



Fairbury Elementary Schools

FAMILY HANDBOOK

Mr. Stephen Grizzle
Superintendent



Mrs. Patty Smith

Central Elementary Principal

Mr. Jeremy Christiansen

**Jefferson Intermediate
Principal/Director of
Student Services & Elementary
Programs**



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IMPORTANT CONTACT INFORMATION

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808 F Street
Fairbury, NE 68352

Phone – (402) 729-2418

Fax – (402) 729-2467

Email – central@fairburyjeffs.org



Jefferson Intermediate School
924 K Street

Fairbury, NE 68352

Phone – (402) 729-5041

Fax – (402) 729-5446

Email – jefferson@fairburyjeffs.org



Jr./Sr. High School 729-6116
Superintendent's Office 729-6104
Mid-States (Bus Transportation)729-2705

Dear Parents/Guardians,

It is a privilege to welcome you to the start of a new school year! The teachers and support faculty are here to help you and your child in every possible way to make this the most rewarding year of all.

One of the school's primary tasks is to help students gain the necessary skills to acquire the knowledge which will enable them to become educated, responsible citizens, well-prepared to be contributing members of society. There is no question about the importance and the necessity of the textbook, but far more important is the task of teaching our young people to think; to appreciate and gain a respect for work and authority; to learn to respect one another and themselves; and to learn about and appreciate their rights and responsibilities as American citizens.

Students can only do their best when they are in school each day. Being on time is a necessary quality for success in life. Families are responsible for modeling and teaching these values to their children at an early age. Your attitude and approach toward school, education, and your child's teachers affect your child's feelings and respect toward each of these. Remember that both teachers and families have the same concern – the child and his or her well-being. Successful learning experiences come only when students are motivated and want to learn. It is critical that the home and school work closely together for the sake of the child.

Please read and review this handbook carefully. You will find the guidelines and district policies which we follow in order to make the school a safe and comfortable learning environment for all. Please read and discuss the guidelines with your child and use this handbook as a reference throughout the year.

Together, we can make your child's learning experience at Fairbury Elementary Schools a positive and successful one!

Respectfully,

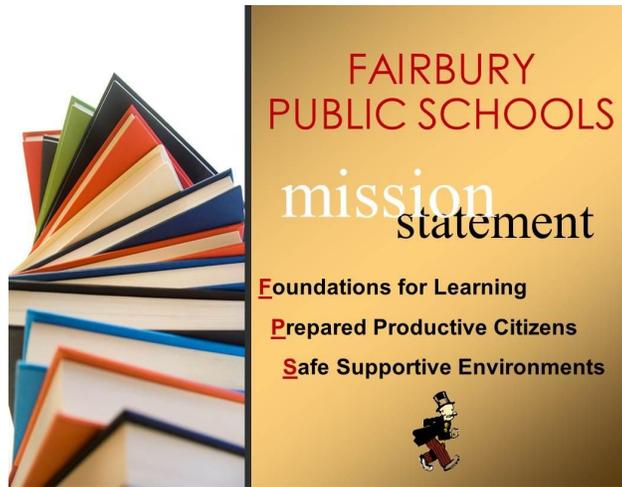
Patty Smith, Principal
Central Elementary School

Jeremy Christiansen, Principal
Jefferson Intermediate School



FAIRBURY PUBLIC SCHOOLS

Mission & Belief Statements



WE BELIEVE:

The mission of schools is teaching and learning.

All children can learn

Students learn in different styles and at different rates.

Student achievement and growth are essential.

Schools should enhance the students' feelings of self-worth, both as learners and as people.

Students are partners with teachers, administrators, parents and peers in the learning process.

Students learn best in a safe, positive environment that is challenging and stimulating.

Schools must attend to emerging needs of students with up-to-date learning materials, technology, and exposure to real life applications and experiences.

School improvement is an incremental, on-going process that requires commitment, time, resources, training and technical support.

ESSENTIAL LEARNER OUTCOMES

STUDENTS SHALL DEMONSTRATE:

1. Proficiency in the academic areas of reading, oral and written communication, mathematics, social studies, science, physical education and the fine and practical arts.
2. Ability to articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and context.
3. Ability to acquire, analyze, evaluate, and use various forms of information in solving problems.
4. Ability to work effectively with individuals and teams while utilizing social interaction skills (including concern, tolerance, respect and cooperation).
5. Skills in developing and maintaining physical and mental wellness.
6. Skills in making value judgments and decisions.
7. Willingness to contribute as responsible, productive citizens in a multicultural, global society.
8. Skills utilizing technology in an ever-changing world.
9. Ability to identify and pursue career choices.
10. Skills in creative expression and in responding to the creative work of others.
11. Pride in individual or group achievement and excellence.
12. Skills and knowledge that allows an individual to make informed and effective decisions with all of their financial resources.

Our mission statement, belief statements, and essential learner outcomes serve to promote continuity in the Fairbury School System. A clear institutional purpose serves to focus the efforts of all involved in the educational process.

2017-2018 SCHOOL YEAR

July 2017						
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nt days - 0
act Days - 0

Important Dates:

August

8/11 - New Teacher Orientation
8/14 & 8/15 - No School; Staff Development
8/16 - 1st Day - 1:15; 1:25; 1:35 Dismissal; Staff Development
8/18 - 1:15; 1:25; 1:35 Dismissal
Staff Development schedule begins each Friday

September

9/4 - No School; Labor Day

October

10/13 - Elementary (No School) Collab Day; HS 1:35 Early Dismissal
10/17 - Elem PT Conferences (4:00 - 8:00 pm)
10/19 - No School; Elem & HS PT Conf. (12:00 - 8:00 pm)
10/20 - No School; End of Quarter

November

11/3 - ESU 5 Regional PD Day
11/22 - 1:15; 1:25; 1:35 Dismissal (students & staff)
11/23 & 11/24 - No School; Thanksgiving

December

12/8 - Elementary (No School) Collab Day; HS 1:35 Early Dismissal
12/22 - Last Day - 1:15; 1:25; 1:35 Dismissal (students & staff)
12/23-12/31 - No School; Christmas Vacation
12/23-12/27 - NSAA Moratorium

January

1/1 - 1/3 - No School; Christmas Vacation
1/3 - No School; Staff Development
1/4 - First Day
1/26 - Elem. (No School) Collab Day; HS 1:35 Early Dismissal (WR)

February

2/16 - No School; Winter Break

March

3/2 - Elementary (No School) Collab Day; HS 1:35 Early Dismissal
3/6 - Elem PT Conferences (4:00 - 8:00 pm)
3/8 - No School; Elem & HS PT Conf. (12:00 - 8:00 pm)
3/9 - No School; End of Quarter
3/30 - No School Easter Break

April

4/1-2 - No School Easter Break
4/19 - 1:15; 1:25; 1:35 Dismissal; Staff Development (District Music)
4/20 - No School (District Music)

May

5/9 - Senior's Last Day
5/13 - Mother's Day; Graduation
5/25 - Last Day - 11:40; 11:50; 12:00 Dismissal; Staff Development

*The final date of school will be set at the March BOE meeting.

- ▲ Elementary (No School) Collaboration Day
- 1:15; 1:25; 1:35 Dismissal; Staff Development
- 1:15; 1:25; 1:35 Dismissal (students & staff)
- Graduation
- End of Quarter
- NSAA Moratorium
- No School; Full Day Staff Development
- No School; New Teacher Orientation
- No school
- Parent-Teacher Conferences
- School Day
- Last Day of Semester

JANUARY 2018						
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MAY 2018						
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JUNE 2018						
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Student days - 0
Contract Days - 0

Student Total - 0
Contract Total - 0

GENERAL INFORMATION

EDUCATIONAL EQUITY / MULTICULTURAL EDUCATION

The Fairbury Public School District does not discriminate on the basis of race, color, natural origin, religion, sex, marital status, or disability in admission or access to any educational program or activity or on the basis of age in employment. Such discrimination is prohibited by state and federal laws.

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize the rich diversity of the population of the United States.

SCHOOL PRIDE

We at Fairbury Elementary are proud of our schools! It is very important for every child to feel and experience a sense of pride in himself/herself and in his/her school and community. Pride in one's school helps to establish feelings of belonging, loyalty and security for each individual student. This also contributes to a positive and productive learning environment for the total student body.

As part of our pride and spirit at Fairbury Elementary, we celebrate our district's colors and mascot. Our school and district colors are crimson, gold and black. Our district mascot is the "Jeff" man. Every Friday (or last school day of the week) is a School Spirit Day. Students and staff are encouraged to wear school colors each Spirit Day! GO JEFFS!

