick them up.

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.

**Transportation to Activities**

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

\*\*The underlined writing was approved by the Fullerton Board of Education on November 11, 2024

### **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**

In order to clarify any misunderstanding in regard to bad weather, we wish to inform you that *school will be held unless announced otherwise* on Channel 10 T.V., Lincoln and Blackboard Connect at or before 7:00 a.m.

Students who do not come because of weather will be counted absent. Students riding on the bus will not be counted absent on days when the bus does not run. Students riding on the bus are not counted tardy if the bus arrives late.

### **Withdrawal From School**

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

## SECTION FOUR

### ACADEMIC INFORMATION

#### **Academic Recognition**

A student with an overall average of 94% or above in all qualifying classes and having all "A's" is recognized by being named to The Roll of Excellence.

A student with an overall average of 92% or above, no grade below 78%, and no more than two grades below an 87% in two qualifying classes is recognized by being named to The Honor Roll.

A student with an overall average of 88% or higher, no grade below 78%, and no more than two grades below 82% in qualifying classes is recognized by being named to The Honorable Mention Honor Roll. This is for internal recognition only and is not released to the news media.

Grades earned in instrumental music, vocal music, physical education, and weight training are not considered in calculating averages that determine placement of a student on any of the recognition lists.

In addition, any "F", "D", conditional or incomplete grades disqualify the student for placement on any of the three honor lists.

#### **Academic Lettering**

A student in grades 9-12 is eligible for an academic letter if he/she achieves Honor Roll or Roll of Excellence status any three of the last four quarters. This letter will be given at the end of the school year. One chenille letter will be given to the student while in high school. Special certificates of recognition will be given each year the achievement is attained.

#### **Classroom Discipline (Daily Class Management Procedures for Grades 7-12)**

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 High 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.

### **Response Levels**

- Level I Verbal warning and/or stay after school.
- Level II Stay after school and the teacher will contact parents of the student.
- Level III One day out of class and two points will be deducted from the student's quarter grade. The parents will again be informed.
- Level IV Student will be removed from class for three days. Two points will be deducted from the student's quarter grade for each day. Parents will be required to attend a conference with school officials before the student may return to class. Parents will be notified in writing by the building principal of the significance of being on Level IV and it will be explained that at the next stage, Level V, the student will be removed from class for the remainder of the semester.
- Level V Student will be dismissed from the class for the remainder of the semester resulting in no credit for the class. The student will be assigned to study hall with no privileges. Parents will be notified in writing by the building principal of the permanent removal of their child from a class. Notification will occur prior to exclusion or as soon as possible if the parents are unavailable.

Students are expected to bring all needed materials to class. If they come to class without them:

1. Students will not be allowed to leave class to get needed materials.
2. Students will be held accountable for classroom activities and material covered.

Any student who damages school property, or the property of others, will be required to pay for the repair or replacement of this property. Teachers will document information concerning each incident.

No liquids or food items will be allowed in classrooms at any time without advance permission from the principal. \*No coffee or pop. Only drinks with a screw on lid.

Any student observed cheating may receive a zero in that class for that day. The teacher will contact the parents of the student(s) as soon as possible after the incident. A conference with the parent(s), student(s), teacher, and principal will take place if the cheating continues. The teacher will make every effort to counsel the student concerning all negative aspects of cheating.

Any student who alters a pass or uses a pass improperly will be denied the use of a pass under similar circumstances.

If a student is asked to stay after school and does not, he/she will be expected to stay after for double the time originally assigned and the student's parents will be informed of the situation and possible further penalty. The student will not be allowed back into class until the time is made up. Any absence from class resulting from refusal to make up time will be treated as an unexcused absence and will result in two points per day being deducted from the quarter grade.

Teachers and students are encouraged to emphasize and create an awareness, at all time, of correct oral and written expression, including grammar, spelling, and sentence structure.

## **Grades**

Fullerton High School's grading system is as follows:

A	-	Superior	100% - 94%
B	-	Above Average	93% - 87%
C	-	Average	86% - 78%
D	-	Unsatisfactory or Below Average	77% - 70%
F	-	Failing (no credit)	69% - 0
I	-	Incomplete	

### **Inc.-- Incomplete**

An incomplete grade is earned by a student who fails to complete classroom assignments. Any student in grades 7 - 11 who receives an incomplete grade will have this grade recorded on his/her permanent record until the required work is completed to the satisfaction of the teacher. An incomplete earned by a student in grades 7 - 11 which is not removed by completing the minimum classroom assignments will be calculated as a failing grade in determining grade point average.

An incomplete which has not been removed from a student's permanent record by completing the work assigned within two weeks of the end of the grading period will become a failing grade and may only be made-up by taking the entire semester of the course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student receiving an incomplete grade during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors having incompletes will not be dismissed from school attendance until such time that the classroom assignments are completed to the satisfaction of the teacher.

### **Cond. -- Conditional (no credit)**

Used during the first three quarters and/or the first semester. The high school principal may issue a conditional grade to any student who has completed the course work but is failing. A student receiving a conditional grade can receive credit if satisfactory work is shown the following quarter/semester. Conditional grades are considered as failing grades for eligibility, if given the first semester.

## **Graduation Requirements**

To receive a high school diploma, a student must successfully complete 230 semester hours of credit. Of the required 230 semester hours of credit, 160 semester hours must be earned as solid academic credits.

Successful completion of all classes marked with an asterisk (\*) below is required for graduation from Fullerton High School. All required classes must be completed with a passing grade.

Students who do not successfully complete the required classes or do not accumulate the minimum hours necessary to receive a high school diploma will receive an attendance certificate which only verifies enrollment in school. Any student who receives a certificate of attendance will not be permitted to participate in commencement exercises. Any student who receives such a certificate may return to school to complete the graduation requirements.

An enhanced curriculum is provided to the student body through Distance Education (two-way interactive technology) and NEB-SAT. Students are encouraged to take those classes which are eligible for dual enrollment. Students with dual enrollment will take the class for college and high school credit at the same time. Dual enrollment classes will meet a period each day for the entire week. Dual enrollment classes are demanding. Class meets five days per week and are demanding of a student.

### **45 Semester Hours of Language Arts:**

	Sem Hrs
*9th Grade English	10
*10th Grade English	10
*11th Grade English	10
*12th Grade English or Written Composition I/II	10
Introduction to Literature	5
*Speech	5
Creative Writing/Media	5
Journalism/Media	5

### **30 Semester Hours of Social Science:**

*11th Grade American History	10
*12th Grade American Government	5
*12th Grade Economics	5
Sociology	5
Psychology	5
World Geography	10
World History I	10

### **30 Semester Hours of Science:**

	Sem Hrs
*9th Grade Physical Science	10
*10th Grade Biology	10
*Health Education I	5
*Integrated Science & Studies	5
Physiology	10
Chemistry	10
Physics	10

### **30 Semester Hours of Mathematics:**

Applied Algebra I	10
Applied Algebra II	10
Algebra II	10
Geometry	10
Advanced Math	10
Applied Geometry	10
Consumer Math	10
Senior Math	10
Algebra I	10



