Board of Education Regular Meeting
Monday, June 18, 2018 7:30 PM
Saline County School District 76-0068
501 Main Street
Friend, NE 68359-0067

Board of Education Goals

- **Allocate resources to effectively and efficiently meet the educational needs of the district.**
- **Ensure vertically and horizontally aligned curriculum.**
- **Implement a district instructional program based on current research and best practice.**
- **Provide facilities that maximize student learning opportunities.**

1. Call to Order and Roll Call
2. Notice of Open Meeting Act - Posted
3. Motion to excuse absent board members
4. Pledge of Allegiance
5. Approval of the agenda
6. Consent Agenda
    6.1. Hold for discussion and for possible action approval of the following items:
        6.1.1. Minutes of prior meeting(s)
        6.1.2. Treasurer's report
        6.1.3. Receipts
        6.1.4. Expenditures
        6.1.5. Claims for payment
7. Public Forum: Recognition of visitors, delegations, and reading of communications.
8. Reports

8.1. Committee:

8.2. Administration

8.2.1. Principal's Report

8.2.2. Superintendent

9. Action Items

9.1. Approve contract with Ridereducation to offer Spanish 1 and 2 for 2018-19 school year.

9.2. Approve initial teacher contract for Lisa Ricenbaw as a .1875 FTE for Spanish.

9.3. Approve 2018-19 preschool handbook

9.4. Approve 2018-19 elementary student handbook.

9.5. Approve 2018-19 high school student handbook.

9.6. Approve 2018-19 classified handbook.

9.7. Approve 2018-19 certificated teacher handbook.

9.8. Reaffirm Bullying Policy #5415

9.9. Approve setting the school lunch prices for school year 2018-2019

9.10. Waive 1st Reading and Adopt policies: 1102 Recording of Others, 3570 Title 1 Funds, 3580 Insufficient Funds, 4003 Employee Anti discrimination, 4220 Personnel- Non-Certificated Employees, 5101 Student Discipline, 5401 Equal Opportunity, 5402 Child Abuse Reporting, 5403 Married Students, 5406 Search and Seizures, 5418 Homeless Student, 6121 Curriculum Review Cycle, 6212 Assessments- Academic Content Standards, 6213 Reading Instruction and Assessment, 6410 Parent Involvement in Title 1 Programs, 8231 Coffee Act,

9.11. Approve bus purchase, up to amount recommended by transportation committee.

10. Discussion Items

10.1. Student memorial policy.

10.2. Community service policy for graduation

10.3. New Burner Quote

11. Adjournment

INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM

-

(Agenda items only) Public comment time is the time to request to speak to items listed on this agenda. The public forum is available for interested parties that are not part of any formal presentation regarding a specific agenda item. Patrons wishing to address the board need to request to be recognized by the Board President or Chair of the meeting prior to the beginning of the meeting.

(Non agenda item) this is the time to request to speak to any nonagenda topic concerning the school district. Since it is not an agenda item, the board cannot discuss or take action at this time. The BOE may choose to place the item on a future agenda for consideration &/or action.

Time Limit: The Board President of chair for the meeting shall have the authority to establish reasonable time limits for individual speakers (generally five minutes) and for the duration of public forum sessions.

Personnel or Student Topic: Patrons wishing to address the board regarding a personnel or student issue need to understand that Board policies require that such concerns initially be directed to the administration for consideration. Board members will generally not respond to any questions or comments directed toward or about individual staff members and/or students. Patrons are cautioned that slanderous comments are not protected just because they are made at Board meeting.

General Rules: Please remember that this is a public meeting for the conduct of the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated.

This agenda contains a list of subjects known at the time of its distribution. A copy of the agenda reflecting any changes will be available for public inspection during normal business hours in the office of the Superintendent. Except for the items of an emergency nature, the agenda will not be enlarged later than 24 hours before the scheduled start of the meeting.

Board of Education Regular Meeting
SALINE COUNTY SCHOOL DISTRICT 76-0068
501 Main Street
Friend, NE 68359-0067
Monday, May 14, 2018 7:30 PM

Nate Klenke: Present
Paul Segner: Present
Scott Spohn: Present
Jamie Tuttle: Present
Nancy Vossler: Present
Scott Vyhnalek: Present

1. Call to Order and Roll Call

2. Notice of Open Meeting Act - Posted

3. Motion to excuse absent board members

4. Pledge of Allegiance

5. Approval of the agenda
Motion to approve agenda as presented Passed with a motion by Nate Klenke and a second by Jamie Tuttle.
Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 6, Nay: 0

6. Consent Agenda
Approve the consent agenda, as presented, Passed with a motion by Paul Segner and a second by Nancy Vossler.
Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 6, Nay: 0

6.1. Hold for discussion and for possible action approval of the following items:

6.1.1. Minutes of prior meeting(s)

6.1.2. Treasurer's report

6.1.3. Receipts

6.1.4. Expenditures

6.1.5. Claims for payment

7. Public Forum: Recognition of visitors, delegations, and reading of communications.
None

8. Reports

8.1. Committee:

8.1.1. Transportation, Building and Grounds (Facilities)
Committee meeting held April 30,2018. Mr. Kraus, J Kirchoff, S Vyhnalek, N Klenke, and P Segner were in attendance. Discussed purchase of used bus. Bus transportation was discussed, and a limited number of in-town bus stops will be implemented for the 2018-19 school year.

8.2. Administration

8.2.1. Elementary Principal
Mrs. Dickinson reported on recent events, including graduation, scholarships, year-end celebrations, and year-end reporting.

8.2.2. Secondary Principal
Mr. Dempsey reported that graduation ceremony went well, and numerous year-end activities are underway. Nine athletes will be attending State Track, and the Electric Car team placed first at State Meet. Honors Night was held April 30 and Student of the Year was Claire Kubicek.

8.2.3. Superintendent
The staff discussed Strategic Plan items at a recent Wednesday PLC. Football co-op and vocational agriculture/FFA co-op with Exeter-Milligan will begin next fall. We will also have an Exeter-Milligan science teacher who will teach two classes in Friend next year. Some summer updates to the school building were discussed. Since we do not have a Spanish teacher in-house, we are looking at offering Rider Classrooms Spanish 1 and 2 through face-to-face video next year. Copiers and printers were replaced today throughout the building.

9. Action Items

9.1. Accept Teacher Resignations
Accept resignation, with regrets, from Amanda Paredes as Spanish teacher Passed with a motion by Nate Klenke and a second by Scott Spohn.
Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 6, Nay: 0

9.2. Selection of NASB Legislation Committee Member
Select Jim Vlach as NASB Legislation Committee Member Passed with a motion by Scott Spohn and a second by Nancy Vossler.
Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 6, Nay: 0

9.3. Approval to offer an initial employment contract to Jesse Bower- FFA and Amy Hottovy- Counselor, for the 2018-2019 school year.
Offer initial employment contracts to Jesse Bower as Ag/FFA teacher, and Amy Hottovy as Guidance Counselor for the 2018-19 school year. Passed with a motion by Scott Spohn and a second by Paul Segner.
Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea

Yea: 6, Nay: 0

9.4. Approve Interlocal agreement with Exeter-Milligan for a shared Ag teacher for the 2018-19 school year.
Approve interlocal agreement with Exeter-Milligan for shared Ag teacher for the 2018-19 school year. Passed with a motion by Jamie Tuttle and a second by Scott Spohn.
Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 6, Nay: 0

9.5. Approve Interlocal agreement with Exeter-Milligan for a shared Science teacher for the 2018-19 school year.
Approve interlocal agreement with Exeter-Milligan for a shared Science teacher for the 2018-19 school year. Passed with a motion by Nate Klenke and a second by Nancy Vossler.
Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 6, Nay: 0

10. Discussion Items

11. Adjournment- The next regularly scheduled Board Meeting is June 18th, 2018 at 7:30 P.M.
Motion to adjourn at 7:56pm Passed with a motion by Jamie Tuttle and a second by Nate Klenke.
Nate Klenke: Yea, Paul Segner: Yea, Scott Spohn: Yea, Jamie Tuttle: Yea, Nancy Vossler: Yea, Scott Vyhnalek: Yea
Yea: 6, Nay: 0