REGISTRATION AND STUDENT RECORDS

Nebraska statutes require each school district to keep a continuous census of pupils. Each parent or guardian is asked to complete the Enrollment/Emergency Form annually. Families are also asked to provide the following information: (1) report cards and all pertinent records from previous schools, (2) the child's official birth certificate for new students (a copy will be made by the school), (3) updated immunization records, and (4) record of physical and vision examination by a physician (required for Kindergarteners and students new to the Fairbury Public Schools from out-of-state).

CHANGE OF ADDRESS/TELEPHONE NUMBER

Please report any change of address or telephone number to the Principal's Office. It is extremely important that the school knows where to reach the parents or next-of-kin in an emergency situation. Please provide a local telephone number which is the parent's home or work number or is the telephone number of someone who will know how to contact you.

If you move from the district, you will need to notify the school and visit the office to sign a release of information and records to the next school district.

REPORTS TO PARENTS

The school year is divided into four reporting periods. Parents/guardians will receive a quarterly report each period. Reports will be provided for parents at parent-teacher conferences held at the end of the first quarter and third quarter of the school year. Parents of students (grades 3-6) are encouraged to monitor students' grades and progress through parent access to PowerSchool.

Communication is an essential part of the educational experience. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Parents and teachers should feel free to schedule additional conferences as desired.

PROMOTION AND RETENTION

Promotion or retention of students is considered annually. At every level, promotion or retention is considered in terms of the best interest of the individual student.

Retention is advocated when it is agreed that the student would benefit from additional experiences at the same grade level. Retention will also be considered for students with excessive absenteeism. If agreement cannot be reached by the home and school, the final decision will be rendered by the principal.

FAMILY CONCERNS

If a parent/guardian has a concern regarding a situation with their child in school, they are encouraged to follow these steps. First, contact the child's teacher to discuss the concern and possible solutions. If the concern cannot be resolved with the teacher, the parent should schedule a conference with the school principal and the teacher. If the parent/guardian still feels the problem has not been resolved, she/he may contact and submit a formal, written complaint to the Superintendent of Schools.

SCHOOL VISITATIONS

Parents/guardians and patrons of the school district are invited and encouraged to visit the school and classrooms. Visitors who wish to confer with a teacher or staff member are asked to arrange for an appointment at a time outside regular class hours. All visitors to the school are expected to report to the principal's office to notify staff they are in the building or on school grounds. A sign-in form and visitor badges are available in the school office. Classroom visits should be limited to a reasonable duration of time as to avoid distraction or disruption of routine. Visitors who wish to eat lunch at school are asked to please call the school office by 9:00 a.m. the day they are coming or send a note to school with their child.

Parents/guardians taking students out of school early for appointments, etc. must report to the office and wait for their child to meet them there. Parents and family members are asked to wait outside of the school building at dismissal time to help alleviate congestion in the hallways.

To best assist students and staff during significant school transitions, families are asked to avoid classroom visitations during the first two weeks of the school year, as well as during the last two weeks prior to summer break.

TRESPASSERS

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands and stay away/no trespassing letters. Such action shall be taken consistent with constitutional and other legal rights.

All district and building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away where such individual or group has:

1. failed to comply with identification or check-in procedures,
2. are determined by such administrators or designees to not have a legitimate school purpose to be on school grounds, or
3. who are determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

PARENT/COMMUNITY PARTICIPATION

Active participation of parents and community residents in school activities is encouraged. Strong community support and interest in our schools will provide parent participation, rewards for students, and resources for an outstanding educational program.

We invite and encourage parents/guardians to join and actively participate in the Fairbury Parent-Teacher Association (PTA). Meetings are held once every other month throughout the school year. As families participate and become more involved in the school, we become better acquainted with each other and you become more familiar with your child's education and school activities.

PARENT AND GUARDIAN INVOLVEMENT IN EDUCATION PRACTICES

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NeSA assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not

disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.

a. Building principals may excuse a student from any single school experience at the parent's written request.

b. When appropriate, alternative experiences will be provided for the student by the school.

4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.

5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.

a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

b. State Assessments

The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary. The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

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

a. The principal must approve all surveys intended to gather information from students before they are administered to students.

b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

ROUTINE DIRECTORY INFORMATION

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

- Name and grade
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher

- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

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

PROTECTION OF PUPIL RIGHTS

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

- Surveys
- Invasive Physical Examinations
- Collection of Personal Information from Students for Marketing
- Inspection of Instructional Material
- Notification of Rights and Procedures

The policy is available upon request and questions related to the policy should be directed to the superintendent.

ACCESS TO STUDENT RECORDS

A parent or guardian of a student or former student, and a student or former student who is eighteen (18) years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his or her child unless there is a court order to the contrary.

Student files or records shall be so maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three (3) years.

SCHOOL DAY SCHEDULE

7:50 – 8:05	Breakfast Served
8:05 a.m.	Entry Bell
8:15 a.m.	Tardy Bell
3:15 p.m.	Central School Dismissal
3:25 p.m.	Jefferson School Dismissal

Classes begin at 8:15 a.m. We ask that students arrive at school no earlier than 7:50 a.m., when the breakfast bell rings. **Please note that there is no adult supervision provided before 7:50 a.m.** The first bell allowing students into classrooms rings at 8:05 a.m. If your child walks to school or gets a ride (other than on a bus), please set up a schedule which will enable him/her to arrive no earlier than 8:05 a.m., unless he/she plans to eat a school breakfast. School will be dismissed at 3:15 p.m. each day at Central Elementary and at 3:25 p.m. each day at Jefferson Intermediate, unless otherwise noted.

Early dismissals designated on the district calendar reflect a 1:35 p.m. dismissal time for Jr./Sr. High School students. Other district schools will dismiss according to the following schedule: Central – 1:15 p.m. and Jefferson – 1:25 p.m. Bus schedules will run accordingly.

BOOKS/SUPPLIES

Most books and supplies needed for the regular school program are provided by the school district. Any additional supply requests will be posted at local retail stores and sent home to families at the beginning of each school year. Children are responsible for care of all supplies provided for their use.

Students are expected to pay for lost or damaged books, supplies and equipment. Students and or parents will be required to pay for willful damage to any school property that may include, but is not limited to broken windows, defaced property, or destruction/damage of school equipment.

TELEPHONE/CELL PHONE USE

The school telephone is a business telephone and should be used by students for emergency situations only. Permission to use the telephone must be granted by the teacher, secretary or principal.

Personal cell phones are allowed at school, however during regular school hours cell phones must be turned off and kept in the student's backpack or turned into the school office for safekeeping. Failure to do so will result in cell phone confiscation. Students

may pick up cell phones at the school office at the end of the day. Repeat offences may result in parental notification and additional cell phone restrictions.

LIBRARY PRIVILEGES

Students have access to the school library during regularly scheduled classes and open library periods. Library books may be checked out for a two-week period. Students may check out only two books at a time. Overdue notices will be issued, however no fines will be assessed.

Students are responsible for all library and/or textbooks issued to them throughout the year. All lost or damaged books must be paid for by the students or families.

BIRTHDAY TREATS, SNACKS AND DRINKS IN SCHOOL

In consideration of instructional time, equity and safety for students with severe, life-threatening food allergies and in alignment with our district's health and wellness policy, birthday treats, snacks and drinks (other than water) may not be brought from home to be shared or distributed at school. Elementary students will receive fruit and vegetable snack offerings funded through a grant program and prepared by school cafeteria staff. Teachers and school staff may provide non-food and non-drink incentives and rewards in classrooms at their discretion. The Principal's Office will provide recognition of each student's birthday celebration, as appropriate. Teachers may also choose to recognize students' birthdays in accordance with this policy. The two annual PTA-sponsored parties held at school (Halloween and Valentine's Day) may include traditional food, snack and drink offerings as an exception to this policy and with careful consideration given to all potential food allergies. Any other food, snacks or drinks provided at school, outside of the daily school meals program, must have prior approval by the Principal.

Delivery of gifts/balloons to students during the school day is not encouraged. However, students will be notified of deliveries at the end of the school day and are not permitted to transport balloons on district busses or other school vehicles.

PARTY INVITATIONS/GIFTS

The PTA organizes several parties each year for classrooms with the support of room parents. Party invitations are an "out of school" activity and shall be delivered away from the classroom, school or bus unless invites are provided for every member of the class. Gifts presented to school personnel are not required of students, nor are they encouraged. Any gifts brought to school for teachers or staff will be accepted, opened privately, and graciously acknowledged.