**40 Semester Hours of Practical Arts, Fine Arts, and/or Foreign Language:**

	Sem Hrs		Sem Hrs
Computer Graphics I & II	10	Introduction to Agricultural Science	10
Woods I	10	Agricultural Sales & Marketing (Alt. Years)	5
Woods II	10	Animal Science (Alternate Years)	5
Spanish I	10	Livestock Production (Alternate Years)	5
Spanish II	10	Natural Resources (Alternate Years)	5
Family & Consumer Science I	10	Plant Science (Alternate Years)	5
Family Living	5	Crop Production (Alternate Years)	5
Personal Finance	5	Tech In Agriculture (Alternate Years)	5
Independent Living	5	Nursery Landscaping (Alternate Years)	5
Food and Nutrition (Alt. Years)	5	Horticulture	5
Clothing and Textiles (Alt. Years)	5	Introduction to Mechanics	5
Housing/Home Furnishings (Alt. Years)	5	Introduction to Metals	5
Parenting (Alternate Years)	5	Agricultural Issues/Senior Research	5
Art I	10	Agribusiness	5
Art II	10	Band (per year)	10
Art III	10	Vocal Music (per year)	10
Art IV	10	College/Career	10
		SASP	2.5

**10 Semester Hours of Physical Education:**

9th Grade Physical Education	10
Advanced Physical Education (per year)	10

**Other Requirements:**

1. Students in grades 9-12 must enroll in eight classes each semester. Four of the eight classes must be from the academic curriculum.
2. Credit is not awarded for participation in activities such as sports, speech, drama, etc.; however, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.
3. Credit is awarded to students serving as teacher or office aides, however those students must be enrolled in seven classes. No more than ten semester hours of credit earned for serving as an aide may apply toward graduation.
4. The Superintendent and/or high school Principal may waive any semester hour credit requirements which, if waived, are judged to be beneficial to the educational progress of any student.

Comprehensive examinations, in addition to daily and weekly tests, will be given at the end of each semester. Examinations will cover the entire semester. Progress reports will be sent to parents of students about the fifth week of each quarter.

### **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 pupil is expected to spend some time on the preparation of studies outside of school hours. The amount of time needed depends upon the pupil's degree of efficiency. Normally, at least an hour a day should be spent in the preparation of the average assignment. Since the capacity to learn varies, no definite limit can be set for the amount of home study needed except that required for completion of the assignment. If work is not completed within a reasonable time, the student is encouraged to seek the help and advice of his/her teachers and consult with the principal and/or the guidance counselor. If the pupil abides by these suggestions, he/she should be successful in all his/her course work and happy with school in general.

### **Mid-Term Graduation**

Students are required to attend four years of high school (eight semesters) to receive a high school diploma. The board of education, upon receiving administrative recommendation, may grant mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the second semester of the student's junior year. The board of education will act on all requests at their September meeting.

Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

### **Outstanding and Unsatisfactory Lists**

1. Weekly reports will be determined from PowerSchool grade lists each Friday morning. The weekly report will list students doing unsatisfactory or failing class work.
2. A student's name will appear on the list if he/she is doing unsatisfactory work in a subject for the week.
3. The unsatisfactory list will not be used as a disciplinary tool.
4. A list of students doing outstanding work will be published Monday of each week.

### **Report Cards**

Report cards are sent home the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

### **Semester Tests**

Comprehensive semester tests will be given for each class at the end of each semester. Students are allowed to miss up to 5 days - exhausted for any and all reasons. For any days after exhausting the first 5 days, doctor written excuses for students that should not be in school due to medical reasons will be accepted. Students may also be allowed to miss additional days due to extenuating circumstances as determined by the principal (bereavement, family emergencies, etc). Court and state protected groups would be excluded from the 5-day rule. Siblings of students who qualify for NSAA State Championship Events would be excluded from the 5-day rule on those days of competition and/or related travel to and from those events. Junior Varsity athletes and Varsity participants of an activity who do not qualify for the NSAA State Championship Event of that activity would be excluded from the 5-day rule on those days of competition and/or related travel to and from those events if they choose to attend. Semester tests will be spread out over two days to prevent students from being overloaded with several tests in one day. School sponsored absences do not count toward the five absent limit. Students who meet these criteria may opt out of semester tests. Students who are failing a class may not opt out of semester tests.

### **Seventh and Eighth Grade Requirements for Promotion**

- 1) Seventh and eighth grade students must successfully complete all core classes. Core classes are math, science, language arts and social studies. To successfully complete a class a student must earn a grade of 70 percent or higher.
- 1) Seventh and eighth grade students must earn 120 semester hours of credit in a two-year time frame, successfully complete each elective taken and retake any core class which they may fail while in junior high. Students not successfully completing a core class will be required to repeat the core classes they fail.
- 3) Students with special education Individual Education Plans (IEP) will be reviewed by the Multiple Disciplinary Team for compliance of these requirements in reference to their stated plans.
- 4) Students who do not successfully complete the core courses or acquire the 120 credits will have the following options available:
  - o Attend summer school.
  - o Repeat class failed during the school year as his or her schedule will allow.
- 5) Students entering Fullerton Public Schools as transfer students during their 7th or 8th grade years will have their academic record reviewed by the counselor and will be issued semester hours of credit based on work successfully completed in the send school system(s).
- 6) The Superintendent and/or high school principal may waive any semester hour credit requirements which, if waived, are judged to be beneficial to the educational progress of any student.

NOTE: In order to be promoted from the seventh grade to the eighth grade in the Fullerton Public Schools, seventh grade students must complete the following requirements:

Each student must obtain a passing grade in each of their core classes. Seventh grade core classes are; English 7, History 7, Life Science and Math 7. These classes are worth 10 credit hours each, for a total of 40 credit hours. A total of 60 credit hours is needed by each student to go onto eighth grade. The remaining 20 credit hours will be obtained by taking the following courses; Art 7, Physical Education, Family & Consumer Science, Industrial Arts, Agricultural Education 8, Junior High Band, Junior High Chorus or Junior High Music.

NOTE: Eighth grade students will be required to accumulate 60 semester credit hours to be promoted to ninth grade.

### **Student Selection of Classes**

All students should select their class schedules each year based on their future aspirations. The school counselor has all freshmen complete tentative class schedules for each year of high school. This four-year plan is modified annually as individuals solidify their future plans.

Students are urged to take advantage of their high school educational opportunity. Students should give strong consideration to taking as many advanced mathematics and science courses as possible. Advanced mathematics and science classes have prerequisites that necessitate offering classes at specific grade levels. It is very difficult to register to take one of these classes at a grade level different from those reported above. Normally conflicts with other required classes cause the problem.

Entrance requirements for each college, university, and technical school vary. It is important that students planning to continue their education identify as early as possible which colleges, universities, or technical schools they might attend. Once this is done, students should register for high school classes that will meet the entrance requirements of the institutions where they plan to continue their education.

### **Study Hall**

A study period is held each day. A small number of regulations or policies are necessary in study halls in order to avoid confusion and to create an atmosphere conducive to a fair and equitable situation for all students involved:

1. All students should be in their assigned seats when the last period begins. No one is allowed to leave his/her seat until roll is taken. Students need to obtain the permission of the study hall teacher to leave their seats or to speak with another student.
2. Permission to speak must be given by the supervisor. The supervisor will limit the number of speaking students on the floor at any one time.
3. Any student that wishes to leave study hall must have a **pre-signed** pass from the teacher the student wants to see.
4. If a student is on the **downlist**, they are not to check out of study hall. They may be allowed to see the instructor(s) of those classes they are down in, provided they have a pre-signed pass from that instructor.
5. No student is allowed to be out of any room during a class period without a properly signed and authorized pass.
6. Students must return to their assigned seats before the dismissal bell. Once everything is in order, the supervisor will dismiss the students.