Friend Public Schools Bank Account Information

GENERAL FUND

General Fund Checking — Acct: xxx925

Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other GF Accts	Interest	Ending Balance	
Aug 17						$11,009.65	
Sep 17	$11,009.65	$111,637.82	$113,792.77	$0.00	$0.00	$13,164.60	
Oct 17	$13,164.60	$47,897.80	$46,541.26	$0.00	$0.00	$11,808.06	
Nov 17	$11,808.06	$98,025.71	$38,415.60	$85,000.00	$0.00	$37,197.95	
Dec 17	$37,197.95	$54,055.01	$72,065.70	-$45,000.00	$0.00	$10,208.64	
Jan 18	$10,208.64	$110,884.65	$209,740.48	-$100,000.00	$0.00	$9,064.47	* repaid Spec Bldg Fun
Feb 18	$9,064.47	$59,531.83	$190,223.05	-$92,393.87	$0.00	$47,361.82	
Mar 18	$47,361.82	$45,687.65	$78,105.97	-$50,000.00	$0.00	$29,780.14	
Apr 18	$29,780.14	$86,952.89	$53,200.73	$5,000.00	$0.00	$1,027.98	
May 18	$1,027.98	$55,352.44	$185,982.33	-$120,000.00	$0.00	$11,657.87	
Jun 18	$11,657.87				$0.00	$11,657.87	
Jul 18	$11,657.87				$0.00	$11,657.87	
Aug 18	$11,657.87				$0.00	$11,657.87	

Payroll Checking — Acct: xxx996

Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other GF Accts	Interest	Ending Balance	
Aug 17						$10,000.00	
Sep 17	$10,000.00	$316,755.35	$7,715.65	$309,039.70	$0.00	$10,000.00	
Oct 17	$10,000.00	$303,393.92	$8,507.98	$294,885.94	$0.00	$10,000.00	
Nov 17	$10,000.00	$279,158.96	$8,370.18	$270,788.78	$0.00	$10,000.00	
Dec 17	$10,000.00	$276,541.56	$31,128.64	$235,412.92	$0.00	$0.00	* borrowed from Specl
Jan 18	$0.00	$268,128.11	$6,158.01	$261,970.10	$0.00	$0.00	
Feb 18	$0.00	$274,055.54	$6,661.67	$267,393.87	$0.00	$0.00	
Mar 18	$0.00	$268,239.09	$6,686.22	$261,552.87	$0.00	$0.00	
Apr 18	$0.00	$278,904.11	$7,754.04	$271,150.07	$0.00	$0.00	
May 18	$0.00	$279,620.94	$7,575.11	$272,045.83	$0.00	$0.00	Off 10 cents -- Foote re
Jun 18	$0.00				$0.00	$0.00	
Jul 18	$0.00				$0.00	$0.00	
Aug 18	$0.00				$0.00	$0.00	

General Fund Savings - Account & CD's — Acct: xxx889

Term	*CD Number*	*Invest Bal*	*Maturity*	*Interest Rate*
36 m CD#:	xxxxxx335	$109,482.21	3/13/2018	1.24%
36 m CD#:	xxxxxx334	$142,096.83	3/13/2019	1.24%
		$251,579.04 ----->	Total CD's	

Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other GF Accts	Interest	Ending Balance	
Aug 17						$368,000.57	
Sep 17	$368,000.57	$0.00	$640,472.06	-$309,039.70	$421.03	$699,853.96	
Oct 17	$699,853.96	$0.00	$231,764.29	-$294,885.94	$568.22	$637,300.53	
Nov 17	$637,300.53	$0.00	$0.00	-$355,788.78	$345.89	$281,857.64	
Dec 17	$281,857.64	$91,000.00	$0.00	-$190,412.92	$71.64	$516.36	* loan to bond fund
Jan 18	$516.36	$0.00	$780,048.90	-$161,970.10	$485.81	$619,080.97	* bond fund repaid loa
Feb 18	$619,080.97	$0.00	$244,780.06	-$175,000.00	$861.69	$689,722.72	
Mar 18	$689,722.72	$0.00	$140,338.04	-$211,552.87	$961.52	$619,469.41	
Apr 18	$619,469.41	$0.00	$68,712.03	-$276,150.07	$729.89	$412,761.26	
May 18	$412,761.26	$0.00	$724,191.13	-$152,045.83	$1,033.38	$985,939.94	
Jun 18	$985,939.94					$985,939.94	
Jul 18	$985,939.94					$985,939.94	
Aug 18	$985,939.94					$985,939.94	
		Net trsfs between GF accounts		$0.00			

SCHOOL NUTRITION FUND

Lunch Fund Checking — **Acct: xxx085**

Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other Funds	Interest	Ending Balance
Aug 17						$3,016.06
Sep 17	$3,016.06	$15,470.97	$18,068.66	$0.00	$0.00	$5,613.75
Oct 17	$5,613.75	$14,536.75	$12,145.89	$0.00	$0.00	$3,222.89
Nov 17	$3,222.89	$18,015.41	$16,442.70	$0.00	$0.00	$1,650.18
Dec 17	$1,650.18	$14,765.42	$18,660.80	$0.00	$0.00	$5,545.56
Jan 18	$5,545.56	$11,110.25	$10,233.22	$0.00	$0.00	$4,668.53
Feb 18	$4,668.53	$13,988.42	$16,308.56	$0.00	$0.00	$6,988.67
Mar 18	$6,988.67	$13,076.81	$11,020.13	$0.00	$0.00	$4,931.99
Apr 18	$4,931.99	$13,625.22	$11,914.77	$0.00	$0.00	$3,221.54
May 18	$3,221.54	$14,167.91	$12,872.35	$0.00	$0.00	$1,925.98
Jun 18	$1,925.98			$0.00	$0.00	$1,925.98
Jul 18	$1,925.98			$0.00	$0.00	$1,925.98
Aug 18	$1,925.98			$0.00	$0.00	$1,925.98

SPECIAL BUILDING FUND

Special Building Fund Checking — **Acct: xxx065**

Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other SBF Accts	Interest	Ending Balance
Aug 17						$0.00
Sep 17	$0.00	$1,412.40	$0.00	$1,412.40	$0.00	$0.00
Oct 17	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Nov 17	$0.00	$2,175.07	$0.00	$2,175.07	$0.00	$0.00
Dec 17	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Jan 18	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Feb 18	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Mar 18	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Apr 18	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
May 18	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Jun 18	$0.00				$0.00	$0.00
Jul 18	$0.00				$0.00	$0.00
Aug 18	$0.00				$0.00	$0.00

Special Building Fund Savings — **Acct: xxx902**

Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other SBF Accts	Interest	Ending Balance	
Aug 17						$901,602.87	
Sep 17	$901,602.87	$0.00	$24,616.15	-$1,412.40	$676.62	$925,483.24	
Oct 17	$925,483.24	$0.00	$8,557.38	$0.00	$711.06	$934,751.68	
Nov 17	$934,751.68	$0.00	$647.43	-$2,175.07	$690.77	$933,914.81	
Dec 17	$933,914.81	$23,000.00	$570.66	$0.00	$959.69	$912,445.16	* loan to Gen Fund - P
Jan 18	$912,445.16	$0.00	$36,746.82	$0.00	$1,244.85	$950,436.83	* Gen Fund repaid loar
Feb 18	$950,436.83	$0.00	$4,098.48	$0.00	$1,162.12	$955,697.43	
Mar 18	$955,697.43	$0.00	$2,037.32	$0.00	$1,292.38	$959,027.13	
Apr 18	$959,027.13	$0.00	$1,314.79	$0.00	$1,254.39	$961,596.31	
May 18	$961,596.31	$0.00	$12,250.27	$0.00	$1,308.72	$975,155.30	
Jun 18	$975,155.30					$975,155.30	
Jul 18	$975,155.30					$975,155.30	
Aug 18	$975,155.30					$975,155.30	