HOMEWORK/SCHOOL ASSIGNMENTS

Homework assignments provided for lower elementary students (Grades K-2) will typically focus on math and reading skill practice. The amount of homework will be limited to those assignments in which students will practice new learnings or reinforce new concepts. Students in grades 3 through 6 may frequently be assigned specific homework assignments. A student may have work to do at home because an assignment or activity has not been completed during provided class time. Teachers may also assign special projects to engage the interest of a student to supplement and extend assigned class work.

Parents/guardians should provide a quiet, regular study time at home to help the child to develop good study habits. We appreciate any help and encouragement you may give your child.

BREAKFAST/LUNCH PROGRAM

All elementary students are eligible to participate in the hot lunch and breakfast program. Children may bring their lunch and buy milk or eat a school lunch. Families are asked to deposit sufficient funds into each student's meal account at school. Cafeteria personnel record and monitor meal account activity (debits and credits) and balances and will notify parents when funds are near depletion. Meal account information will be sent home with students the first day of school. If you are paying by check, please make it payable to Fairbury Public Schools.

Application forms for free or reduced priced meals will be provided at the beginning of each new school year. Please return all forms by the end of the first full week of school. Students eligible for free or reduced meals may complete an application at any time during the school year.

Eating at school with other students can be a valuable social learning experience for all. We expect our lunchroom atmosphere to be pleasant and a relaxing time for children. Children are permitted to visit quietly while they eat. We expect the same courtesy and respect shown to all school personnel who assist in the cafeteria that we expect children to show their teachers. Children are required to follow all cafeteria guidelines. We ask and expect the same standards be maintained at school that most homes maintain.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may

contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

TITLE I PROGRAM

The purpose of the Title I Program in the Fairbury Public School District is to ensure that all children are given an opportunity to learn and be successful in classes or subjects in school, the workplace and society.

At the elementary level, the Fairbury Public Schools operates as a school wide model to provide instructional support services for all students. Any student demonstrating need will be provided additional support and learning opportunities by highly trained and certified staff.

Inquiries regarding the Title I Program should be directed to Jeremy Christiansen, Jefferson Intermediate School Principal/Student Services Director, 924 K Street, Fairbury, NE 68352, (402) 729-5041.

FREE APPROPRIATE PUBLIC EDUCATION

The School District ensures that a free appropriate public education is available to all children with disabilities from birth through the school year in which the student reaches 21 years of age, including children who have been suspended or expelled from school.

In accordance with 92 NAC 51 (Nebraska Rule 51), all children with disabilities residing in the School District, including children with disabilities attending nonpublic schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

The School District complies with the requirements in 92 NAC 51 relating to the confidentiality of records and information and ensures that children with disabilities and their parents are afforded all procedural safeguards.

Inquiries regarding referrals, evaluation, identification, instructional programs or services for children with disabilities should be directed to Jeremy Christiansen, 924 K Street, Fairbury, NE 68352, (402) 729-5041.

ATTENDANCE

The importance of punctual, regular attendance cannot be overemphasized! A child should be in school every day that she/he is physically able. No child can be expected to successfully complete his/her school work and achieve satisfactory progress if attendance is irregular. Excessive absences and tardies contribute toward a child's failure to progress and learn satisfactorily in school.

Excessive absences and tardies constitute truancy and will be reported to the County Attorney.

ABSENCES

If a child is going to be absent from school or tardy, parents are expected to call the school office (Central/402-729-2418 or Jefferson/402-729-5041) before 8:15 a.m. to report the reason for absence or tardiness.

A request to have a child excused from school for a planned absence must be in writing, stating the reason for the planned absence. Whenever possible, medical and dental appointments should be made outside of school time.

A child will be released only to the parents/guardians unless the school has been notified by the parent/guardian granting permission for someone else to pick up their child. This is required for your child's safety.

LEAVING SCHOOL

It may be necessary for a student to leave school during the day because of doctor or dental appointments, etc. We encourage parents to make every effort possible to see that minimal school time is missed for these appointments. Please call the office or send a note with your child stating the time for dismissal and the reason for arriving late or leaving school early.

TARDINESS

A student will be counted tardy if he/she is not in his/her assigned class when the tardy bell rings at 8:15 a.m. Any student coming to school late should report to the office before going to the classroom. With prior notice and approval, students may be gone from school for a doctor or dentist appointment for one hour without being counted absent or tardy.

Please refer to the Board of Education policies and state statutes below for specific attendance guidelines.

COMPULSORY ATTENDANCE AND EXCESSIVE ABSENTEEISM

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the temporary illness of the student or a child whom the student is parenting. A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child.

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll. Only children disenrolling to attend a 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.

Excused Absences

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

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance. When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer

may/must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may/must file a report with the appropriate county attorney.

SCHOOL ENTRANCE AGE

Minimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall, be based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills (4) fine motor skills, and (5) vocabulary/language skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

- a. will turn 5 years of age between August 1 and October 15;
- b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
- c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
 1. academic and social-emotional skills assessed through a standard teacher interview protocol;
 2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2) or the Social Skill Improvement System (SSIS);
 3. 85th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and
 4. a test of fine motor ability, scoring 85th percentile or above on a standardized measurement such as the Beery VMI; and
 5. a test of vocabulary/language ability such as the Peabody Picture Vocabulary (PPVT) or the Expressive Vocabulary Test (EVT), scoring 115 standard score or above.

In the discretion of the Superintendent or designee, the assessments may be administered) by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by reputable professionals and to submit the results, of such assessments to the School District.

Families who seek early admission of their child into kindergarten must obtain an *Early Entrance to Kindergarten Packet* from the school principal. The assessment request with completed application packet must be returned to the school principal no later than April 15 of the spring before fall enrollment to allow assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on race, color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

ADMISSION

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as foreign exchange students pursuant to policy;
- legal residents of a district that has contracted with this district for their educational services;
- statutorily entitled to attend the schools of the district on a part-time basis pursuant to policy; or
- out-of- state students who have been enrolled pursuant to policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

RESIDENT STUDENTS

Children who are residents of the school district community will attend the school district without paying tuition. Students whose residency in the district ceases during a school year may continue attending school for the remainder of the school year without payment of tuition.

The residence of a student means the place, abode, or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. However, a student may establish a dwelling with someone other than the parents and attend public school in the school district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining a free public education. Any student shall also be admitted to the district upon request without paying tuition if at least one of the student's parents resides in the school district.

Students who reside in a state other than Nebraska must submit an application to enroll in the district at least three weeks prior to the beginning of the semester in which they wish to begin attending the district. Out of state students may not enroll mid-semester.

The administration will review each application and is authorized to admit out-of- state students whose academic history, disciplinary records, prior school community involvement and other relevant factors indicate that they will be successful in this school district. Those who have verified disabilities pursuant to the Individuals with Disabilities in Education Act or section 504 of the Rehabilitation Act will not be excluded from admission based solely on their disability. The administration may reject an out-of- state student when acceptance of the student:

- Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
- Would require the procurement of new equipment, technology, or furnishings;
- Would cause or require the rearrangement of caseloads for staff and contracted professionals;
- Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

The administration's approval or disapproval of an out-of- state student's application is final. Out-of- state students who are admitted pursuant to this policy must meet the requirements of board policy 5002 and must comply with each board policy, state statute and regulation that applies to their situation. Once admitted, they will be subject to the same disciplinary rules and procedures as resident students. Students must reapply for admission prior to each semester. Re-admission may be denied for students who are not academically and/or behaviorally successful. Once admitted, out-of- state students' grade level placement will be determined in accordance with district policy.

Out-of- state students are not entitled to transportation or reimbursement for transportation. Out-of- state students will be charged tuition by the district. Payment in full is due to the central office of the district on or before the first day of classes each semester. The tuition fee may be changed by the board of education prior to any semester with or without notice to the out-of- state student's family or resident school district.

STUDENT HEALTH/WELFARE GUIDELINES AND MEDICATION POLICY

BIRTH CERTIFICATE, PHYSICAL, VISION EVALUATION AND IMMUNIZATIONS

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time shall be provided within 30 days of enrollment. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized

statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.

- (2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
- (4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenza type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law.

Please contact the school nurse or school principal for information about immunization clinic dates, times, and locations, as well as information regarding free or reduced-cost vision evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

HEALTH INSPECTION

School nursing services are provided in all school buildings. The school keeps an updated health record for every student. Please notify the nurse of any medical or health concerns.

The school nurse conducts a weight and height measurement for each student annually, as well as vision and hearing screening tests. Dental, scoliosis, and blood pressure screening are given at selected grade levels or upon request. Parents/guardians are notified of any suspected concerns. These screenings should not replace regular medical and dental check-ups by family physicians.