### **Textbooks**

Textbooks will be issued to the pupils by the classroom teachers. Pupils damaging books beyond ordinary wear will be required to pay for more than the ordinary damage or wear incurred.

### **W.A.R.R.I.O.R.S. PROGRAM**

The W.A.R.R.I.O.R.S. program has been created to help students develop good study habits and accountability for assigned homework. The program will take place Monday through Friday. The program is designed to encourage students to get their work in on time, all the time. The consequences for late work will result in the student participating in the W.A.R.R.I.O.R.S. program and a 10% grade reduction on the assigned work. Our ultimate goal is to have every student get all of his or her assigned work turned in when it is due.

Failure to attend the W.A.R.R.I.O.R.S. program will result in a "Double" W.A.R.R.I.O.R.S, wherein the student will be required to attend two W.A.R.R.I.O.R.S. sessions. Failure to attend the "Double" may result in an in-school suspension (ISS). An ISS counts towards an absence for semester testing.

The following detailed description will help explain how the W.A.R.R.I.O.R.S. program will work. When a student fails to turn in a completed assignment at the time it was due, the following occurs:

- The student 's teacher will fill out and sign a triplicate W.A.R.R.I.O.R.S. form.
- The white copy of the form will be given to the student to bring home.
- The other copies go to the W.A.R.R.I.O.R.S. teacher and classroom teacher.
- The student will report to the W.A.R.R.I.O.R.S. program immediately after school or 7:15 a.m. the next school day.
- Attendance will be taken by the W.A.R.R.I.O.R.S. supervisor and assignments will be completed and turned into the supervisor by 4:30 p.m.
- If an assignment is not completed by 4:30 p.m., it needs to be finished at home and turned into the classroom teacher before school starts at 8:00 a.m.
- If the assignment is not completed the next morning, the student will need to participate in the W.A.R.R.I.O.R.S. program again.
- Parents are responsible to ensure their son or daughter has a place to go, or to make arrangements to pick them up. The W.A.R.R.I.O.R.S. supervisor will be leaving at 4:30 p.m.

Each student in grades 7 through 12 will receive one coupon per semester that maybe redeemed throughout the year. If a student has a late assignment on a certain day, they may use a coupon and not stay for the W.A.R.R.I.O.R.S. program. The student will still receive the 10% grade reduction on the late work. The coupons are for students to use in case of an emergency. We encourage students to not use the coupons until it is absolutely necessary.

The W.A.R.R.I.O.R.S. program will begin on **Monday, August 19th**. This will give students five school days to get acquainted with their teachers and homework expectations. Our goal with the W.A.R.R.I.O.R.S. program is to help ensure students at Fullerton Public Schools get the best education possible. Helping students develop responsibility and accountability in the classroom will make them more productive individuals.

## SECTION FIVE

### STUDENT DISCIPLINE

#### **General Discipline Philosophy**

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

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

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

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

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

#### **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 firearm:
  - (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, vapor products/e-cigarettes 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 high school 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.

### **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.

### **After School Sessions and Detentions**

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

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

- After-school sessions will not exceed 60 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions will not exceed 60 minutes, served in the high school office or the detention room designated by the building principal.

### **In-School 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.



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

### **Emergency Exclusion**

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

### **Short-Term Suspension**

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

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

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

**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.

### **Long-Term Suspension**

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

### **Expulsion**

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

5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes; The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct"
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults 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 deepfake
  - 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 deepfake
  - 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 any board policy, handbook provision or, a rule or regulation established by a school district staff member pursuant to authority delegated by the board.
- p. Violation of the school's audio and video recording policy.

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 with regard to 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 for disciplinary purposes 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).

**SECTION SIX**  
**EXTRACURRICULAR ACTIVITIES**

**Alcohol and Drugs**

Board of Education Policy addresses drugs, alcohol, and tobacco. This policy prohibits the use or possession of alcohol, controlled substances, vapor products/e-cigarettes or tobacco on school premises or at school activities where Fullerton Public School participates. In addition, students who elect to participate in the school's activities program must sign an Activities Code which prohibits the use or possession of alcohol, controlled substances, and tobacco at all times. Please refer to the Activities Code of page 54 & 55 of this handbook.

The following agencies offer Drug/Alcohol evaluations.

St. Francis Alcohol and  
Drug Treatment Center  
640 North Darr  
Grand Island, NE 68803  
(308) 398-5427

South Central Counseling  
3810 Central Avenue  
Kearney, NE 68847  
(308) 463-7575

St. Francis, Kearney Office  
3720 Avenue "A", Suite G  
Kearney, NE 68847  
(308) 234-3693

Mary Lanning Memorial Hospital  
715 North St. Joseph  
Hastings, NE 68901

Richard Young Hospital  
4600 17th Avenue  
Kearney, NE 68847  
(308) 236-2000

The remaining list of referral resources is general in nature and will reflect a number of agencies and responsibilities of those agencies.

Mid-Plains Center for Professional Services  
914 Bauman Drive  
Grand Island, NE 68803  
(402) 564-1113

Department of Social Services  
Courthouse Building  
Columbus, NE 68601

St. Joseph Center for Mental Health  
819 Dorcas Street  
Omaha, NE 68108  
1-800-726-5700

The Crisis Line  
(402) 341-91111 or  
(402) 341-9112

Nebraska Children's Home Society  
908 North Howard Avenue  
Grand Island, NE 68803  
(308) 381-0568

Abuse Hotline  
1-800-652-1999

Anorexia Nervosa & Associated Disorders  
National Hotline: (312) 831-3438  
(308) 536-2300

Fullerton AA Chapter/Al-A Teen  
United Methodist Church  
(308) 536-2300

The parents of a student who demonstrates behavior which indicates use of or who is found to be in possession of illicit drugs, alcohol, and/or tobacco, vapor products/e-cigarettes while at school or a



school activity will be notified immediately by the building principal. In addition, the student will be removed from classes or from the activity under a short-term suspension.

The Fullerton Community and School Intervention Program is a drug/alcohol program which has as its major purposes:

1. Identification of students who are having problems that interfere with their ability to learn and whose problems may be related to alcohol or other drugs.
2. To connect students having problems and their families to appropriate resources for assistance.
3. To provide students and their families support once the problems have been addressed by outside agencies.
6. To assist the community to establish a drug/alcohol network capable of identifying, intervening and supporting students struggling with alcohol and other drugs.

The School District on a need basis will form Insight, Teen Talk, and After Care Support groups. The Insight Support Group is mandatory for those students who violate the district's rules regarding possession, use, distribution, or being in the presence of without parent supervision or under the influence of an illicit drug or alcohol while at school. Teen Talk is a voluntary group intended to help students assess their own involvement with drugs and alcohol. Participation in Teen Talk requires parental permission. The After Care Support Group is intended for those students who have chosen to maintain a drug/alcohol free life style. Students interested in any of these groups should contact the guidance counselor.

### **NSAA Eligibility Standards**

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association.

If you do not understand a summary of these rules listed below or you need an explanation of other requirements, consult the high school principal.