Qualified Capital Purpose Undertaking Fund

QCPUF Checking — **Acct: xxx970**

Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other Funds	Interest	Ending Balance
Aug 17						$0.00
Sep 17	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Oct 17	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Nov 17	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Dec 17	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Jan 18	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Feb 18	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Mar 18	$0.00				$0.00	$0.00
Apr 18	$0.00					$0.00
May 18	$0.00					$0.00
Jun 18	$0.00					$0.00
Jul 18	$0.00					$0.00
Aug 18	$0.00				$0.00	$0.00

account closed 2-20-18

QCPUF Savings — **Acct: xxx931**

Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other Funds	Interest	Ending Balance
Aug 17						$25,805.88
Sep 17	$25,805.88	$0.00	$0.00	$0.00	$9.54	$25,815.42
Oct 17	$25,815.42	$0.00	$0.00	$0.00	$10.36	$25,825.78
Nov 17	$25,825.78	$0.00	$0.00	$0.00	$10.61	$25,836.39
Dec 17	$25,836.39	$0.00	$0.00	$0.00	$13.98	$25,850.37
Jan 18	$25,850.37	$0.00	$0.00	$0.00	$18.10	$25,868.47
Feb 18	$25,868.47	$25,868.47	$0.00	$0.00	$0.00	$0.00
Mar 18	$0.00					$0.00
Apr 18	$0.00					$0.00
May 18	$0.00					$0.00
Jun 18	$0.00					$0.00
Jul 18	$0.00					$0.00
Aug 18	$0.00					$0.00

account closed 2-20-18
transferred balance to General Fund

DEPRECIATION FUND

Depreciation Fund Savings — **Acct: xxx915**

Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other Funds	Interest	Ending Balance	
Aug 17						$164,448.82	
Sep 17	$164,448.82	$0.00	$0.00	$0.00	$74.34	$164,523.16	
Oct 17	$164,523.16	$0.00	$0.00	$0.00	$76.85	$164,600.01	
Nov 17	$164,600.01	$0.00	$50,000.00	$0.00	$87.22	$214,687.23	
Dec 17	$214,687.23	$0.00	$0.00	$0.00	$145.28	$214,832.51	
Jan 18	$214,832.51	$22,200.00	$0.00	$0.00	$181.38	$192,813.89	--2017 Dodge Caravan
Feb 18	$192,813.89	$0.00	$0.00	$0.00	$161.22	$192,975.11	
Mar 18	$192,975.11	$0.00	$0.00	$0.00	$178.65	$193,153.76	
Apr 18	$193,153.76	$0.00	$0.00	$0.00	$173.04	$193,326.80	
May 18	$193,326.80	$0.00	$0.00	$0.00	$178.97	$193,505.77	
Jun 18	$193,505.77					$193,505.77	
Jul 18	$193,505.77					$193,505.77	
Aug 18	$193,505.77					$193,505.77	

BOND FUND

Bond Fund Savings — **Acct: xxx055**

Month	Beg Balance	Expenditures	Receipts	Trsf (To)/From Other Funds	Interest	Ending Balance	
Aug 17						$107,383.83	
Sep 17	$107,383.83	$0.00	$76,168.03	$0.00	$66.92	$183,618.78	
Oct 17	$183,618.78	$0.00	$37,792.93	$0.00	$94.89	$221,506.60	
Nov 17	$221,506.60	$0.00	$5,151.53	$0.00	$100.99	$226,759.12	
Dec 17	$226,759.12	$317,416.27	$93,453.47	$0.00	$22.02	$2,818.34	* borrowed from Spec
Jan 18	$2,818.34	$91,000.00	$109,019.57	$0.00	$11.55	$20,849.46	* repaid Spec Bldg
Feb 18	$20,849.46	$0.00	$60,764.67	$0.00	$42.87	$81,657.00	
Mar 18	$81,657.00	$0.00	$28,919.41	$0.00	$92.87	$110,669.28	
Apr 18	$110,669.28	$0.00	$9,748.87	$0.00	$104.39	$120,522.54	
May 18	$120,522.54	$0.00	$121,837.76	$0.00	$177.29	$242,537.59	
Jun 18	$242,537.59					$242,537.59	
Jul 18	$242,537.59					$242,537.59	
Aug 18	$242,537.59					$242,537.59	

Nancy J Vossler
Friend, Nebraska

Receipts from J May-18 Account #1925

Date	From	Type		Amount
General Fund				
5/1/2018	State of Nebraska	State Aid		$6,214.00
5/2/2018	Activity Fund	VISA reimbursement		$574.35
5/7/2018	Seward County	Disbursement		$123,865.16
5/11/2018	Fillmore County	Disbursement		$14,967.04
5/17/2018	SCC	Stipend		$2,520.00
5/18/2018	State of Nebraska	MIPS Medicaid		$1,103.79
5/21/2018	State of Nebraska	SPED School Age Reimbursement 1617		$29,746.00
5/22/2018	ESU6	DTIPS Reimbursement		$461.12
5/24/2018	Deposit	Sold old printers		$165.00
5/29/2018	SCC-SENCAP	Tuition refund		$151.87
5/31/2018	State of Nebraska	State Aid - May		$6,214.00
			Total	$185,982.33
QCPUF Checking		Account #1970		
			Total	$0.00
Special Buildin g Fund Checking		Account #2065		
				$0.00
			Total	$0.00
General Fund Savings		Account #9889		
5/14/2018	Saline County	Tax Receipts		$724,191.13
5/23/2018	Transfer from Checking			$120,000.00
5/31/2018	Interest Paid			$1,033.38
			Total	$845,224.51
Depreciation Fund Savings		Account #9915		
5/31/2018	Interest			178.97
			Total	$178.97
QCPUF Savings		Account #9931		
5/31/2018				0
			Total	$0.00
Special Building Fund Savings		Account #9902		
5/7/2018	Seward County	Disbursement		$1,771.17
5/11/2018	Fillmore County	Deposit		$215.12
5/14/2018	Saline County	Deposit		$10,263.98

5/31/2018	Interest Paid		$1,308.72
		Total	$ 13,558.99

Bond Fund Savings	Account #5055		
5/11/2018	Fillmore County	Taxes	$2,466.79
5/14/2018	Saline County	Taxes	$ 119,370.97
5/31/2018	Interest Paid		$ 177.29
		Total	$ 122,015.05

Total

		1/31/2016	$0.00	1/31/2016
Total			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

Total

$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

1/31/2016	$0.00	1/31/2016		$0.00	1/31/2016
	$0.00			$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016
$0.00	

$0.00	1/31/2016	$0.00	1/31/2016	$0.00	1/31/2016
$0.00		$0.00		$0.00	

$0.00	1/31/2016		$0.00	1/31/2016	$0.00
$0.00			$0.00		$0.00

Friend Public School

Account Summary Report REVENUES

Cycle: FY17-18; Begin Date: 05/01/2018; End Date: 05/31/2018; Account Type: Revenue; Created On: 6/4/2018 3:29:37 PM