ILLNESS AND ACCIDENTS AT SCHOOL

If a student becomes ill or complains of not feeling well and his/her temperature is 100 degrees or higher, he/she will be sent home as soon as proper arrangements can be made. Students should remain home until they have been free of a fever for 24 hours. Also, students who appear to have a contagious disease or who have an unexplained rash or outbreak will be sent home with a request for verification of the illness by a physician.

All accidents (whether resulting in injury or not) should be reported to the school office. In case of an accident or injury at school, emergency first aid will be administered and parents/guardians will be notified. If parents/guardians cannot be contacted, a person listed on the emergency contact information will be called. This contact person should have a local telephone number and be willing to pick up your child or locate you.

CHILD ABUSE/NEGLECT

School employees who have reasonable cause to suspect a child is a victim of abuse or neglect, or who observe conditions which reasonably would result in abuse or neglect, shall report such incidents to the proper authorities.

The employee shall make an oral report to the building principal and the Child Abuse Hotline by telephone, followed by a written report. The report will include all information required by law.

GUIDANCE PROGRAM

The classroom teacher is the key figure in the guidance of youth in both the elementary and secondary schools. Trained guidance personnel are available to coordinate guidance activities and assist students with their personal, educational and vocational goals and challenges. All students, parents/guardians and staff are encouraged to utilize individual and small-group counseling services as deemed appropriate and necessary.

HEAD LICE POLICY

Students with head lice will be excluded from school until treated and determined to be nit free. Students will be readmitted to school as soon as he/she is inspected by school personnel and determined to be nit free*. (School personnel will use professional discretion in determining what is "nit free". If the student had numerous nits and it appears the effort has been made to remove them, the student

will be allowed to return to school with a few nits. However, the parents will be instructed to have the nits removed by the next school day.)

The school nurse, building principal, or principal designate will make certain that the parent/guardian understands proper treatment for the affected child and control measures necessary to curb an outbreak in the home/school. Treatment and prevention counseling will include written instructions given to the parent/guardian by the school.

Evidence of treatment shall include:

1. No visible signs of lice or nits. (Nit Free*)
2. Clean hair and scalp.

The parent/guardian will be expected to bring the student to the school office following prescribed treatment, by 8:30 a.m. the next day and shall remain with the student until he/she has been inspected and approved for readmission. Failure to appear the next morning could result in an unexcused absence for the student.

Students will not utilize school bus or van transportation until proper inspection has been made by school personnel and the student is determined to be louse and nit free*.

When lice or nits are found, upon consultation with the school principal, the designated employee may deem it advisable to send parental notification and advisement letters home and screen all students in close proximity to the affected students.

If a family/student has three consecutive lice infestations within a six week period, a report to the Nebraska Department of Health and Human Services will be made to assist the family in evaluating proper home procedures for the treatment of lice infestations.

In addition to the school's policy on head lice, students found to be infested with fleas will be excluded from school until treated and determined to no longer be infested.

MEDICATION POLICY

Medication will be administered at school only in accordance with the Medication Aide Act and Fairbury Public Schools Board Policy 5141, which permits school staff to administer both prescription and non-prescription medication only in limited situations.

WHEN POSSIBLE, THE PARENTS AND PHYSICIAN ARE URGED TO DESIGN A SCHEDULE FOR GIVING MEDICATION OUTSIDE OF SCHOOL HOURS.

Dispensing Medications

The administration of medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by school district personnel shall be administered in accordance with the Medication Aide Act.

- A. Authorizations for Prescription Medications. Prescription medications which must be administered during school hours may be administered when the following are on file at school:
 1. Physician's Authorization: A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given at school, and reason child is receiving the medication.
 2. Caretaker's Authorization: A caretaker's signed and dated authorization or permission to administer the medication during school. (Note: All references to "caretaker" in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the school will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration).
 3. Original Packaging: The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.
- B. Authorizations for Non-Prescription Medications. If a student must take non-prescription medication during school, procedures 2 and 3 above are to be followed before administration.
- C. Renewal of Authorizations. Medication authorizations must be renewed annually and updated immediately as changes occur.

EMERGENCY PROTOCOL

The Board recognizes that emergencies may arise that justify the use of emergency response to life threatening asthma and systemic allergic reactions (“anaphylaxis”). To this end the Board adopts the Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions Protocol (“Emergency Protocol”) as required by state regulation and directs the administration to establish rules and procedures to implement the protocol.

The administration adopts the Emergency Protocol set forth in Nebraska Department of Regulation Rule 59, Appendix A, as such protocol may be amended from time to time.

The Emergency Protocol shall be implemented, and the equipment and medication necessary to implement the Emergency Protocol shall be maintained, at each school building while school is in session. The administration shall designate employees to be responsible for implementing the Emergency Protocol and will provide training to such designated employees.

For purposes of the Emergency Protocol, the phrase “while school is in session” is defined as the core instructional school day. The “core instructional school day” is defined as that portion of each day school is in session during which teachers are on duty to provide and students are scheduled to receive instruction in the School District’s curriculum, generally beginning at 8:00 a.m. and ending at 3:30 p.m. The Emergency Protocol shall not be required to be implemented other than in the school buildings while school is in session, and as such is not required to be implemented at extracurricular activities, on school buses, or during school field trips. Implementation of the Emergency Protocol at such non-mandatory times or places shall be made in the discretion of the administration and shall be subject to the availability of the employees designated or trained in implementation of the Emergency Protocol and the availability of the necessary equipment and medication at such times or places.

A copy of the Emergency Protocol is available for review in the school office.

SELF MANAGEMENT OF DIABETES OR ASTHMA/ANAPHYLAXIS

A student with diabetes must obtain written authorization to self-manage from the student’s physician. The plan for a student with diabetes will (a) identify the health care services the student may receive at school, (b) evaluate the student’s understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student’s self-management by the school nurse and (d) be signed by the student’s parent or guardian and the physician responsible for the student’s medical condition.

A student with asthma or anaphylaxis must obtain written authorization to self-manage from the student’s physician. The plan for a student with asthma or anaphylaxis will (a) identify the health care services the student may receive at school, (b) evaluate the student’s understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student’s self-management by the school nurse, (d) include the name, purpose and dosage of the prescription asthma or anaphylaxis medication prescribed, (e) include procedures for storage and access to backup supplies of such prescription medication, and (f) be signed by the student’s parent or guardian and the physician responsible for the student’s medical condition.

The plan will permit the student to self-manage his or her medical condition in any part of the school or on school grounds during any school-related activity, or in a private location. The parent or guardian of a student for whom such a medical management plan has been developed shall sign a statement acknowledging that (a) the school and its employees and agents are not liable for any injury or death arising from a student’s self-management of his or her medical condition and (b) the parent or guardian will indemnify and hold harmless the school district and its employees and agents against any claim arising from a student’s self-management of his or her medical condition. The student’s parent or guardian will be personally responsible for any and all costs associated with any injury to school personnel or another student resulting from a student’s misuse of necessary medical supplies.

The district may impose disciplinary consequences and prohibit a student who is self-managing his or her medical condition from possessing medical supplies or prescribed medication for self-management and may establish other necessary and appropriate restrictions or conditions when the district determines that the student has endangered himself, herself or others through misuse or threatened misuse of such medical supplies or prescribed medication. These consequences shall not include limitations on the student’s access to necessary medication. The district will notify the parent or guardian of any disciplinary action, prohibition, restriction or condition imposed.

SCHOOL INSURANCE

Forms for student insurance, which can be purchased by parents, will be sent home at the beginning of the school year.

According to the Fairbury Public Schools Board of Education Policy #508.04, the Board does not assume financial responsibility for accidents or injuries to students engaged in school related activities. The financial responsibility for injuries or accidents rests with the students’ parents/guardians.

ASBESTOS INFORMATION

As required by law, you are hereby notified that Fairbury Public School officials have identified asbestos containing materials in the following school buildings: '47 Building, and Custodial Shop. Specific information can be obtained directly from the Administrative Offices at 703 K Street or calling (402) 729-6104. School officials are taking every precaution to assure that there is not immediate health risk to our students, staff members, or visitors.

SAFETY RULES AND GUIDELINES

RECESS AND OUTDOOR ACTIVITIES

Recess and opportunities for outdoor activity are important for students overall development. Students are provided daily recess at all elementary grade levels. Additional outdoor activities (Physical Education, classroom lessons, and special events) occur periodically throughout the school year.