1. Student must be an undergraduate.
2. Student must be enrolled in at least five hours of credit per week during each semester and be regular in attendance.
3. Student must be enrolled in some high school on or before the 11th school day of the current semester.
4. Student is ineligible if nineteen years of age before August 1 of current school year.
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school attendance. After a student's initial enrollment in grade ten, he/she shall be ineligible after six semesters of school attendance.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have twenty semester hours of credit on record the previous semester in order to eligible.
8. Once the season of sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport.

9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student shall be ineligible to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their residence. Check with school administrator for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools in the district.
12. A student is ineligible if his/her parents have changed their residence to another school district and the student has remained in former school which is in a different school district. Exception: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.
13. A student shall not participate in a contest under an assumed name.
14. A student must maintain his/her amateur status.
15. Band, chorus, physical education, teacher aide, or other "activity" type credits do not apply toward the twenty semester hours referred to in Item 7 above.

**NSAA Conduct**

Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official or spectator, or any acts which may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school in acts in a manner constituting unsportsmanlike behavior during such competition the member school and/or individuals shall be subject to penalties as set out in Section 2.11. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

**Fullerton's Activities Program**

Fullerton Public Schools provide their students with the opportunity to participate in a comprehensive activities program. This activities program includes opportunities in athletics, fine arts, and select clubs or organizations associated with academic areas.

The major purpose of Fullerton's activities program is to help the students further develop the following values:

1. **Cooperation.** The ability to identify and work together to achieve a common goal.
2. **Loyalty.** The trust we have in and for each other.
3. **Responsibility.** The ability to choose between right and wrong.
4. **Trust.** The ability to place confidence in one's teammates, school, community, and government.
5. **Dedication.** The ability to commit the energy and time needed to achieve a goal that may not be immediately realized.

6. **Self-Discipline.** The ability to regulate or correct oneself for the sake of improvement.
7. **Self-Confidence.** The belief held by the individual that he/she has the abilities to accomplish the task at hand.
8. Students and coaches are encouraged to play each game to win. At the same time, they are reminded that at the junior high, freshman, and reserve levels we want to develop the skills that each participant needs to be successful at the varsity level. With this in mind it is our goal to provide all participants at the junior high, freshmen and reserve levels the opportunity to participate in each competitive activity.

The fine arts portion of Fullerton's activities program includes competitive and/or performance opportunities in vocal and instrumental music, drama, and speech. The athletic portion of the program provides competitive opportunities in girls volleyball, boys football and baseball, cross country, wrestling, basketball, golf and track for both. Select clubs or organizations associated with an academic program include, but are not limited to Future Farmers of America and Student Council. In addition, each class is an organization.

In addition to providing competitive and performance opportunities, the activities program strives to help each student develop an understanding and appreciation of sportsmanship while at practice, in a contest, or during a performance. Consequently, each participant is expected to:

1. Consider all opponents as guests of Fullerton Public Schools and to treat their guests as they themselves would like to be treated.
2. Accept the decision of the officials or judges without question.
3. Refrain from using abusive, irritating, and/or obscene remarks or gestures.
4. Accept victory without boasting and defeat without excuses.
5. Place a higher value on team success than upon individual success.
6. Conduct him/herself in a manner which at all times brings credit to the team, school, community, and individual.
7. Strive for victory through fair play in accordance with the rules of competition.

The activities program for Fullerton Public Schools has a tradition. This tradition was not built overnight, but rather has been built over the years by former students of your school. All participants in the activities program are challenged to do all they can do to build upon the values of the activities program so that they will leave an activities tradition that is equal to or better than the tradition left for them.

### **Rules and Regulations Used in the Operation of Fullerton's Activities Program**

#### **Activities on Church Night and/or Sundays**

Practices will be organized so that all participants are showered, dressed and/or leave the facilities by 6:45 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

Sunday practice sessions are discouraged by the school. A sponsor or coach may schedule a Sunday practice only when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the superintendent of schools.

#### **Appearance**

Participants in the activities program will be neat, clean, and well-groomed while representing Fullerton Public Schools. All participants will dress in a manner representative of the student body and community. Dress requirements may be instituted by the sponsor or coach of an activity. Dress which infringes upon the rights of other players, students, and the community at large will not be permitted.

### **Attendance at Practices and Contests**

Participants in the activities program are expected to be on time and at all practices or meetings scheduled by the coach or sponsor. An excused absence is any absence resulting from student illness, a death in the family, a doctor's appointment, court appearance, or other absences arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. Should a participant not be able to attend a scheduled practice, meeting, or game, he/she must contact the coach or sponsor in advance. An exception to advance notification is when the participant is absent from school. An absence from or tardiness to practice is excused if the reason for such an absence or tardiness is for academic help that the student needs. Please remember that the coach or sponsor is interested in you, and is appreciative of knowing why you were absent from school.

All practices are important, not only to the individual participant, but to the team or group of students as a whole.

Students absent from school for all or a part of the last three periods will not be permitted to practice, participate in an athletic contest, or activity performance that night unless excused by the principal. In the event a participant misses a scheduled contest or performance, the coach or sponsor may suspend the participant from the activity for the remainder of the season or length of the activity. The coach or sponsor will consider the following in determining the outcome of missing a scheduled game or performance:

1. Was it reasonably possible for the participant to have notified the coach/sponsor before missing a scheduled game or performance?
2. With prior notification, would the absence have been excused?

### **Regular Sleep Habits**

Participation in the activities program places demands upon the student's time and body. The body must be given the time to regenerate the energy needed to safely contend with demands of participation in both the regular school day and the activities program.

To perform at peak ability in school and in the activities program, a participant needs his/her rest. It is recommended that all participants receive at a minimum eight hours of rest per night.

### **Academic Performance**

Participation in the activities program is a privilege available to any student who is eligible per the Nebraska School Activities Association and local guidelines. Like any privilege, participation in the Fullerton's Activities Program activities program may be denied. All coaches and sponsors of Fullerton Public Schools expect and will demand that the participants in their activity approach their schoolwork with the same enthusiasm and sincerity that they approach preparing for participating in a part of the activities program. A participant who is not serious about his/her education often is the type of individual that is not serious about doing the best in a game or contest.

### **Equipment**

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal and school equipment that has been checked out. Combination locks are available and should be obtained to secure the participant's locker.

Each participant is responsible for all equipment checked out to him/her. The individual will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

**Dressing Rooms**

Dressing rooms are to be used to dress before and after practices and contests. Horseplay has no place in these facilities. Practical jokes are dangerous to the health of a participant and can result in injuries that limit the participant's availability to compete or perform.

**Changing Sports**

An athlete will be allowed to transfer from one sport to another during the same season only upon agreement of the head coaches involved and with the approval of the Activities Director.

**Injury**

In the event of an injury, the student should report the injury to the coach or sponsor. Any type of injury, if not properly treated, may lead to complications that are harmful to the student's physical well-being and can be detrimental to his/her recovery time for practice, competition, or performance.

**Availability of Activities Program to Students**

The activities program is available to all students who wish to participate in any of the programs. Students will not be cut from any athletic program. Coaches and/or sponsors will assess the abilities of all participants so that they may help each student determine his/her strengths and weaknesses in reference to the skill level needed to receive playing and/or performance time.

Coaches and sponsors are expected to encourage students to participate in the activities program. In the fine arts program, the director(s) will select the participants from those students who audition. Recruitment to fill the cast will only occur after auditions if the cast is not complete or a cast member is unable to continue with practice.