Account Code	Description	Actual (May)	Budget (YTD)	Actual (YTD)	% of Budget
GENERAL FUND					
01-1110-000-0-00	Local taxes - Saline County	($599,075.19)	($2,953,000.00)	($2,432,672.87)	82.37
01-1111-000-0-00	Local Taxes -Seward County	($105,042.65)	($500,000.00)	($443,506.15)	88.70
01-1112-000-0-00	Local taxes - Fillmore County	($13,595.78)	($20,655.00)	($18,752.54)	90.78
01-1115-000-0-00	CARLINE TAX	($1,997.21)	($2,500.00)	($3,274.09)	130.96
01-1120-000-0-00	PUBLIC POWER DISTRICT SALES TAX	$0.00	$0.00	($30.99)	0.00
01-1125-000-0-00	MOTOR VEHICLE TAXES	($10,857.58)	($170,000.00)	($130,109.20)	76.53
01-1410-000-0-00	INTEREST ON LOCAL REV RECEIPTS	($1,033.38)	($4,500.00)	($7,812.27)	173.60
01-1610-000-0-00	LOCAL LICENSE FEES	$0.00	($1,200.00)	($920.00)	76.66
01-2110-000-0-00	COUNTY FINES AND LICENSE FEES	($1,143.73)	($20,000.00)	($10,696.97)	53.48
01-2210-000-0-00	SERVICE UNIT RECEIPTS	($461.12)	($2,200.00)	($2,271.08)	103.23
01-3110-000-0-00	STATE AID	($12,428.00)	($62,140.00)	($55,931.00)	90.00
01-3120-000-0-88	SPECIAL ED PROGRAM	($29,746.00)	($235,000.00)	($194,635.00)	82.82
01-3125-000-0-88	SPECIAL ED TRANSPORTATION	$0.00	($2,600.00)	($13,654.00)	525.15
01-3130-000-0-00	HOMESTEAD EXEMPTION FROM STATE	($9,987.50)	$0.00	($19,530.37)	0.00
01-3131-000-0-00	PROPERTY TAX RELIEF	($119,952.43)	$0.00	($241,984.31)	0.00
01-3135-000-0-00	HIGH ABILITY LEARNERS	$0.00	($2,900.00)	($3,135.00)	108.10
01-3180-000-0-00	PRO-RATE MOTOR VEHICLES	($1,371.26)	($15,000.00)	($8,959.54)	59.73
01-3200-000-0-00	STATE APPORTIONMENT	$0.00	($35,000.00)	($35,192.58)	100.55
01-4200-000-0-44	TITLE I FUNDS	$0.00	($30,000.00)	($13,781.00)	45.93
01-4210-000-0-44	TITLE I NCLB ACCOUNTABILITY	$0.00	($10,000.00)	($8,895.00)	88.95
01-4404-000-0-88	IDEA PART B (611) BASE	$0.00	$0.00	($15,274.00)	0.00
01-4410-000-0-00	IDEA ENROLL/POVERTY 4410	$0.00	$0.00	($8,065.00)	0.00
01-4455-000-0-00	Medicaid Admin Activites MAAPS	($1,103.79)	($13,000.00)	($1,103.79)	8.49
01-4700-000-0-00	Vocational ED-Carl Perkins	$0.00	($950.00)	$0.00	0.00
01-4800-000-0-00	Other Categorical Receipts -NCLB	$0.00	($55,000.00)	$0.00	0.00
01-4850-000-0-00	Universal Service Fund - E-Rate reimb	$0.00	$0.00	($2,210.14)	0.00
01-4992-000-0-00	REAP - U S Department of Education	$0.00	($40,000.00)	($16,934.82)	42.33
01-5400-000-0-00	SALE OF PROPERTY	($165.00)	($1,000.00)	($165.00)	16.50
01-5600-000-0-00	REFUNDS - NON REVENUE	($2,671.87)	($5,000.00)	($10,919.19)	218.38
01-9000-902-0-00	NON PGM - RECEIPT FROM ACTIVITY FUN	($574.35)	$0.00	($9,748.12)	0.00
01-9000-903-0-00	NON PGM - RECEIPT FROM HOT LUNCH PG	($7,575.11)	$0.00	($66,711.68)	0.00
01-9000-908-0-00	NON PGM - RECEIPT FROM BLDG FUND	$0.00	$0.00	($23,000.00)	0.00
01-9000-909-0-00	NON PGM - RECEIPT FROM BOND FUND	$0.00	$0.00	($91,000.00)	0.00
01-9002-901-0-00	Non Pgm - Receipt from QCPUF	$0.00	$0.00	($25,868.47)	0.00
Subtotal of Element: [Fund] 01 - GENERAL FUND		**($918,781.95)**	**($4,181,645.00)**	**($3,916,744.17)**	**94%**

DEPRECIATION FUND					
02-1410-000-0-00	Depr Fund - Interest Income	($178.97)	($900.00)	($1,256.95)	139.66
02-5500-000-0-00	Depr Fund - Transfers from Gen Fund	$0.00	($50,000.00)	($50,000.00)	100.00
Subtotal of Element: [Fund] 02 - Depreciation Fund		**($178.97)**	**($50,900.00)**	**($51,256.95)**	**101%**
SCHOOL NUTRITION FUND					
06-1720-000-0-00	SALE OF LUNCHES/MILK - STUDENTS	($2,299.07)	($62,000.00)	($60,063.69)	96.87
06-1721-000-0-00	SALE OF LUNCHES - STAFF	($84.70)	($3,000.00)	($1,991.55)	66.38
06-1990-000-0-00	VENDING SALES	($116.34)	$0.00	($506.14)	0.00
06-3150-000-0-00	STATE REIMB - NUTRITION	($5,872.24)	($500.00)	($44,368.82)	8,873.76
06-4800-000-0-00	Federal Reimbursement - Nutrition Pgms	$0.00	($42,569.00)	$0.00	0.00
06-5500-000-0-00	TRANSFER FROM GEN FUND	($4,500.00)	($45,000.00)	($20,500.00)	45.55
06-5690-000-0-00	OTHER REVENUES - Refunds	$0.00	$0.00	($244.93)	0.00
Subtotal of Element: [Fund] 06 - Lunch Fund		**($12,872.35)**	**($153,069.00)**	**($127,675.13)**	**83%**
BOND FUND					
07-1110-000-0-00	Bond - Saline County property taxes	($119,370.97)	($570,320.00)	($448,475.24)	78.63
07-1112-000-0-00	Bond - Fillmore County taxes	($2,466.79)	($4,000.00)	($3,381.00)	84.52
07-1410-000-0-00	Bond - Interest Income	($177.29)	($750.00)	($713.79)	95.17
07-9000-901-0-00	Bond - Non Pgm- receipt from Gen Fund	$0.00	$0.00	($91,000.00)	0.00
Subtotal of Element: [Fund] 07 - Bond Fund		**($122,015.05)**	**($575,070.00)**	**($543,570.03)**	**95%**
SPECIAL BUILDING FUND					
08-1110-000-0-00	SB Local taxes - Saline County	($10,263.98)	($44,000.00)	($57,413.82)	130.48
08-1111-000-0-00	SB Local taxes - Seward County	($1,771.17)	($6,000.00)	($9,979.63)	166.32
08-1112-000-0-00	SB Local taxes - Fillmore County	($215.12)	($1,000.00)	($445.85)	44.58
08-1410-000-0-00	SB Interest on deposits	($1,308.72)	($7,000.00)	($9,300.60)	132.86
08-9000-901-0-00	SB Non Pgm - Receipt from Gen Fund	$0.00	$0.00	($23,000.00)	0.00
Subtotal of Element: [Fund] 08 - Special Building Fund		**($13,558.99)**	**($58,000.00)**	**($100,139.90)**	**173%**

Friend Public School

Account Summary Report EXPENDITURES

Cycle: FY17-18; Begin Date: 04/01/2018; End Date: 04/30/2018; Account Type: Expenditure; Created On: 5/8/2018 11:50:54 AM

Account Code	Description	Actual (May)	Budget (YTD)	Actual (YTD)	% of Budget
General Fund					
01-1100-110-1-00	REG INSTR - CERTIFIED SALARIES	$33,191.01	$425,000.00	$305,525.37	71.88
01-1100-110-2-00	REG INSTR - CERTIFIED SALARIES	$57,580.59	$640,000.00	$502,311.13	78.48
01-1100-120-1-00	REG INSTR - SUB SALARIES	$3,588.44	$34,000.00	$34,363.24	101.06
01-1100-120-2-00	REG INSTR - SUB SALARIES	$6,153.64	$30,000.00	$24,399.80	81.33
01-1100-140-1-00	REG INSTR - PARA WAGES	$2,944.74	$38,350.00	$23,577.93	61.48
01-1100-141-2-00	REG INSTR - NON-CERT SALARIES	$1,575.32	$22,950.00	$24,641.00	107.36
01-1100-210-1-00	REG INSTR - FICA	$2,931.27	$40,000.00	$27,567.43	68.91
01-1100-210-2-00	REG INSTR - FICA	$4,885.71	$50,500.00	$41,907.01	82.98
01-1100-220-1-00	REG INSTR - RETIREMENT	$3,488.41	$47,500.00	$32,225.63	67.84
01-1100-220-2-00	REG INSTR - RETIREMENT	$5,691.65	$60,000.00	$49,788.08	82.98
01-1100-230-1-00	REG INSTR - BCBS	$9,168.51	$114,000.00	$91,165.45	79.96
01-1100-230-2-00	REG INSTR - BCBS	$16,401.76	$194,000.00	$164,486.88	84.78
01-1100-240-1-00	REG INSTR - WORKERS COMP	$0.00	$6,900.00	$1,625.72	23.56
01-1100-240-2-00	REG INSTR - WORKERS COMP	$0.00	$8,800.00	$2,153.90	24.47
01-1100-241-1-00	REG INSTR - AFLAC	$80.00	$1,050.00	$731.00	69.61
01-1100-241-2-00	REG INSTR - AFLAC	$80.00	$1,050.00	$731.00	69.61
01-1100-280-1-00	REG INSTR - Term of Employ - TERIP	$0.00	$9,430.00	$9,428.84	99.98
01-1100-280-2-00	REG INSTR - Term of Employ - TERIP	$0.00	$9,430.00	$9,428.84	99.98
01-1100-290-1-00	REG INSTR - LONG TERM DISABILITY	$196.22	$2,400.00	$1,765.98	73.58
01-1100-290-2-00	REG INSTR - LONG TERM DISABILITY	$299.64	$3,200.00	$2,696.76	84.27
01-1100-318-0-00	REG INSTR - Repairs	$0.00	$1,500.00	$0.00	0.00
01-1100-319-0-00	REG INSTR - Copier use	$1,348.67	$10,000.00	$6,586.65	65.86
01-1100-327-0-00	REG INSTR - Rental-Lease Payments	$0.00	$2,000.00	$1,500.00	75.00
01-1100-364-2-00	REG INSTR - Tuition - SENCAP	$0.00	$0.00	$1,501.83	0.00
01-1100-382-0-00	REG INSTR - TELECOMMUNICATIONS	$1,439.22	$20,000.00	$15,271.61	76.35
01-1100-410-1-00	REG INSTR - GENERAL SUPPLIES	$22.77	$115,805.00	$3,969.77	3.42
01-1100-410-2-00	REG INSTR - GENERAL SUPPLIES	$22.77	$115,805.00	$87.82	0.07
01-1100-411-1-00	REG INSTR - TEACHING SUPPLIES	$0.00	$5,000.00	$79.49	1.58
01-1100-411-2-00	REG INSTR - TEACHING SUPPLIES	$0.00	$5,000.00	$79.48	1.58
01-1100-412-1-00	REG INSTR - FIELD TRIPS	$786.50	$1,000.00	$930.50	93.05
01-1100-412-2-00	REG INSTR - FIELD TRIPS	$0.00	$500.00	$0.00	0.00
01-1100-460-0-00	REG INSTR - COMPUTER HARDWARE	$3,293.52	$30,000.00	$9,282.42	30.94
01-1100-465-0-00	REG INSTR - COMPUTER SOFTWARE	$0.00	$15,000.00	$8,122.41	54.14
01-1100-630-1-00	REG INSTR - Dues & Fees - Elem	$220.00	$1,000.00	$265.00	26.50
01-1100-630-2-00	REG INSTR - DUES & FEES	$630.00	$2,000.00	$840.00	42.00