Central

Students are expected to participate in outdoor recess and activities. Weather conditions that would necessitate indoor recess include: precipitation in any form, threatening weather conditions, as well as, actual and wind chill temperatures below 15 degrees. Students are expected to wear a jacket or coat (separate from daily attire) when the temperature falls below 60 degrees.

Jefferson

Students are expected to participate in outdoor recess and activities. Weather conditions that would necessitate indoor recess include: precipitation in any form, threatening weather conditions, as well as, actual and wind chill temperatures below 15 degrees. It is the student's responsibility to be prepared for varying weather conditions and temperatures. Students are not permitted to reenter the building during recess periods to retrieve outerwear.

BUS SAFETY AND BEHAVIOR GUIDELINES

The bus is an extension of the classroom and thereby requires the same acceptable behavior as is required in the school and classroom. The provision for transportation is a privilege offered and may be withdrawn if a student's misconduct warrants such action. Please refer to the Transportation Handbook for specific safety rules and behavior guidelines.

WALKING/RIDING TO SCHOOL

The safety of the children on the way to and from school is a vital concern to all of us.

Central:

If you bring your child to school, please have your child exit the vehicle on the school curbside.

Parents who pick up their children after school are asked not to park in the bus loading zone on the south side of the building (8th Street). Please note that the southbound lane in front of the building (F Street) is closed to traffic by a barricade from 2:45 – 3:30 p.m. each day. In the afternoon, drivers are asked to drive only one-way in front of the school (northbound) to pick up children. Please leave immediately so that traffic can progress.

Students and families are encouraged to walk to the south or north edges of the school grounds to use the marked crosswalks. Please remind your children to follow the most direct and safe route going to and from school. As parents and teachers, we need to keep student safety a high priority.

Jefferson:

If you bring your child to school, please pull onto the blacktop area on the southeast side of the building and allow your child to enter or exit your vehicle there. Please have your child exit the vehicle on the passenger side. Because of the amount of traffic on both 9th and K Streets, it is not considered safe for students to be either picked up or dropped off on either of these streets. Parents must pull onto the blacktop area to drop off or pick up student/s.

When walking or riding to or from school students must use the appropriate marked crosswalk when crossing K Street. Please remind your children to follow the most direct and safe route going to and from school. As parents and teachers, we need to keep student safety a high priority.

BICYCLES / SKATEBOARDS / ROLLERSKATES / SCOOTERS

For safety reasons, the use of skateboards, scooters and roller skates/blades to and from school is not encouraged. Students may ride bicycles to and from school; however, proper safety equipment (i.e., helmet) and training are necessary. Students must walk bicycles while on school property and park (and lock) them in designated areas/bike racks. The school assumes no responsibility for loss, theft or damage.

FIRE AND SEVERE WEATHER SAFETY

A plan for fire safety and procedures to be followed in the event of tornado warning or warning of severe weather has been developed. Fire drills and tornado drills are held on a regular basis to practice these safety procedures.

CLOSING OF SCHOOL – INCLEMENT WEATHER

In the event that school will be closed due to inclement weather, information will be broadcast on television station KOLN/KGIN (Channels 10 and 11) as well as on radio station KGMT (1310 AM)/KUTT (99.5 FM) in Fairbury. An automated notification system is used to inform families of school closings and other pertinent announcements via phone, text and email messaging using contact information provided by parents. Please do not call school personnel when there is no closing announcement broadcast on television or radio.

In the event that school will have a “late start” due to inclement weather, information will be broadcast in the same manner. Regular dismissal will occur and bus transportation will adjust and run accordingly. Preschool classes in morning sessions will be cancelled with afternoon class sessions meeting as scheduled.

In the event of an early dismissal due to severe weather or other conditions requiring the closing of school before the regular dismissal time, a public announcement will be made and students will follow directions provided on the Student Information Form.

SUPERVISION OF STUDENTS

ATTIRE AND GROOMING

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail.

The administration shall establish specific regulations for attire that is and is not permitted. These regulations will be included in the student handbook. The school dress code will be in effect during school hours and school activities unless students are given permission by the principal to wear something different. The final decision regarding attire and grooming will be made by the Principal or Superintendent.

- Any article of clothing or other item brought to school, or any school sponsored event, should not contain any printed wording or pictures that advertise profanity, the use of tobacco or controlled substances in any manner, promote a business establishment whose primary business is drug paraphernalia or alcohol related, or innuendoes that may be inappropriate for the school setting as determined by school administration (i.e., Coed Naked, Big Johnson, Bad Boy, Lucky Brewery, Pub Crawl, Stoner, alcohol, tobacco or other drug advertisements or logos, etc.).
- The wearing of any item which could be used as a weapon is prohibited (i.e., chains).
- Clothing must be worn appropriately so that undergarments are not exposed.
- Hats, bandannas, stocking caps, sweatbands, and visors may not be worn inside the school building.
- Hairstyle/hair color or makeup should not distract from the educational process.
- Eyewear must allow for individuals to make eye contact.
- Upper Body Wear:
 1. Shirts/blouses must go over both shoulders and not expose midriff or chest area.
 2. Tank tops may be worn, but must have minimum 1” width on shoulder and not have extra long armholes.
 3. Tops that do not meet the above guidelines may only be worn in combination with a sleeved shirt.
 4. Mesh shirts, sheer shirts, or other see-through attire is prohibited.
- Shorts/Pants/Skirts:
 1. All shorts, pants, and skirts must be worn appropriately around the waist.
 2. All shorts, pants, and skirts must not expose any of the buttock or undergarments while the student is either sitting or standing.
 3. The length of all dresses and skirts should reach to the end of the fingertips when the arms are extended and are placed at the student’s side.
 4. All pants should be of appropriate length.
- Footwear:
 1. All footwear must be worn appropriately during the school day.
 2. Cleated and wheeled shoes are prohibited.
 3. Tennis shoes are required for participation in all Physical Education classes and activities. Non-participation will result in parental notification and will be reflected on students’ progress /grade reports.

The administration reserves the right to address any clothing or attire that may be a hindrance to the learning environment.

LOST AND FOUND

If your child loses or finds an article, the child should report to the school's designated Lost and Found area. It is a good idea to label articles (mittens, scarves, lunch sacks, thermos bottles, sweater, gym shoes) with your child's name.

Students are asked not to bring unnecessary items to school (e.g., toys, electronic devices). Lost or damaged personal items cannot be replaced by the school. Students should never leave personal items in their unattended desk or storage area. Marking items with the student's name is recommended. It is the responsibility of the student to make sure valuable personal belongings are safely stored with the teacher or principal.

No money (except amount needed for lunch) and no valuables should be brought to school.

When sending money for meals or any other reason, it is helpful if the money is placed in an envelope and labeled with the child's name.

FIELD TRIPS

It is possible that children will have opportunities to move beyond the classroom and into the community for educational study trips. A signed permission form is a prerequisite for student participation. A general permission form for local trips is included in the annual E-Registration information process. For out-of-town field trips, a separate permission form for parents to approve will be required.

COPYRIGHT AND FAIR USE POLICY

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use", rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair."

Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

COMPUTER/EMAIL/ INTERNET ACCESS

General Regulations

The Fairbury Public Schools computer network, the Internet, and other online resources provided by the District are intended to be used to support the instructional program and further student learning. The Fairbury Public Schools network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the District.

Acceptable Use Procedures for Network and Internet Access

Both student and parent/guardian must sign the Acceptable Use Procedures form before a student can use the Fairbury Public Schools network.

Education Regarding Use of Technology

The District believes that internet safety is a citizenship/ethical behavior issue and will provide education to all students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms. The District recognizes the negative impact that cyberbullying has on the school's learning environment and prohibits such behavior. Appropriate programs of procedures for the purpose of educating students regarding internet safety and cyberbullying, awareness and response will be implemented at each grade level.

Supervision

Certified staff shall supervise students using online services at the school site and may ask media assistants and paraeducators to assist in this supervision.

User Obligations and Responsibilities

Students are authorized to use the District's on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board Policy.