**Student Manager, Helpers, or Directors**

Participants are reminded that classmates often volunteer to be of assistance to a coach or sponsor of an activity. The help of these students is priceless. Everyone must realize that these individuals are there to help and are not there to be treated in an inferior manner. A good student manager, helper, or director is an asset to any program. Participants are expected to treat these students with respect.

**Transportation**

A team that practices together and travels as a unit will have more success than a team that approaches practice and necessary travel in a disorganized way.

All participants are expected to ride to and from away activities by means of approved school transportation. The principal will arrange all transportation schedules to and from these activities.

Participants are not to drive their automobiles to the different practice fields used by the athletic department.

Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept. A student who travels home with his/her parents misses this opportunity.

### **Lettering Requirements for Athletics**

All who have qualified for their first varsity letter will be presented the standard "F" chenille letter representative of athletic performance at Fullerton High.

The following guidelines will be used in determining the athletes eligible for lettering:

**Football:** The athlete must participate in twelve quarters of varsity play, complete the season, and/or have the recommendation of the head coach.

**Volleyball:** The athlete must participate in 33% of the total games, complete the season, and/or have the recommendation of the head coach.

**Cross Country:** Cross Country athletes are required to finish the season in good standing with the head coach, and must earn a minimum of **80 points** to be awarded a letter in cross country. Under unusual circumstances (e.g., ---injury, illness, etc.), a cross country athlete may be awarded a letter on the recommendation of the head coach. Points toward lettering will be awarded for the following:

#### *IN-SEASON POINTS*

- +50 points**      ***Participating in Cross Country for the full season***
- +5 points**      ***Participating as a varsity member in a varsity meet***
- +5 points**      ***Being counted on the team score at a varsity meet***
- +10 points**      ***Placing in a varsity meet***
- +10 points**      ***Continuing to run with varsity members after your season is competed***
- +10 points**      ***Perfect attendance***
- +15 points**      ***Running Log Book completely filled out***
- +5 points**      ***Improvement in time and/or finish place from previous meet based per meet on number of runners.***

***(Points awarded by the coach)***

***(Ex. 1<sup>st</sup> meet 30<sup>th</sup>/50 runners, 2<sup>nd</sup> meet 35<sup>th</sup>/80 runners.)***

#### **MINUS POINTS**

- 5 points**      ***Running on wrong side of road/cutting/cheating***
- 10 points**      ***Unexcused absence from practice or competition***
- 10 points**      ***Inappropriate behavior at any time the athlete is representing the Fullerton Cross Country Team***

**Basketball:** The athlete must participate in 25% of the total games, complete the season, and/or have the recommendation of the head coach.

**Track:** The athlete must average 1.5 points per meet scheduled, participate in 50 % of all the meets, or place in an individual event at the conference or district meets, or be a member of a relay team which places 3rd or higher in the conference or district meets, or participate as a member of a relay team at the state meet, complete the season, and/or have the head coach's recommendation.

**Wrestling:** The athlete must accumulate 15 varsity team points, or place in a major varsity tournament (eight teams or more), or wrestle in at least five varsity competitions, have the recommendation of the head coach, and complete the season.

**Boys & Girls Golf:** The athlete must participate in 33 percent of the varsity meets, have his/her score contribute to the team score in at least one varsity meet, complete the season and/or have the recommendation of the head coach.

**Dance Team:** The following guidelines will be used in determining the dancer's eligibility for lettering:  
The dancer must:  
1. Participate in all scheduled dance events.  
2. Teach set number of routines to the team based on the number of performances for the year. This may be done with another member.  
3. And/Or receive the recommendation of the directors.

**Cheerleading:** The following guidelines will be used in determining the cheerleader's eligibility for lettering:  
The cheerleader must cheer 75% of events and/or receive the recommendation of the sponsors.

**Student Managers:** The student manager must complete the season and have the recommendation of the head coach of the sport involved.

Any senior who has participated in the sport for four years, completed each season and has the recommendation of the coach will be eligible for a letter.

### **Lettering Requirements for Fine Arts**

The following guidelines are used to determine letter recipients in the fine arts program.

#### **Instrumental Music**

1. Students must maintain an average of 94% or better all four grading periods.
2. Students must demonstrate good daily rehearsal and performance habits, exhibit a positive attitude towards band, and show respect for fellow classmates.
3. Students must attend all required parades, concerts, and contests, unless previously excused by director.
4. Students must earn 100 points for performances/activities. Points will be recorded on a progress chart.

<u>ACTIVITY</u>	<u>POINTS</u>
• Audition for All-State Band or Orchestra.	10
• Selection and participation in All-State Band or Orchestra.	20
• Audition for any director-approved college/university honor band.	10
• Selection to and participation in any director-approved college/university honor band which requires an audition.	15
• Selection to and participation in Goldenrod Conference Honor Band.	10
• Selection to and participation in Platte Campus Honor Band.	10
• Perform (memorized and correctly) major or minor scale on your instrument (Woodwind, Brass, keyboard percussion players).	2/ea.
• Perform drum rudiment on snare drum (percussionists only).	2/ea.
• Private lesson (20 minutes) to be scheduled with director before or after school or during study hall (preferably weekly).	2/ea.
• Earn a I on a solo at District Music Contest.	15
• Earn a II on a solo at District Music Contest.	10
• Earn a III on a solo at District Music Contest.	5
• Earn a I on a duet, trio, quartet, etc. at District Music.	10
• Earn a II or III on a duet, trio, quartet, etc. at District Music.	5
• Perform a solo at a concert.	10

- Perform a duet, trio, quartet, etc. at a concert. 10
- Perform a duet, trio, quartet, etc. at the nursing home (pre-approved by director). 8
- Perform in pep band. 2/ea.
- Work at concession stand 1/2 game PLUS: setup OR cleanup. 2/ea
- Student aide in good standing (pre-approved by director). 10/sem.
- Work in the music room cleaning, filing, etc. 20 minutes before or after school, or during study hall (not detention). 2/ea.
- Special research project (pre-approved by director). 5/ea.
- Write article for Nance county Journal or School Newsletter on band activities (pre- approved by director). 5/ea.
- Create and distribute locker posters before parades, concerts, and contests (pre- approved by director) 2/event
- Create and distribute concert fliers prior to home concerts (pre-approved by director). 2/event
- Correctly name the notes of the treble clef (proficiency exam). 5
- Correctly name the notes of the bass clef (proficiency exam). 5
- Correctly perform a rhythmic exercise from the director's rhythmic series. 1/ea.

### **Vocal Music**

1. Students must maintain an average of 94% or better all four grading periods.
2. Students must demonstrate good daily rehearsal and performance habits, exhibit a positive attitude towards choir, and show respect for fellow classmates.
3. Students must attend all required concerts, contests, and events unless previously excused by director.
4. Students must earn 75 points for performances/activities. Points will be recorded on a progress chart.