01-1100-670-1-00	REG INSTR - STAFF DEVELOP	$360.51	$3,000.00	$1,453.83	48.46
01-1100-670-2-00	REG INSTR - STAFF DEVELOP	$0.00	$4,000.00	$2,212.84	55.32
01-1101-410-1-00	KINDERGARTEN - SUPPLIES	$0.00	$500.00	$0.00	0.00
01-1105-410-1-00	PE - SUPPLIES ELEM	$0.00	$1,000.00	$0.00	0.00
01-1105-410-2-00	PE - SUPPLIES SECONDARY	$0.00	$1,000.00	$0.00	0.00
01-1106-410-2-00	FACS - SUPPLIES	$22.50	$500.00	$27.19	5.43
01-1106-411-2-00	FACS - GROCERIES	$54.80	$1,700.00	$1,277.07	75.12
01-1108-410-2-00	Tech/Shop - SUPPLIES	$65.48	$5,000.00	$2,156.04	43.12
01-1109-410-1-00	ART - ELEM TEACHING SUPPLIES	$0.00	$2,500.00	$0.00	0.00
01-1109-410-2-00	ART - SEC. TEACHING SUPPLIES	$0.00	$2,500.00	$24.50	0.98
01-1115-410-1-00	READING - SUPPLIES	$0.00	$2,000.00	$120.00	6.00
01-1115-421-1-00	READING - WORKBOOKS	$0.00	$7,500.00	$207.90	2.77
01-1115-421-2-00	READING - WORKBOOKS	$0.00	$0.00	$123.48	0.00
01-1119-410-1-00	LA+SPELLING - SUPPLIES	$0.00	$250.00	$7.76	3.10
01-1119-420-2-00	LA+SPELLING - TEXTBOOKS	$151.45	$250.00	$368.45	147.38
01-1119-421-1-00	LA+SPELLING - WORK BOOKS	$0.00	$250.00	$231.20	92.48
01-1119-421-2-00	LA+SPELLING - WORK BOOKS	$0.00	$0.00	$93.24	0.00
01-1127-410-2-00	WORLD LANG-TEACHING SUPPLIES	$0.00	$750.00	$824.56	109.94
01-1132-410-1-00	SOCIAL STUDIES - TEACH SUPPLIES	$0.00	$50.00	$0.00	0.00
01-1132-410-2-00	SOCIAL STUDIES - TEACH SUPPLIES	$0.00	$500.00	$355.20	71.04
01-1132-440-1-00	SOCIAL STUDIES - PERIODICALS	$0.00	$150.00	$0.00	0.00
01-1132-440-2-00	SOCIAL STUDIES - PERIODICALS	$0.00	$300.00	$0.00	0.00
01-1133-440-2-00	HEALTH - PERIODICALS	$0.00	$250.00	$0.00	0.00
01-1135-318-2-00	VOCAL MUSIC - PIANO ACCOMPANIST	$0.00	$3,000.00	$0.00	0.00
01-1135-410-1-00	VOCAL MUSIC - ELEM SUPPLIES	$0.00	$300.00	$132.45	44.15
01-1135-410-2-00	VOCAL MUSIC - SEC SUPPLIES	$0.00	$1,800.00	$387.40	21.52
01-1135-411-2-00	VOCAL MUSIC - CONTEST FEES	$0.00	$1,400.00	$459.00	32.78
01-1135-420-2-00	VOCAL MUSIC - CHORAL MUSIC	$0.00	$2,100.00	$90.49	4.30
01-1135-450-2-00	VOCAL MUSIC - SOFTWARE	$0.00	$0.00	$169.00	0.00
01-1136-318-2-00	INSTRU MUSIC - REPAIRS TO INSTRUMENTS	$0.00	$1,000.00	$150.00	15.00
01-1136-410-2-00	INSTRU MUSIC - MUSIC & SUPPLIES	$57.21	$1,500.00	$1,571.24	104.74
01-1136-411-2-00	INSTRU MUSIC - CONTESTS & FEES	$423.70	$300.00	$423.70	141.23
01-1140-410-1-00	MATH - SUPPLIES	$0.00	$100.00	$0.00	0.00
01-1140-410-2-00	MATH - SUPPLIES	$0.00	$250.00	$0.00	0.00
01-1140-420-2-00	MATH - TEXTBOOKS	$0.00	$500.00	$5,904.48	1,180.89
01-1140-421-1-00	MATH - WORKBOOKS	$0.00	$2,000.00	$0.00	0.00
01-1145-410-2-00	COMPUTER ED - SUPPLIES	$0.00	$1,000.00	$0.00	0.00
01-1145-460-2-00	COMPUTER ED - SOFTWARE	$0.00	$1,000.00	$349.20	34.92
01-1150-410-1-00	SCIENCE - TEACHING SUPPLIES	$35.94	$200.00	$283.44	141.72
01-1150-410-2-00	SCIENCE - TEACHING SUPPLIES	$0.00	$300.00	$543.00	181.00
01-1150-420-2-00	SCIENCE - TEXTBOOKS	$0.00	$0.00	$29.99	0.00
01-1150-440-2-00	SCIENCE - PERIODICALS	$0.00	$250.00	$0.00	0.00
01-1155-410-2-00	AG ED - SUPPLIES	$72.14	$500.00	$499.96	99.99
01-1190-110-1-00	EARLY CHILD PGM - SALARIES	$3,444.67	$39,700.00	$25,542.59	64.33