1. Students shall login and logout of the network correctly using only their own name and password. Students shall keep personal account numbers, home addresses, and telephone numbers private.
2. Students will not lend their network passwords or privileges to others. Students will not borrow these resources from others.
3. Students shall not read other user's' files; they shall not attempt to delete, copy, modify, or forge other users' files.
4. Students are prohibited from accessing, posting, sending, submitting, publishing, or displaying harmful matter or material that is threatening, obscene, disruptive, or sexually explicit, or that could be viewed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or District policy.
6. Students shall follow copyright laws.
7. Vandalism will result in the restriction or cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating computer viruses, and/or any malicious attempt to harm or destroy District equipment or materials or the data of any other user.
8. Students shall report any security problem or misuse of the services to the supervisor, teacher, or principal immediately without alerting others.
9. The District's system shall be used only for purposes related to education. Use of the District's system for personal or private monetary gain or political use is strictly prohibited.
10. The student may not use the computer for illegal purposes or purposes that expose the user or the district.
11. Students are prohibited from using personal computers (i.e., desktops, laptops, smartphones, mp3 players, etc.) and related network devices on the Fairbury Public Schools network without prior authorization from the network administration.
12. The District has the right to monitor network activities of all users. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by District officials.
13. The use of the District's system is a privilege, not a right, and inappropriate use shall result in restriction or cancellation of those privileges, and may result in additional disciplinary action.

Students who fail to abide by District network and Internet access procedures shall be subject to disciplinary action, possible revocation of the user account, and legal action as appropriate. Potential consequences may include, but not be limited to:

- Restricted access to the network and Internet
- Loss of access to the network and Internet
- Possible suspension or expulsion
- Referral to law enforcement

Review of Student Acceptable Use Procedures for Network and Internet Access

Appropriate and acceptable use of the Fairbury Public Schools network and access to the Internet are taken very seriously. All students and their parents/guardians must read, agree and acknowledge the Acceptable Use Procedures for Network and Internet Access annually as included in the Family Handbooks. By signing the Receipt of School Handbook form, parents and students understand that the following is a non-exhaustive list of activities that will not be tolerated, and that violations may result in the restriction or loss of account privileges, as well as other disciplinary and/or legal actions:

- Sending or displaying offensive pictures or graphics
- Using obscene or unprofessional language
- Harassing, insulting, threatening, or abusing other network users
- Violating copyright laws
- Participating in-unethical or illegal activities
- Using another user's account and password
- Damaging computers, personal or network files
- Trespassing in another user's private files
- Attempting to circumvent network security
- Using the Fairbury Public Schools network for commercial or political purposes or individual financial gain.
- Bringing personal computers (i.e., desktops, laptops, game controllers, etc.) and related network devices into Fairbury Public Schools buildings.

I shall not hold the District responsible for materials acquired by my child on the system, for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by my child. I understand that the District cannot guarantee the accuracy or appropriateness of information or material that my child may encounter on the Internet.

TEACHER/PARAEDUCATOR AUTHORITY

Any teacher/paraeducator has the authority and the responsibility—even though he/she does not have the student in class—to warn and/or correct students for misconduct in the building, on the school grounds, or at school-sponsored activities, at both home and away events. Students are expected to show respect for and cooperate with teachers/paraeducators in all situations.

GENERAL RULES AND EXPECTATIONS

Reasonable guidelines for student behavior have been established to help students develop increased amounts of self-discipline. These expectations are general school-wide rules. Administrators, teachers and staff will provide specific rules and guidelines for the school, classrooms and programs at the beginning of the school year as part of our school's Positive Behavior Support program.

STUDENT DISCIPLINE

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your child the importance of and need for good behavior and a positive attitude while at school. We ask that you read the district's policies with respect to student behaviors that can result in students' suspension and/or expulsion, and to also share those policies with your children.

Pursuant to board policy in this district, we will not tolerate fighting, disrespect toward personnel or others, obscene language, destruction of school property, or any other behaviors that violate the school rules. Students who show disregard to behavior expectations will be sent to the principal's office and handled according to board policy and state statutes with respect to student discipline. Possible disciplinary sanctions for violation of school rules can range from counseling and contact with parents to in-school suspension, out-of-school suspension, long-term suspension or expulsion.

At the elementary level, suspension and expulsion are disciplinary sanctions we try to avoid whenever possible; however, disciplinary sanctions must be handled in accordance with board policy and state statutes. Please refer to the following Board of Education policies and state statutes for specific requirements and guidelines related to Student Discipline.

- A. **Development of Uniform Discipline System.** It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning student's, parent contacts and parent conferences, 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. 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 connection between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. 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 the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator 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.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal or designee.

- f. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to assessments and tests. Students must submit completed work to their teachers within three (3) school days following return to school from suspension.
2. Emergency Exclusion: Students may be emergency excluded from school pursuant to school board policy and state statute.
3. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal or designee. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
4. Expulsion:
- a. 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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal or designee. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- b. 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 in accordance with school board policy and state statute.
- c. 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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- d. Suspensions Pending Hearing: 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 no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, 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.
- e. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall consult with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives

provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, 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 participate in counseling, psychological evaluation, or psychiatric evaluation at the parent or guardian's expense. The actions may also include in-school suspensions. 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.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, 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 by 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. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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 79-2,137
8. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school ground not at a school function, activity or event. For purposes of this subdivision, sexual assault is defined in sections 28-319 through 28-320.01, as such sections now provide or may hereafter from time to time be amended.
10. Engaging in any activity forbidden by law which 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 is forbidden by Nebraska law, if such violations constitute a substantial interference with school purposes.

- a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, 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, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in 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 stimulation 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 email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

D. Due Process Afforded Students Facing Long-term Suspension or Expulsion

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

1. 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, on the specified charges;
 - 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.
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 no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, 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 hearing stage.
 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
 6. 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 officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
 7. 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). The school district will provide parents with copies of the relevant statutes upon request.

ACADEMIC INTEGRITY

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

Cheating and plagiarism violate the standards of academic integrity. Disciplinary action will be imposed against students who engage in such conduct including cheating, alteration of assigned grades, and plagiarism.

INVESTIGATIONS, ARRESTS AND OTHER STUDENT CONTACT BY LAW ENFORCEMENT

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands in loco parentis to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education. Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer.

School Related Criminal Activity

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination. If at any time the district's representative believes that the questioning is being conducted in an inappropriate manner and clearly contrary to the rights of the student, then the representative shall request that the law enforcement activities cease. The building principal will also make another attempt to contact the student's parent.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officer.

Non-School Related Criminal Activity

Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

Taking a Student into Custody

Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

Child Abuse and Neglect

When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse.

WEAPONS IN SCHOOL

Possession or use of a weapon in a school building is prohibited. A student found to be in possession of a firearm or weapon on school premises before, during, or after school, or at any other school sponsored activity off school grounds, or on school transportation, is subject to administrative and legal action. The guidelines listed adhere to Nebraska State Statute 28-1201 through 28-1212 and 79-254 through 79-254 also referred to as the Nebraska Juvenile Crime Bill and the Nebraska Student Discipline Act.

Administration Implementation Procedures

1. Weapons and firearms are identified in the following categories:
 - a. Firearms: Shall mean any weapon which is designed to or may readily be converted to expel any projectile by the action of an explosive or frame or receiver of any such weapon, any firearm muffler or firearm silencer or any destructive device which shall include but not be limited to: and explosive, incendiary or poison gas, bomb, grenade, rocket having propellant charge, missile having an explosive or incendiary charge, mine or device similar to any of the devices described in the preceding clause. Also shotgun, machine gun, short rifle, rifle, or short shotgun and even a starter gun.
 - b. Weapons: Firearms of any type (see paragraph a.), slingshots, bludgeon, brass knuckles or artificial knuckles of any kind, razor blades, knives (dagger, dirk, or stiletto with a blade greater than two inches) any knife the blades

of which can be opened by a flick of a button or pressure on the handle or any pocketknife where the blade is carried in a partially opened position, etc.