### **ACTIVITY**

### **POINTS**

- Audition for All-State Chorus. 10
- Selection and participation in All-State Chorus. 20
- Audition for any director-approved college/university honor band. 10
- Selection to and participation in any director-approved college/university honor choir which requires an audition. 15
- Selection to and participation in Platte Campus Choir. 10
- Private lesson (20 minutes) to be scheduled with director before or after school or during study hall (preferably weekly). 2/ea.
- Earn a I on a solo at District Music Contest. 15
- Earn a II on a solo at District Music Contest. 10
- Earn a III on a solo at District Music Contest. 5
- Earn a I on a duet, trio, quartet, etc. at District Music. 10
- Earn a II or III on a duet, trio, quartet, etc. at District Music. 5
- Perform a solo at a concert. 10
- Perform a duet, trio, quartet, etc. at a concert. 10
- Perform a duet, trio, quartet, etc. at the nursing home (pre-approved by director). 8
- Student aide in good standing (pre-approved by director). 10/sem.
- Work in the music room cleaning, filing, etc. 20 minutes before or after school, or during study hall (not detention). 2/ea.
- Special research project (pre-approved by director). 5/ea
- Write article for Nance county Journal or School Newsletter on choir activities (pre- approved by director) 5/ea.
- Create and distribute locker posters before concerts and contests (pre-approved by director). 2/event
- Create and distribute concert fliers prior to home concerts (pre-approved by director). 2/ev
- Correctly name the notes of the treble clef (proficiency exam). 5



- Correctly name the notes of the bass clef (proficiency exam). 5
- Correctly perform a rhythmic exercise from the director's rhythmic series. 1/ea.

**Competitive Speech and Drama**

Earn 100 points through participating in competitive speech and/or dramatic productions and/or receive the recommendations of the speech and drama coach. Points are awarded as follows:

**Dramatic Productions**

- Competitive Performance 10 points
- Non-Competitive Performance 5 points
- Lead role 10 points
- Major role 8 points
- Minor role 5 points
- Walk-on 3 points
- Technical Crew 3-10 points

**Placing**

Superior Rating 3 points

**REGULAR-SEASON PLACING**

- 1st Place 4 points
- 2nd Place 3 points
- 3rd Place 2 points
- 4th Place 1 point
- 1st at Districts/ Conference 10 points
- 2nd at Districts/Conference 5 points
- Best Actor/Actress 6 points
- Best Supporting Actor/Actress 5 points
- Outstanding Performer 4 points
- 1st at State 20 points
- 2nd at State 15 points

**Speech Contests**

5 points per contest per event

**Placing at Speech Contest**

- 1st 6 points
- 2nd 5 points
- 3rd 4 points
- 4<sup>th</sup> 3 points
- 5th 2 points
- 6th 1 point
- Qualifying for Finals 1 point
- Superior Rating at Conference/District Competition 3 points
- Double the points for placing in District Competition
- Triple the points for placing in State Competition
- Receive a Superior rating at State Competition 5 points

Points earned during each year may carry over and accumulate toward earning the student's first fine arts letter.

### **Weight Area**

The weight area has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one is to use the weight equipment without proper supervision.

The school will develop a schedule for use of the weight area by athletes during the school year and during the summer months.

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

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

### **Levels of Competition**

Each individual has different abilities and skills. To ensure that each participant is provided an opportunity to perform at his/her ability and skill level, we offer competition at the varsity, reserve, freshman, and junior high levels.

Seventh and eighth grade students are eligible to participate on either of the two competitive teams offered for junior high students. Freshmen may participate at either the varsity, reserve, or freshman levels. Sophomore students may participate at the varsity or reserve levels. In some prearranged cases, the opponent may agree with school officials to use sophomore students in freshman competitive contests. Junior students may participate on either the varsity or reserve squads, while senior participation is limited to participation at the varsity level only.

The Athletic Department does not offer reserve or freshman competitive opportunities in track, therefore, all athletes in grades 9-12 will compete at the varsity level.

### **Practices**

All starting times of practices will be scheduled by the individual head coach or sponsor in cooperation with the high school principal. All participants are expected to be ready at the time set by the coach or sponsor.

In order that the athletes and their parents may plan accordingly and for the welfare of the athlete, the following guidelines concerning the length of practices are utilized:

- |    |                    |           |
|----|--------------------|-----------|
| 1. | Senior High Sports | 2 hours   |
| 2. | Junior High Sports | 1.5 hours |

In addition to the time set for practice, high school students may also need to spend one-half hour per day lifting weights or attending team meetings.

In those instances where the head varsity coach holds practice for varsity/junior high at the same time, the junior high practice session will be the same length as the varsity practice.

Each head coach or sponsor will set up schedules on a monthly basis. These schedules will be followed as closely as possible, but may be changed as circumstances change.

### **Pre-Practice and Contest/Performance Obligations**

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

1. Submit to the coach or sponsor a signed Activities Code which verifies a physical has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs by a student.
2. Furnish the high school principal proof of insurance.
3. Submit to the superintendent's office a signed NSAA consent form.
4. Submit to the coach or sponsor a signed Rehabilitative services authorization form.

Each student participating in the activities program must either purchase an activities pass or pay the admission price of the home activity before competing or performing for Fullerton Public Schools.

The absence of a completed *Activities Code* when discovered will be grounds to hold an individual out of an activity. The absence of a completed Code does not excuse a student from following the rules.

### **Initiation**

Every student who goes out for an activity is an important individual and should be accorded respect by his/her teammates and the coaches and/or sponsors. Coaches and sponsors will not tolerate student behavior which belittles or demoralizes any participants.

### **Behavior in the Classroom**

Each student is responsible for his/her own behavior. Participants in the activities program are reminded that improper behavior in the classroom may cause them to miss practice time. Participants are also reminded that missing practice time will cause a reduction in their performance or playing time. We will depend on students who accept the responsibility for their own behavior.

### **Individual Training Rules and Rules of Conduct**

Each head coach or sponsor may develop additional training rules or rules of conduct for their activity. The head coach is responsible for having these rules approved by the high school principal and distributed to all participants.

### **Eligibility**

Each participant in the activities program must meet Nebraska State Activities Association (N.S.A.A.) guidelines concerning scholastic eligibility. A participant must have 20 semester hours of credit on record for the immediate preceding semester to be eligible. Credits issued for band, chorus, physical education and teacher aide do not apply toward the semester hours of credit needed to determine a student's eligibility. During the first semester, all incoming freshmen who attended school the immediate preceding semester are eligible to participate in the activities program. In addition, the participant must be registered for 5 semester credit hours and be in regular attendance to be eligible.

In addition, a student must be passing in a minimum of six classes each week to remain eligible to participate in any portion of the activities program. The first week of non-compliance will result in the student being placed on academic probation. A second consecutive week of non-compliance will result in the student being declared ineligible to compete in interscholastic competition and/or performance for a period of one week. While declared ineligible, the student must attend practices.

Students and their parents will be notified whenever a student is placed on probation or declared ineligible. Weekly eligibility for each class is monitored on a semester basis using the student's cumulative grade point average. Weekly ineligibility may not be carried from semester to semester.

### **Prom and Homecoming Dances**

A homecoming dance for grades 9-12 will be held in the fall semester. All 9<sup>th</sup>-12<sup>th</sup> graders are invited to attend. Students may invite guests from out of school ranging in age from a 9<sup>th</sup> grader in high school to guests younger than 21 years of age. All attendees will sign up for the dance in the main office. Payment for dance tickets can be made in the main office prior to the dance or at the door on the night of the dance. Mandatory breathalyzer tests will be given for entrance into the dance.

A prom dance for the junior and senior class will be held in the spring semester. A junior or senior may invite guests ranging from a 9<sup>th</sup> grader in high school through an out of school guest younger than 21 years of age. All attendees and invites must be signed up through the junior class sponsor. Students must attend the prom dance in order for participation in post prom activities. Post prom activities are not sponsored by the school district. Mandatory breathalyzer tests will be given for entrance into the dance and post prom.