01-1190-140-1-00	EARLY CHILD PGM - PARA WAGES	$1,500.23	$15,200.00	$12,843.72	84.49
01-1190-210-1-00	EARLY CHILD PGM - FICA	$378.11	$4,800.00	$2,930.69	61.05
01-1190-220-1-00	EARLY CHILD PGM - RETIREMENT	$488.44	$6,100.00	$3,740.59	61.32
01-1190-230-1-00	EARLY CHILD PGM - BLUE CROSS	$1,241.49	$14,900.00	$10,965.18	73.59
01-1190-240-1-00	EARLY CHILD PGM - WORKERS COMP	$0.00	$900.00	$216.02	24.00
01-1190-290-1-00	EARLY CHILD PGM - LTD	$25.73	$280.00	$231.57	82.70
01-1190-410-1-00	Early Child Pgm - Supplies	$0.00	$3,000.00	$112.01	3.73
01-1190-670-1-00	Early Child Pgm - Staff Development	$0.00	$500.00	$106.40	21.28
	Regular Education	**$164,342.76**	**$2,200,000.00**	**$1,476,203.35**	**0.67**
01-1212-307-1-88	SPED - ESU6 - DEAF/HOH	$0.00	$25,000.00	$9,943.56	39.77
01-1212-308-1-88	SPED - ESU6 -EXTEND SCHOOL YR	$0.00	$5,000.00	$0.00	0.00
01-1212-309-1-88	SPED - ESU6 - SRS fees	$0.00	$1,000.00	$778.00	77.80
01-1212-310-1-88	SPED - ESU6 - PSYCHOLOGIST	$0.00	$35,000.00	$21,466.56	61.33
01-1212-310-2-88	SPED - PSYCHOLOGIST	$0.00	$0.00	$5,512.12	0.00
01-1212-312-1-88	SPED - ESU6 - Mental Health Counseling	$0.00	$10,000.00	$1,970.74	19.70
01-1212-313-1-88	SPED - ESU6 - CONSULTANT	$0.00	$10,000.00	$0.00	0.00
01-1212-314-1-88	SPED - ESU6 - SPEECH THERAPIST	$0.00	$140,000.00	$57,654.92	41.18
01-1212-319-1-88	SPED - ESU6 - HOME BASED	$0.00	$15,000.00	$0.00	0.00
01-1219-110-1-88	SPED - ELEM TEACHING SALARIES	$6,264.87	$75,200.00	$56,376.33	74.96
01-1219-110-2-88	SPED - SEC TEACHING SALARIES	$5,167.96	$62,100.00	$46,744.14	75.27
01-1219-120-1-88	SPED - SUB SALARIES	$559.32	$5,000.00	$2,603.73	52.07
01-1219-120-2-88	SPED - SUB SALARIES	$0.00	$5,000.00	$0.00	0.00
01-1219-140-1-88	SPED - PARA WAGES	$6,015.15	$83,000.00	$55,702.19	67.11
01-1219-140-2-88	SPED - PARA WAGES	$3,787.14	$33,500.00	$32,626.09	97.39
01-1219-210-1-88	SPED - FICA	$942.71	$12,350.00	$8,420.48	68.18
01-1219-210-2-88	SPED - FICA	$685.19	$7,920.00	$6,072.90	76.67
01-1219-220-1-88	SPED - RETIREMENT	$1,213.00	$15,950.00	$11,062.48	69.35
01-1219-220-2-88	SPED - RETIREMENT	$884.57	$10,225.00	$7,803.97	76.32
01-1219-230-1-88	SPED - BCBS	$303.10	$13,650.00	$3,031.00	22.20
01-1219-230-2-88	SPED - BCBS	$1,960.28	$23,500.00	$19,602.80	83.41
01-1219-240-1-88	SPED - WORKERS COMP	$0.00	$2,240.00	$549.20	24.51
01-1219-240-2-88	SPED - WORKERS COMP	$0.00	$1,490.00	$374.87	25.15
01-1219-290-1-88	SPED - LONG TERM DISABILITY	$43.69	$660.00	$387.65	58.73
01-1219-290-2-88	SPED - LONG TERM DISABILITY	$50.83	$500.00	$457.47	91.49
01-1219-310-1-88	SPED - LEGAL FEES	$0.00	$5,000.00	$0.00	0.00
01-1219-410-1-88	SPED - TEACHING SUPPLIES	$0.00	$90,000.00	$870.40	0.96
01-1219-410-2-88	SPED - TEACHING SUPPLIES	$0.00	$90,715.00	$0.00	0.00
01-1219-460-0-88	SPED - COMPUTER HDWE	$0.00	$3,000.00	$3,314.00	110.46
01-1219-465-1-88	SPED - Computer Software	$925.00	$3,000.00	$925.00	30.83
01-1219-670-1-88	SPED - STAFF DEVELOPMENT	$655.90	$5,000.00	$1,173.70	23.47
01-1219-670-2-88	SPED - STAFF DEVELOPMENT	$480.90	$5,000.00	$622.30	12.44
01-1238-311-2-88	SPED - VISION THERAPY	$200.29	$5,000.00	$2,549.46	50.98
01-1239-311-1-88	SPED - THERAPY - SCHOOL AGE	$4,787.81	$20,000.00	$18,679.74	93.39

01-1239-311-2-88	SPED - THERAPY - SCHOOL AGE	$3,084.28	$10,000.00	$10,665.15	106.65
01-1291-311-1-88	Early Child SPED - Age 3-5- OT/PT	$0.00	$5,000.00	$0.00	0.00
01-1291-312-1-88	Early Child SPED - Age 3-5 - Speech	$1,285.27	$5,000.00	$8,748.49	174.96
01-1291-313-1-88	Early Child SPED - Ages 3-5 ESU6 Home Based	$0.00	$0.00	$3,858.70	0.00
01-1292-311-1-88	Early Child SPED - Age 0-2 - OT/PT	$0.00	$5,000.00	$0.00	0.00
01-1292-312-1-88	Early Child SPED - Ages 0-2 - Speech	$454.68	$5,000.00	$1,844.18	36.88
01-1292-313-1-88	Early Child SPED - Ages 0-2 ESU6 Homebased	$0.00	$0.00	$5,246.80	0.00
	Special Education	**$39,751.94**	**$850,000.00**	**$407,639.12**	**0.48**
01-2120-390-0-00	GUIDANCE - Student workshops	$200.00	$1,000.00	$350.00	35.00
01-2120-410-0-00	GUIDANCE - SUPPLIES	$0.00	$41,285.00	$1,689.14	4.09
01-2120-465-0-00	GUIDANCE - Software	$0.00	$3,000.00	$0.00	0.00
01-2120-670-0-00	GUIDANCE - WORKSHOP	$0.00	$1,000.00	$0.00	0.00
01-2130-110-0-00	SCHOOL NURSE - SALARY	$3,473.50	$41,680.00	$32,071.50	76.94
01-2130-210-0-00	SCHOOL NURSE - FICA	$257.24	$3,200.00	$2,377.12	74.28
01-2130-220-0-00	SCHOOL NURSE - RETIREMENT	$343.11	$4,100.00	$3,087.99	75.31
01-2130-230-0-00	SCHOOL NURSE - BLUE CROSS	$1,241.49	$19,885.00	$12,830.59	64.52
01-2130-240-0-00	SCHOOL NURSE - WORKERS COMP	$0.00	$600.00	$148.97	24.82
01-2130-290-0-00	SCHOOL NURSE - LONG TERM DISABILITY	$20.53	$250.00	$184.77	73.90
01-2130-410-0-00	SCHOOL NURSE - SUPPLIES	$0.00	$5,000.00	$483.37	9.66
01-2130-670-0-00	SCHOOL NURSE - TRAVEL EXPENSE	$0.00	$1,000.00	$0.00	0.00
01-2150-318-0-00	SAFETY - CONTRACTED SERVICES	$0.00	$1,000.00	$72.00	7.20
01-2150-490-0-00	SAFETY PROGRAMS - SUPPLIES	$0.00	$2,000.00	$379.87	18.99
	Support - Pupils	**$5,535.87**	**$125,000.00**	**$53,675.32**	**0.43**
01-2213-318-0-00	SCHOOL IMPROVEMENT - CONTRACTED SVC	$0.00	$1,000.00	$0.00	0.00
01-2213-410-0-00	SCHOOL IMPROVEMENT - SUPPLIES	$0.00	$5,000.00	$0.00	0.00
01-2213-630-0-00	SCHOOL IMPROVEMENT - Dues & Fees	$0.00	$3,000.00	$630.00	21.00
01-2213-670-0-00	SCHOOL IMPROVEMENT - TRAVEL & MILEAGE	$0.00	$1,000.00	$0.00	0.00
01-2222-110-1-00	LIBRARY - SALARIES	$2,453.92	$30,650.00	$20,744.38	67.68
01-2222-140-2-00	LIBRARY - PARA WAGES	$1,833.32	$19,200.00	$16,865.65	87.84
01-2222-210-1-00	LIBRARY - FICA	$172.09	$2,350.00	$1,447.30	61.58
01-2222-210-2-00	LIBRARY - FICA	$140.74	$1,460.00	$1,294.64	88.67
01-2222-220-1-00	LIBRARY - RETIREMENT	$242.39	$1,895.00	$2,049.07	108.13
01-2222-220-2-00	LIBRARY - RETIREMENT	$181.09	$3,025.00	$1,643.73	54.33
01-2222-230-1-00	LIBRARY - BCBS	$828.59	$9,950.00	$8,336.27	83.78
01-2222-240-2-00	LIBRARY - WORKERS COMP	$0.00	$720.00	$286.80	39.83
01-2222-290-2-00	LIBRARY - LONG TERM DISB	$6.39	$250.00	$57.51	23.00
01-2222-410-1-00	LIBRARY - SUPPLIES	$0.00	$21,250.00	$2,593.79	12.20
01-2222-410-2-00	LIBRARY - SUPPLIES	$0.00	$21,250.00	$383.11	1.80
01-2222-430-1-00	LIBRARY - LIBRARY BOOKS	$0.00	$5,000.00	$1,511.12	30.22
01-2222-430-2-00	LIBRARY - LIBRARY BOOKS	$195.54	$5,000.00	$1,706.66	34.13