- c. Articles designed for other purposes but which could be easily used to inflict bodily harm and/or intimidate. Examples are: belts, combs, pencils, files, compasses, scissors, etc.
2. A pupil acting in an aggressive or belligerent manner with any article will be administratively judged to be in possession of a weapon. Disciplinary action will be taken up to and including the possibility of expulsion.
3. A pupil using a weapon in a fight or altercation will be administratively judged to be a danger to others and self and will face disciplinary action up to and including the possibility of expulsion.
4. A pupil in possession of a firearm (as defined in section 1.a.) at school, on school property, in a school owned vehicle or at a school sponsored activity or event on school property or off of school property shall:
 - a. Be expelled from school for one year or for the length of time dictated by the individual situation.
 - b. Have the firearm confiscated without warrant by a peace officer or by school administrative or teaching personnel who will then turn it over to the proper authorities.
 - c. Have appropriate charges filed against them with local law enforcement.
5. Firearms contained within a private vehicle operated by a non student adult which are not loaded and are encased (encased shall mean enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed) or in a locked firearm rack that is on a motor vehicle are an exception.
6. A pupil who has caused injury to another person with a weapon, intended or unintended, will be subjected to disciplinary action up to and including the possibility of expulsion and legal action.
7. A pupil in possession of a weapon is in violation of state statutes 79-263 and 28-1201.
8. Automatic Review of Expulsions which Continue during the First Semester of the Following Year:

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by a Hearing Examiner before the beginning of the following year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parents or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence, the Hearing Examiner need not provide a hearing in order to complete his or her review. The Hearing Examiner may make a recommendation that the student be readmitted for the upcoming school year. The student may be readmitted by action of the Superintendent unless the Board of Education took the final action to expel the student. Under such circumstances, the student may be readmitted only by action of the Board.
9. Suspension of the Enforcement of Expulsion.
 - a. After a student has been expelled, the school district may suspend the enforcement of such expulsion as long as such suspension does not extend beyond the end of the full semester after the semester in which the expulsion took effect. During the period of time that the expulsion is suspended, the school district may assign the student to a school, class, or program which it deems appropriate for rehabilitation of the student.
 - b. This district is by this policy herewith authorized to join together with another district or districts as the Superintendent may decide in providing such rehabilitation classes or program. The district may, by agreement with another district, send its suspended or expelled students to any school, class, or program operating in the other district. The rehabilitation program, if offered, may be a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on the job trainee, or as a participant in specialized tutorial experiences or individually prescribed education and counseling programs.

Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. If, at the end of the period of suspension of enforcement, the student has satisfactorily participated in the rehabilitation program, the district shall permit the student to return to the school of former attendance or to attend other programs offered by the district.

However, if the student's conduct has been unsatisfactory, the district shall enforce the expulsion action. If the student is reinstated, the district by its Superintendent may also take action to expunge the record of the expulsion action.

- c. Nothing in this section shall be construed to require the District or its Administration to suspend the enforcement of any expulsion, or to require the District to enter into any contract or other arrangement with another school district or districts to provide any programs as are described in this section of the policy.

10. Reports to Law Enforcement.

In the event the principal or other school official knows or suspects that a student has violated the Nebraska Criminal Code by committing an act on school property or off school property at a school function, and when such act is described in 28-1204 and 28-1204.1. the principal shall notify the county sheriff or city law enforcement authorities, as appropriate. Before making a report to such law enforcement authorities, the principal shall undertake reasonable efforts to ascertain the truth or falsity of any alleged facts upon which the report to law enforcement would be based. Nothing in this section shall be construed to require the reporting of any law violation by the principal except if the criminal act to be reported occurred on the school grounds of the district or during an educational function or event in which the district was involved which is located off school grounds.

11. Releases to Peace Officer.

Consistent with any other policy of the district, when a principal or other school official releases a minor student to a sheriff, jailer, marshal, police officer, state highway patrol officer, or any other person with similar authority to make arrests, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to such officer. The principal shall inform the parent, guardian, or responsible relative of the place to which the minor is reportedly being taken, unless the minor has been taken into custody as a victim of suspected child abuse, in which case the principal or school official shall provide the authority by which the minor has been taken into custody with the address and telephone number of the minor's parent or guardian or other responsible relative.

DRUGS AND ALCOHOL: PREVENTION, INTERVENTION AND AFTERCARE

Fairbury Public Schools recognizes that student use/abuse of alcohol and drugs have a damaging effect on the normal development, well-being and academic performance of students. Student drug and alcohol involvement negatively influences the school learning environment and diminishes the importance of traditional school-focused behaviors and attitudes. To ensure the safety, health and well-being of all students, the District is committed to the development of a comprehensive program which addresses drug and alcohol issues. Prevention, intervention, aftercare support and disciplinary procedures are essential elements of a comprehensive program.

The unlawful use of drugs and alcohol is not condoned by the Fairbury Public Schools. Illegal possession, use or distribution of illicit drugs and alcohol on school premises will be disciplined. All students are expected to comply with conduct standards related to drug/alcohol use/abuse.

The Board of Education recognizes the negative impact to the home, school and community resulting from drug and alcohol use. Therefore, school staff shall work with the home and community to address these issues; provided, however, that the primary obligation to seek assistance and to resolve the substance use/abuse problem rests with the student and his/her parents/guardians.

The purpose of this policy is to direct school staff to develop comprehensive programs related to drug and alcohol issues. Staff training, instructional materials and necessary team development to implement this policy will be provided within the resources allocated in the budget for this purpose.

Parents and students shall receive a copy of policy 5131.7.1 and the regulations therein

Drugs and Alcohol: Prevention, Intervention, Aftercare

I. **Prevention**

The purpose of the drug and alcohol prevention program of Fairbury Public Schools is to provide students with information and activities which will prevent them from using alcohol and drugs in a manner harmful to themselves and others. The District's prevention program shall focus on classroom instruction, parent education, guidance and counseling, and the school climate. Involvement of parents and other community members is essential for the success of District prevention activities.

A. **Instructional Programs**

All schools, elementary and secondary, will have instructional programs which assist students in making responsible decisions about the use of alcohol and drugs. Current and accurate information about alcohol and drugs and their effects upon the body is one component of an instructional prevention program. Other components include instruction and skill development related to self-esteem, goal-setting, decision-making,

understanding feelings, conflict management and problem-solving, refusal skills and the development of communication skills.

B. Guidance and Counseling Program

Guidance and counseling personnel will assist teachers with the implementation of classroom drug and alcohol prevention activities.

Counselors will work with students, to supplement drug and alcohol prevention instruction and skill development. Counselors will also work with staff and parents to maximize the prevention efforts of the school.

C. School Climate

School climate is an important element in the prevention of drug and alcohol use/abuse. The effects of drug and alcohol use/abuse may manifest themselves in poor school achievement; truancy; dropping out; poor relationships with family, peers and school personnel; delinquency and other behavioral problems.

Building staff will receive training in how to deal with problems associated with drug and alcohol use. Building-level prevention activities will be initiated under the leadership of the building administrator and supported by staff, student and parents. Community organizations will be encouraged to support school prevention activities.

II. Aftercare

It is important that students returning to school from a community inpatient or outpatient program be given aftercare support. Primary aftercare responsibility for students returning from a community treatment program rests with the student, parent and community treatment program personnel. School staff, the student, parent(s) and community treatment personnel will work cooperatively to facilitate the aftercare plan.

DISCIPLINE FOR DRUG AND ALCOHOL OFFENSES

Student sale, use or possession of being under the influence of alcoholic beverages, unlawful drugs, controlled substances, hallucinogens or other unlawful drugs or controlled substances shall result in disciplinary action. Unlawful drugs and controlled substances are those defined as illegal under laws of the United States, State of Nebraska and City of Fairbury. Illegal activities will be reported to the police. When any of the above activities occurs during school time, on school premises, or during school-sponsored activities, District action will be independent of police or court action and could result in suspension or expulsion of the student involved.

The school officials in charge will immediately remove anyone whom they reasonably believe to be under the influence of alcohol, unlawful drugs, controlled substances or hallucinogens from contact with other students and thereupon shall contact the parent or legal guardian in addition to local law enforcement. Circumstances may require the assistance of the law enforcement agencies.

The following discipline shall apply except in extenuating and/or exceptional circumstances:

A. Use, Possession and Influence

Students who use, possess or are under the influence of alcohol, unlawful drugs, controlled substances or hallucinogens during school time, on school premises or during school-sponsored activities will be immediately suspended or subject to expulsion. Such students are also subject to additional educational programs and obligations determined by the District.

First Offense

1. The principal shall notify the appropriate law enforcement agency.
2. The principal shall notify the parents/guardians and request an immediate conference.
3. The principal shall suspend the student for the violation of District rules for up to nineteen (19) days.
4. The principal may require that in order for the student to be readmitted into District educational programs, an evaluation be performed by a certified drug and alcohol counselor. The student and parents/guardians must agree to fulfill the recommendation of the evaluator and submit necessary reports to the principal.
5. The student, upon re-admittance into school, may be required to become involved with an aftercare program.

Second Offense and Subsequent Offense

The District will follow the same procedure as set forth for a first offense, except that for a second offense a long-term suspension will be imposed. Subsequent offenses may result in expulsion. Any second offense that

occurs more than 18 months after a first offense shall not be recognized by the District as a second or subsequent offense.

B. Distribution

Students who distribute and/or sell alcoholic beverages, unlawful drugs, controlled substances, hallucinogens or items that purport to be any of the foregoing to other students or persons during school time, on school premises or during school-sponsored activities are subject to an emergency expulsion and will be referred to law enforcement authorities. These students will be subject to additional discipline, educational programs, and other obligations established by the District as a condition for readmission. The student is subject to disciplinary transfer.