### **Conflict Management**

The following procedures should be used by students and/or their parents to reduce conflicts in the school's activities program:

- Level I: Discuss the conflict with the head coach or sponsor.
- Level II. Submit in writing a summary of the conflict to the high school (7-12) principal.
- Level III. Submit a written summary outlining facts surrounding the conflict to the superintendent of schools.
- Level IV. Submit a written summary outlining the facts surrounding the conflict to the Fullerton Board of Education.
- Level V. Exercise legal remedies that may exist under the laws of the State of Nebraska.

In reference to Levels I through IV, the conflict may not be reviewed at a higher level without first having been reviewed at the level immediately before. For example, the conflict may not be reviewed by the principal at Level II if discussion with the head coach or sponsor the student and/or parent has not occurred.

## **Concussion Policy**

### **Observing and Monitoring Signs & Symptoms of a Concussion**

In some instances, Signs & Symptoms of a concussion may not become apparent until several hours or even days after the injury. Therefore, your son/daughter needs to be monitored closely over time, and checked for any of Signs and Symptoms listed on the front side of this form. A good guideline is to note signs/symptoms that worsen, and behaviors that seem to represent a change in your son/daughter. Please be especially observant for Signs and Symptoms listed below. The following indicate the need to report immediately to the nearest emergency department for medical care, or in an emergency, to activate Emergency Medical Services (EMS) by dialing 911:

1. Headaches that increase in intensity
2. Vomiting
3. Decreased or irregular pulse OR respiration
4. Unequal, dilated, unreactive pupils
5. Slurred speech
6. Seizure activity
7. Changes in level of consciousness, very drowsy, difficulty awakening, or losing consciousness
8. Can't recognize people or places, or becomes increasingly confused

If you have any question or concern about the signs or symptoms you are observing, contact your family physician for instructions, or seek medical attention at the closest emergency department. Otherwise, you can follow the instructions outlined below.

#### **It is OK to:**

- Go to sleep
- Rest; periodic naps when fatigued/tired
- Use acetaminophen (Tylenol) for headaches
- Use ice pack on head & neck for comfort
- Eat a light diet, carbohydrates
- Drink fluids, stay hydrated

#### **There is NO need to:**

- Check eyes with a flashlight
- Wake up every hour, unless directed by physician/LHCP
- Test reflexes
- Stay in bed

#### **DO NOT:**

- DO NOT exercise or lift weights
- DO NOT do strenuous activity including PE, at work, play sports, video games, texting, or use computer
- DO NOT take ibuprofen, aspirin, naproxen or other non-steroidal anti-inflammatory medications (NSAID)
- DO NOT drive vehicle while having symptoms
- DO NOT drink alcohol

Adapted from National Athletic Trainers Association Position Statement: Management of Sports-Related Concussion. J Athl. Trng. 2014;49(2):245-265.

### **Returning to School** (refer to **Return To Learn Guidelines**)

In some circumstances, the following recommendations may be indicated by the licensed healthcare professional (LHCP) treating your son/daughter, with supportive accommodations provided by school personnel.

1. No school; shortened school day; time restriction on school day.
2. Shortened class time; limit work on computer, focused reading, or analytical problem solving; withhold from PE.
3. Extra time to complete coursework/assignments/tests; assistance with instruction.
4. Reduced homework load; time restriction on homework.
5. Refrain from significant test taking, or standardized testing.
6. Frequent rest breaks during day as needed.
7. Consider Individualized Educational Plan (IEP) or 504 Plan if recovery is likely to be prolonged.

Symptoms are to be monitored regularly during recovery. Gradually increase school activity when symptoms begin to subside/decrease. Decrease school activity if symptoms increase or return at any time.

### **Returning to Sport**

Once an athlete is removed from activity due to a suspected concussion, the following steps must be followed for returning to full sports participation and playing in contests.

1. Evaluation by an appropriate licensed healthcare professional (LHCP), i.e. MD/DO, Athletic Trainer, or Neuropsychologist.
2. Athlete must first be symptom-free at rest, and then remain symptom-free during progressive physical and mental exertion.
3. Written clearance from designated LHCP, and written clearance from parent/guardian.
4. When available, Post-Injury Neurocognitive Test Scores (ImPACT Test) return to normal (baseline).
5. Follow and complete "Stepwise Return to Play Progression" while remaining symptom-free before playing in contests.



**Fullerton Public Schools  
Activities Code  
2024-2025**

\_\_\_\_\_, a student at Fullerton Public Schools, understands that the policies of Fullerton Public Schools prohibit the possession, use, distribution, or attendance at a party where alcohol, illicit drugs, or controlled substances are present or being under the influence of alcohol, illicit drugs, or tobacco (including vapor products/e-cigarettes) by a student participating in the activities program. The student understands that participation in school sponsored activities or events is a privilege and not a right and that the student must follow Board policy, this code, all the training rules and rules of conduct of the coaches and/or activity sponsors. The student understands that a violation of Board policy, this code, any training rules or rules of conduct of the coaches and/or activity sponsors may be subject to disciplinary action.

A. Definitions. As used in this code, unless the context otherwise requires:

1. Tobacco shall mean cigarettes, snuff, cigars, or chewing tobacco (including vapor products/e-cigarettes) or other similar products.
2. Use and/or possession of vapor products, vapor devices and/or e-cigarettes includes those purchased or homemade.
3. Alcohol shall mean any alcoholic beverage as defined by law.
4. Illicit drugs shall mean any illegal drug or controlled substance as defined by law.
5. Co-curricular activities shall mean any school sponsored performance or competitive opportunity or any other school-sponsored activity or event (this includes all homecoming activities and prom).
6. School-sponsored activity or event shall mean any activity occurring outside the normal classroom in which students participate as representatives of Fullerton Public Schools or while under the supervision of any certificated or non-certificated employee, volunteer, sponsor, chaperone, or coach for or on behalf of Fullerton Public Schools.
7. School term shall mean that period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.
8. Activity sponsor shall mean any paid or volunteer sponsor, chaperone, or coach used by or on behalf of Fullerton Public Schools to offer its co-curricular activity or school sponsored activity or event programs.
9. Attendance at a prohibited party shall mean being where alcohol, illicit drugs, or controlled substances are present when your parents are not there and students of school age have unregulated access to illegal substances.

B. Alcohol, Illicit Drugs, and Tobacco Rules.

1. Possession, use, distribution, or attendance at a party where alcohol, illicit drugs, or controlled substances are present or being under the influence of alcohol, illicit drugs, tobacco, vapor products/e-cigarettes or related products at any time during a school term may be grounds for suspension from participation in all co-curricular activities and/or school-sponsored activities or events in which the student is participating or wishes to participate, except required practice for 30 school days. While suspended, the student must continue to participate in practices, as required by the coach or activity sponsor to be eligible for reinstatement to the activity. A second offense for the possession, use, distribution, or attendance at a party where alcohol, illicit drugs, or controlled substances are present or being under the influence of alcohol, illicit drugs, tobacco, vapor products/e-cigarettes or related products during a single school term may result in the suspension of the student from all co-curricular activities or school sponsored activities or events for the balance of the school term.
2. A 30 school day suspension from activities or events for the possession, use, distribution, or attendance at a party where alcohol, illicit drugs, or controlled substances are present or being under the influence of alcohol, illicit drugs, tobacco, vapor products/e-cigarettes or

related products may be reduced one time to five school days during the time a student is enrolled in grades 7-12. A student electing a reduced suspension must miss at a minimum one scheduled contest, performance, or event per activity he/she participates in during the original 30-day suspension. In addition, the student must agree to immediately undergo a chemical dependency evaluation, implement any recommendation from the evaluation and attend a series of insight support group meetings, when directed by a chemical dependency counselor.