01-2222-440-1-00	LIBRARY - PERIODICALS	$0.00	$2,000.00	$724.92	36.24
01-2222-440-2-00	LIBRARY - PERIODICALS	$0.00	$2,000.00	$1,337.73	66.88
01-2222-450-2-00	LIBRARY AUDIO VISUAL	$0.00	$3,000.00	$0.00	0.00
01-2222-460-2-00	LIBRARY SOFTWARE	$1,042.50	$6,000.00	$1,542.50	25.70
01-2223-318-0-00	Technology - Contracted Support	$1,171.08	$25,000.00	$13,177.78	52.71
	Support - Staff	**$8,267.65**	**$170,000.00**	**$76,332.96**	**0.45**
01-2310-317-0-00	Board of Ed - Legal Services	$616.53	$8,000.00	$6,037.26	75.46
01-2310-318-0-00	Board of Ed - Professional Svcs	$0.00	$3,000.00	$369.87	12.32
01-2310-351-0-00	Board of Ed - Election	$0.00	$2,000.00	$0.00	0.00
01-2310-352-0-00	Board of Ed - Advertising	$81.00	$2,000.00	$2,033.78	101.68
01-2310-410-0-00	Board of Ed - Supplies	$0.00	$7,500.00	$390.00	5.20
01-2310-465-0-00	Board of Ed - Software	$0.00	$5,000.00	$4,100.00	82.00
01-2310-630-0-00	Board of Ed - Dues and Fees	$0.00	$9,000.00	$4,950.00	55.00
01-2310-641-0-00	Board of Ed - Liability Insurance	$0.00	$8,500.00	$8,459.00	99.51
01-2310-670-0-00	Board of Ed - Travel & Expense	$0.00	$3,000.00	$2,571.82	85.72
	Board of Education	**$697.53**	**$48,000.00**	**$28,911.73**	**0.60**
01-2320-110-0-00	EXE ADM - SUPERINTENDENT SALARY	$10,000.00	$121,690.00	$90,000.00	73.95
01-2320-140-0-00	EXE ADM - CLERICAL SALARY	$2,385.60	$29,100.00	$20,500.20	70.44
01-2320-210-0-00	EXE ADM - FICA	$938.82	$11,500.00	$8,376.71	72.84
01-2320-220-0-00	EXE ADM - RETIREMENT	$1,223.42	$14,900.00	$10,914.96	73.25
01-2320-230-0-00	EXE ADM - BLUE CROSS	$3,366.54	$40,390.00	$33,665.40	83.35
01-2320-240-0-00	EXE ADM - WORKERS COMP	$0.00	$2,100.00	$528.27	25.15
01-2320-290-0-00	EXE ADM - LONG TERM DISB	$63.74	$750.00	$573.66	76.48
01-2320-318-0-00	EXE ADM - CONTRACTED SVCS	$0.00	$5,000.00	$780.00	15.60
01-2320-382-0-00	EXE ADM - CELL PHONE	$50.00	$600.00	$450.00	75.00
01-2320-440-0-00	EXE ADM - PERIODICALS	$0.00	$100.00	$0.00	0.00
01-2320-460-0-00	EXE ADM - SOFTWARE	$0.00	$500.00	$37.88	7.57
01-2320-491-0-00	EXE ADM - SUPPLIES	$35.27	$6,370.00	$995.53	15.62
01-2320-630-0-00	EXE ADM - DUES & FEES	$970.00	$7,000.00	$2,011.40	28.73
01-2320-670-0-00	EXE ADM - TRAVEL & MILEAGE	$242.62	$5,000.00	$1,847.95	36.95
	Superintendent	**$19,276.01**	**$245,000.00**	**$170,681.96**	**0.70**
01-2400-110-2-00	SEC PRINCIPAL - SALARY	$7,207.50	$86,490.00	$64,867.50	75.00
01-2400-140-2-00	SEC PRINCIPAL - CLERICAL SALARY	$2,108.70	$21,600.00	$18,986.40	87.90
01-2400-210-2-00	SEC. PRINCIPAL - FICA	$708.33	$8,300.00	$6,375.60	76.81
01-2400-220-2-00	SEC. PRINCIPAL - RETIREMENT	$920.23	$10,700.00	$8,282.92	77.41
01-2400-230-2-00	SEC. PRINCIPAL - BLUE CROSS	$1,709.36	$20,500.00	$17,093.60	83.38
01-2400-240-2-00	SEC. PRINCIPAL - WORKERS COMP	$0.00	$1,550.00	$384.94	24.83
01-2400-290-2-00	SEC. PRINCIPAL - Long Term Disability	$42.86	$520.00	$385.74	74.18
01-2400-410-2-00	SEC. PRINCIPAL - SUPPLIES	$489.55	$5,000.00	$1,158.08	23.16
01-2400-460-2-00	SEC PRINCIPAL - Computer Hdw/Soft	$0.00	$2,500.00	$0.00	0.00

01-2400-630-2-00	SEC PRINCIPAL - DUES & FEES	$480.00	$2,100.00	$1,101.40	52.44
01-2400-670-2-00	SEC PRINCIPAL - TRAVEL & EX	$0.00	$750.00	$583.94	77.85
01-2401-110-1-00	ELEM PRINCIPAL - SALARIES	$6,120.00	$73,440.00	$55,080.00	75.00
01-2401-210-1-00	ELEM PRINCIPAL - FICA	$470.57	$5,618.00	$4,235.13	75.38
01-2401-220-1-00	ELEM PRINCIPAL - RETIREMENT	$604.52	$7,254.00	$5,440.68	75.00
01-2401-230-1-00	ELEM PRINCIPAL - BLUE CROSS	$1,709.36	$20,512.00	$17,093.60	83.33
01-2401-240-1-00	ELEM PRINCIPAL - WORKERS COMP	$0.00	$1,058.00	$262.48	24.80
01-2401-290-1-00	ELEM PRINCIPAL - Long Term Disability	$31.32	$375.00	$281.88	75.16
01-2401-410-1-00	ELEM PRINCIPAL - SUPPLIES	$0.00	$7,583.00	$296.56	3.91
01-2401-460-1-00	ELEM PRINCIPAL - Computer Hdw/Soft	$0.00	$1,300.00	$0.00	0.00
01-2401-630-1-00	Elem Principal - Dues & Fees	$470.00	$2,100.00	$1,091.40	51.97
01-2401-670-1-00	ELEM PRINCIPAL - Travel, Meals	$0.00	$750.00	$0.00	0.00
	Principals	**$23,072.30**	**$280,000.00**	**$203,001.85**	**0.73**
01-2510-140-0-00	GENERAL BUSINESS - SALARY	$4,291.67	$51,500.00	$38,625.03	75.00
01-2510-210-0-00	GENERAL BUSINESS - FICA	$309.62	$3,950.00	$2,786.65	70.54
01-2510-220-0-00	GENERAL BUSINESS - RETIREMENT	$423.92	$5,100.00	$3,815.28	74.80
01-2510-230-0-00	GENERAL BUSINESS - BLUE CROSS	$1,657.18	$19,900.00	$16,571.80	83.27
01-2510-240-0-00	GENERAL BUSINESS - WORKERS COMP	$0.00	$200.00	$173.07	86.53
01-2510-290-0-00	GENERAL BUSINESS - LONG TERM DISB	$23.80	$300.00	$214.20	71.40
01-2510-315-0-00	General Business - Audit	$0.00	$5,200.00	$5,100.00	98.07
01-2510-316-0-00	General business - InfoTech	$0.00	$5,000.00	$751.47	15.02
01-2510-318-0-00	General Business - Copier Expense	$0.00	$8,000.00	$5,263.40	65.79
01-2510-342-0-00	General Business - Telephone	$392.74	$4,500.00	$3,993.95	88.75
01-2510-381-0-00	General Business - Postage	$474.00	$6,000.00	$2,913.56	48.55
01-2510-410-0-00	General Business - Supplies	$159.77	$850.00	$2,005.33	235.92
01-2510-460-0-00	General business - Software	$0.00	$8,000.00	$7,362.50	92.03
01-2510-630-0-00	General Business - Dues & Fees	$615.00	$1,000.00	$675.00	67.50
01-2510-670-0-00	General Business - Travel & Expense	$93.00	$500.00	$123.00	24.60
	General Business	**$8,440.70**	**$120,000.00**	**$90,374.24**	**0.75**
01-2610-140-0-00	OPERATIONS - SALARIES	$10,796.12	$147,800.00	$108,984.33	73.73
01-2610-141-0-00	OPERATIONS - SUMMER WORK	$0.00	$3,000.00	$0.00	0.00
01-2610-210-0-00	OPERATIONS - FICA	$818.28	$11,550.00	$8,243.43	71.37
01-2610-220-0-00	OPERATIONS - RETIREMENT	$1,066.32	$14,900.00	$10,765.14	72.24
01-2610-230-0-00	OPERATIONS - BLUE CROSS	$3,504.87	$42,050.00	$35,048.70	83.35
01-2610-240-0-00	OPERATIONS - WORKERS COMP	$0.00	$6,100.00	$4,281.64	70.19
01-2610-290-0-00	OPERATIONS - LONG TERM DISB	$57.56	$770.00	$543.06	70.52
01-2610-318-0-00	OPERATIONS - TECHNICAL	$0.00	$10,000.00	$5,209.44	52.09
01-2610-320-0-00	OPERATIONS - Lawn Care	$0.00	$10,000.00	$10,201.10	102.01
01-2610-321-0-00	OPERATIONS - NATURAL GAS	$3,469.89	$25,000.00	$19,785.77	79.14
01-2610-322-0-00	OPERATIONS - ELECTRICITY	$1,752.93	$35,000.00	$18,945.46	54.12
01-2610-323-0-00	OPERATIONS - WATER & SEWER	$809.70	$20,000.00	$10,097.90	50.48