First Offense

1. The principal shall notify the parents/guardians and request an immediate conference.
2. The principal shall suspend the student for the violation of District rules for the remainder of the current semester, and in accordance with state and federal law.
3. The principal shall notify the appropriate law enforcement/juvenile agency.
4. The principal shall require that for a student to be readmitted into the District educational programs, a chemical abuse evaluation be performed by a certified drug and alcohol counselor. The student and parents/guardians must agree to fulfill the recommendation of the evaluator and submit necessary progress reports to the principal. In appropriate circumstances, the principal may reduce the suspension.

Second Offense and/or Subsequent Offenses

The District will follow the same procedure as set forth for a first offense, except that for a second offense expulsion may be imposed.

Any second offense that occurs more than 36 months after a first offense shall not be recognized by the District as a second or subsequent offense.

TOBACCO USE

Smoking and the use of tobacco in any form shall be prohibited in/on school district property except as shall be restricted to designated areas outside of school buildings. Property shall include school buildings, grounds and school owned vehicles. Possession or use of tobacco in any form by students on school property or at any school activity shall be prohibited.

Procedures for dealing with smoking in district buildings by students, staff, and patrons shall include, but are not limited to, the following:

Students

- First Violation: One to three day suspension.
Second Violation: Three to five day suspension.
Third Violation: Subject to but not limited to suspension or expulsion.

Parents will be notified of each violation.

Employees

- First Violation: Referral to appropriate supervisor. A written warning shall be issued to the employee with a copy placed in his/her personnel file.
Second Violation: A letter of insubordination shall be entered in his/her personnel file with a copy sent to the superintendent.
Further Violations: Shall be a basis for possible suspension or dismissal for insubordination.

Patrons

- First Violation: The patron shall be given a verbal warning with a request to abstain from tobacco use in restricted areas.
Second Violation: Failure to comply with the request shall result in a referral to the building principal or other supervisory personnel. The individual may be asked to leave school property.
Third Violation: May result in excluding the individual from future functions in the district.

SEARCHES OF SCHOOL PROPERTY

School desks and lockers (including any and all areas used to store personal belongings) are the property of the Fairbury Public Schools. At no time does the Fairbury Public School District relinquish its exclusive control of desks and lockers provided for the convenience of students. Periodic general inspections of desks and lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

AUDIO AND VIDEO RECORDING

The Fairbury Public School Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the School Administration.

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

The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district’s then-current recording capacity.

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

Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district’s appropriate use and student discipline policies.

Students may make audio or video recordings of classroom lectures or discussions:

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

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

ANTI-HARASSMENT/BULLYING POLICY

Harassment/Bullying- By Employees

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

Harassment of employees, students, volunteers or visitors will not be tolerated in the school district. School district includes school district facilities, school district property, or property within the jurisdiction of the school district; while on school-owned or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the district.

Harassment includes, but is not limited to, racial, religious, national origin, marital status, disability and sexual harassment. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in school programs or activities;
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's employment or education; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- pressure for sexual activity; repeated remarks to a person or sexual or demeaning implications;
- unwelcome touching;
- unwelcome and offensive public sexual display of affection;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's job, promotions, recommendations, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs, activities or employment;
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical, electronic or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc;
- demeaning jokes, stories or activities directed at an individual

Employees, students, volunteers or visitors who believe they have suffered harassment shall report such matters to the investigator for harassment complaints. However, claims regarding harassment may also be reported to the alternate investigator for harassment complaints.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against an employee or student because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. This policy should be used when an employee is the alleged harasser or the alleged victim. It is strongly recommended the investigator and alternate investigator be of opposite sexes.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent or superintendent's designee shall also be responsible for organizing training programs to educate employees, students and others involved with the school district about harassment and the school district's policy prohibiting harassment. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

Harassment/Bullying By Students

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

Harassment of students, staff, or visitors by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive or hostile learning or work environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- unwelcome and offensive public sexual display of affection;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities.
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical, electronic or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc;
- demeaning jokes, stories, or activities directed at an individual.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. These rules will be printed and distributed to students and parents in the student handbook. The superintendent shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

ABUSE OF STUDENTS

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The superintendent will appoint an investigator and alternate investigator of opposite sexes. The investigator will pass the findings on to the superintendent who will complete any further investigations as deemed necessary and take appropriate final action. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy and for organizing employee training relating to this policy. Procedures shall be reviewed annually for adequacy and accuracy.

Complaint Procedure

An individual who believes he/she has been abused shall notify the building principal, the designated investigator. The alternate investigator is the School Resource Officer or the Superintendent's designee. The investigator may request that the individual complete the Abuse Complaint form. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint. The investigator shall have access to the educational records of the student and access to the student for purposes of interviewing the student about the report.

DATING VIOLENCE PREVENTION

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

All suspected incidents of dating violence shall be reported to the building principal.

TITLE IX GRIEVANCE PROCEDURE

The following grievance procedure has been conceived and adopted by the office of the Superintendent to comply with Title IX. Section 86.8 of Public Law 92-318. This statute prohibits sex discrimination in education.

GRIEVANCE PROCEDURE UNDER TITLE IX. PUBLIC LAW 92-318

Any public school employee or student of the School District of the City of Fairbury Jefferson County, Nebraska, who alleges any action on the part of the school district. Board of Education, administrators, or staff which violates any portion of Title IX of Public Law 92-318 may follow the procedures outlined below in resolving this alleged complaint or grievance.

Level 1- The staff member of student should first orally communicate with the building principal or administrator who is directly assigned to the educational unit or who is the immediate supervisor of the staff member's employment in effort to resolve the problem. This oral communication must take place within 10 days after the alleged grievance occurred.

Level 2- If the grievance has not been solved at Level 1, the complainant shall set out the complaint in writing and submit this written report to the school district officer designated to investigate such complaint. This school district officer has been designated as noted at the end of this policy section. The complaint will be heard, investigated, and a written report returned to the complainant within 30 calendar days from the time it is submitted.

Level 3- If the complainant is not satisfied with the resolution of the complaint at this level, the complaint may, within 20 calendar days from the time it was returned to the complainant by the Investigating officer, be submitted to the Superintendent of Schools with a request that this official act as a mediator in the matter. Any complaint which is submitted to the Superintendent of Schools must include a written description of the alleged incident, when it took place, details of the attempts to settle the problem at the various levels and a request for the Superintendent of schools to mediate the problem. The Superintendent of Schools will act upon such a request within 30 calendar days.

Level 4- If the complainant is still dissatisfied with the resolution of the complaint, a hearing before the Board of Education may be requested. Such a request must be submitted within 10 calendar days from the time the complainant receives the written recommendation regarding the disposition of the complaint from the Superintendent of Schools. The Board of Education will act within 30 calendar days to allow a hearing at which time the complainant can present the alleged grievance to them and request their action. The Board will render a decision within 30 calendar days after the hearing.

Title IX designee - Mr. Derek Anderson
1501 9th Street, Fairbury, NE 68352
(402) 729-6116

STUDENT FEES 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.

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.

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.

Transportation Costs: The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

Participation in Before-and-After-School or Pre-Kindergarten Services: The district may charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

Participation in Summer School: The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

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.

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

CERTIFICATION

The Board of Education annually conducts a public hearing to review the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy. This policy was adopted July 15, 2002 and amended July 10, 2017.
Legal References:

Laws 2003, LB249

Laws 2002, LB 1172 (Public Elementary & Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)

Neb. Rev. Stat. §79-2,104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (curriculum program)

HOMELESS STUDENTS

Students who are homeless shall be provided educational opportunities and support services comparable to opportunities and services offered to resident students of School District 8. Homeless children for the purpose of this policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state laws.

Inquiries regarding educational rights of homeless students should be directed to Jeremy Christiansen, 924 K Street, Fairbury, Nebraska, 68352, (402) 729-5041.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The Fairbury Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination: Derek Anderson 1501 9th Street, Fairbury, NE 68352, (402) 729-6116.

If parents, employees and students do not feel that their complaints regarding Title IX, Title VI, Section 504 have met with resolution at the local level, they can appeal their grievances to the regional Department of Education, Office of Civil Rights. This would be their final opportunity for resolution.

Office of Civil Rights
8930 Ward Parkway, Suite
2037
Kansas City, MO 64114

CHANGES IN HANDBOOK

The Fairbury Elementary School Family Handbook is subject to change or revision at any time. Any changes and/or revisions within this handbook will be given to students and parents via posted or written communication.

The handbook does not form a contract and will not answer all questions. If you are in doubt about an action or would like the explanation of a policy, feel free to visit with the administration.