3. Depending on the circumstances and seriousness of a violation, a first or any subsequent violation concerning possession, use, distribution, or attendance at a party where alcohol, illicit drugs, or controlled substances are present or being under the influence of alcohol, illicit drugs, tobacco, vapor products/e-cigarettes or related products at a school-sponsored activity or event may result in suspension of the student from all co-curricular activities or school-sponsored activities or events for the balance of the school term.
- C. Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event and as the need arises. In addition to more specific rules established by the coach or activity sponsor, the student understands that any conduct which substantially interferes with the educational process or disrupts the activity or event is prohibited. Failure to abide by the coach's and/or activity sponsor's training rules or rules of conduct shall be grounds for suspension from the activity or event, including, at the discretion of the coach or activity sponsor, practices for a period of up to 30 school days.
- D. Prior to any disciplinary action under this activities code, the following procedures shall be followed:
1. The coach or activity sponsor shall make an investigation of the alleged violation, and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
  2. The student and his or her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach or sponsor and/or principal regarding the incident and any resulting disciplinary action.
  3. The coach or activity sponsor shall make a decision regarding disciplinary action after Steps 1 and 2 have been followed and shall report to and/or consult with the 7-12th grade building principal regarding the decision.
  4. The student or the student's parents shall be given written notice of the disciplinary action taken within 3 days of the decision by the activity sponsor.
- E. A student or the student's parents may, within five school days of the notice of disciplinary action from the coach or activity sponsor, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent shall review the situation and render a decision within three school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.
- F. Any student who misrepresents facts regarding any alleged violation of the activities code shall be subject to disciplinary action on the question of such misrepresentation pursuant to the procedures provided herein.
- G. Any parent or student who has questions about board policy, this code, training rules or rules of conduct of coaches or activity sponsors, or the interpretation or application thereof, should consult with the superintendent.

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

## SECTION SEVEN

This section contains the Title IX Policy and Local Wellness Policy for the school district.

### 3057 Title IX

**Nondiscrimination.** The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 606 4<sup>th</sup> Street Fullerton, NE, tcarlson@fullerton.esu7.org, 308-536-2431. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at:

<https://www.fullertonpublicschools.org/vnews/display.v/SEC/District%7CBoard%20of%20Education%3E%3EBoard%20Policies>

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

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

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link:

<https://www.fullertonpublicschools.org/vnews/display.v/ART/62ebdb467b211>

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

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

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

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



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

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

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

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

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

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

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

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

- **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

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

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

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

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

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

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

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

### **Response to Sex-based Harassment.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

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

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

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

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

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

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

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

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

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;

- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

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

Generally relevant evidence is permissible, but does not include:

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

**Determining Whether Sex Discrimination Occurred.** The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## 5052 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**

**1.**

- 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.

### ***Celebrations and Rewards***

All foods offered on the school campus should meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

### ***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.

# School Calendar

**Week August 2024**

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	5	6	7	8 9
6	12 13	14	15	16
7	19	20	21	22 23
8	26	27	28	29 30
12	Fall Sports Practices Begin			
8-13	Teacher Inservice			
14	First Day of School <span style="float: right;">13 DAYS</span>			

**Week January 2025**

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
26		1	2	3
27	6	7	8	9
28	13	14	15	16
29	20	21	22	23
30	27	28	29	30
3	Teacher Inservice <span style="float: right;">LATE START</span>			
6	School Resumes <span style="float: right;">20 DAYS</span>			

**Week September 2024**

Monday	Tuesday	Wednesday	Thursday	Friday
9	2	3	4	5
10	9	10	11	12
11	16	17	18	19
12	23	24	25	26
13	30			
2	Labor Day			
13	Mid Term <span style="float: right;">10 LATE START</span>			
23	Parent Teacher Conferences - Early Dismissal 12:30 PM			
27	Early Dismissal 12:30 PM Dismissal/ Teacher Inservice <span style="float: right;">20 DAYS</span>			

**Week February 2025**

Monday	Tuesday	Wednesday	Thursday	Friday
31	3	4	5	6
32	10	11	12	13
33	17	18	19	20
34	24	25	26	27
7	Mid Term <span style="float: right;">11 LATE START</span>			
13	Parent Teacher Conferences 12:30 PM Dismissal			
14	NO SCHOOL Winter Break <span style="float: right;">19 DAYS</span>			

**Week October 2024**

Monday	Tuesday	Wednesday	Thursday	Friday
13	1	2	3	4
14	7	8	9	10
15	14	15	16	17
16	21	22	23	24
17	28	29	30	31
15	LATE START			
15	End of First Quarter (44 Days) <span style="float: right;">23 DAYS</span>			

**Week March 2025**

Monday	Tuesday	Wednesday	Thursday	Friday
35	3	4	5	6
36	10	11	12	13
37	17	18	19	20
38	24	25	26	27
39	31			
3	Spring Sports Practice Begins			
6-7	NO SCHOOL Spring Break			
11	LATE START			
12	End of Third Quarter (45 Days) EARLY OUT (12:30 p.m. Teacher Inservice) <span style="float: right;">19 DAYS</span>			

**Week November 2024**

Monday	Tuesday	Wednesday	Thursday	Friday
17				1
18	4	5	6	7
19	11	12	13	14
20	18	19	20	21
21	25	26	27	28
8	Fall Break			
12	LATE START			
18	Winter Sports Practice Begins <span style="float: right;">22 Mid Term</span>			
27-29	Thanksgiving Break <span style="float: right;">17 DAYS</span>			

**Week April 2025**

Monday	Tuesday	Wednesday	Thursday	Friday
39		1	2	3
40	7	8	9	10
41	14	15	16	17
42	21	22	23	24
43	28	29	30	
11	Mid Term			
15	LATE START			
18-21	NO SCHOOL Easter Break <span style="float: right;">20 DAYS</span>			

**Week December 2024**

Monday	Tuesday	Wednesday	Thursday	Friday
22	2	3	4	5
23	9	10	11	12
24	16	17	18	19
25	23	24	25	26
26	30	31		
10	LATE START			
18	Last Day of 1 <sup>st</sup> Semester K-6. 19-20 Semester Testing			
20	Last Day of 1 <sup>st</sup> Semester 7-12/End of 2 <sup>nd</sup> Quarter (44 Days)			
23-3	Christmas Break [Dec. -Jan] First Semester (88 Days)			
22-26	NSAA MORATORIUM <span style="float: right;">15 DAYS</span>			

**Week May 2025**

Monday	Tuesday	Wednesday	Thursday	Friday
43			1	2
44	5	6	7	8
45	12	13	14	15
46	19	20	21	22
47	26	27	28	29
4	Graduation (NO LATE START)			
14	Last Day of 2 <sup>nd</sup> Semester K-6			
15-16	Semester Testing 16 End of 4 <sup>th</sup> Quarter (45 Days)			
16	Last Day of 2 <sup>nd</sup> Semester 7-12 <span style="float: right;">12 DAYS</span>			