01-2610-324-0-00	OPERATIONS - OTHER	$1,313.53	$25,000.00	$16,449.24	65.79
01-2610-410-0-00	OPERATIONS - SUPPLIES	$595.48	$19,080.00	$18,178.24	95.27
01-2620-318-0-00	MAINTENANCE- REPAIRS	$9,607.00	$20,000.00	$15,730.49	78.65
01-2620-328-0-00	MAINTENANCE PROPERTY INSURANCE	$0.00	$19,750.00	$19,739.00	99.94
	Maint & Operations	**$33,791.68**	**$410,000.00**	**$302,202.94**	**0.74**
01-2750-140-0-00	PUPIL TRANSP - SALARIES	$6,622.66	$45,000.00	$48,317.50	107.37
01-2750-210-0-00	PUPIL TRANSP - FICA	$506.15	$3,500.00	$3,693.04	105.51
01-2750-220-0-00	PUPIL TRANSP - RETIREMENT	$212.92	$4,300.00	$1,772.11	41.21
01-2750-240-0-00	PUPIL TRANSP - WORKERS COMP	$0.00	$2,650.00	$2,647.00	99.88
01-2750-318-0-00	PUPIL TRANSP - Physicals, Drug Tests, Certif	$696.00	$6,000.00	$1,994.64	33.24
01-2750-320-0-00	PUPIL TRANSP - Insurance	$0.00	$7,050.00	$7,050.00	100.00
01-2750-334-0-00	PUPIL TRANSP - Use of Personal Car	$32.67	$0.00	$680.20	0.00
01-2750-336-0-00	PUPIL TRANSP - FUEL	$1,710.80	$17,000.00	$13,804.01	81.20
01-2750-337-0-00	PUPIL TRANSP - TIRES	$0.00	$2,500.00	$970.22	38.80
01-2750-338-0-00	PUPIL TRANSP - REPAIRS	$0.00	$20,000.00	$19,661.30	98.30
01-2750-410-0-00	PUPIL TRANSP - BUS MAINT SUPPLIES	$75.98	$2,000.00	$1,772.95	88.64
01-2750-540-0-00	PUPIL TRANSP - Bus Acquisition	$0.00	$50,000.00	$50,000.00	100.00
	Pupil Transportation	**$9,857.18**	**$160,000.00**	**$152,362.97**	**0.95**
01-2760-140-1-88	SPED TRANSP - SALARY	$0.00	$5,000.00	$0.00	0.00
01-2760-210-1-88	SPED TRANSP - FICA	$0.00	$1,000.00	$0.00	0.00
01-2760-220-1-88	SPED TRANSP - RETIREMENT	$0.00	$1,000.00	$0.00	0.00
01-2760-334-1-88	SPED TRANSP - Reimb Mileage to Parent	$0.00	$3,000.00	$0.00	0.00
	SPED Transportation	**$0.00**	**$10,000.00**	**$0.00**	**0.00**
01-3535-410-0-00	State Catg Pgm: HAL supplies	$0.00	$0.00	$289.83	0.00
01-3535-630-0-00	State Catg Pgm HAL: Dues & Fees	$0.00	$0.00	$1,290.35	0.00
01-3535-670-0-00	State Catg Pgm: HAL Travel Expense	$0.00	$3,500.00	$1,022.60	29.21
01-4200-110-1-44	TITLE 1 - SALARIES	$3,565.33	$41,350.00	$31,227.97	75.52
01-4200-210-1-44	TITLE 1 - FICA	$234.99	$3,200.00	$2,050.08	64.06
01-4200-220-1-44	TITLE 1 - RETIREMENT	$352.18	$4,100.00	$3,084.65	75.23
01-4200-230-1-44	TITLE 1 - BLUE CROSS	$0.00	$13,200.00	$11,149.17	84.46
01-4200-240-1-44	TITLE 1 - WORKERS COMP	$0.00	$600.00	$147.76	24.62
01-4200-410-1-44	TITLE I - TEACHING SUPPLIES	$0.00	$1,000.00	$0.00	0.00
01-4200-670-1-44	TITLE 1 - Staff Development	$175.00	$1,000.00	$253.70	25.37
01-4210-410-0-44	Title I Accountability - Supplies	$0.00	$5,000.00	$0.00	0.00
01-4210-460-0-44	Title 1 Accountability - Computer Hdwe	$0.00	$0.00	$3,389.00	0.00
01-4210-670-0-44	Title I Accountability - Staff Development	$0.00	$0.00	$573.19	0.00
01-4404-110-0-88	IDEA BASE: SALARIES & WAGES	$0.00	$35,150.00	$11,855.98	33.72
01-4404-140-0-88	IDEA BASE - Para Wages	$1,712.81	$0.00	$7,191.08	0.00

01-4404-210-0-88	IDEA BASE: FICA	$131.03	$0.00	$1,457.54	0.00
01-4404-220-0-88	IDEA BASE: RETIREMENT	$169.19	$0.00	$1,733.95	0.00
01-4404-230-0-88	IDEA BASE: BLUE CROSS	$0.00	$0.00	$2,038.00	0.00
01-4406-410-0-88	IDEA Preschool: Supplies	$0.00	$3,300.00	$0.00	0.00
01-4410-140-0-88	IDEA PT B EN/POV: WAGES	$1,489.40	$32,500.00	$13,938.20	42.88
01-4410-210-0-88	IDEA Pt B En/Pov: FICA	$113.95	$0.00	$1,066.33	0.00
01-4410-220-0-88	IDEA Pt B En/Pov: Retirement	$147.12	$0.00	$1,347.34	0.00
01-4410-318-0-88	IDEA PT B EN/POV: CONTRACTED SVCS	$0.00	$0.00	$2,545.53	0.00
01-4410-332-0-88	IDEA Pt B EnPov: Mileage to Parents	$218.00	$0.00	$1,630.20	0.00
01-4740-670-0-00	ReVision - Travel & Meals	$0.00	$500.00	$179.00	35.80
01-4992-460-0-00	REAP - COMPUTER HDWE	$0.00	$15,600.00	$15,279.39	97.94
01-4992-465-0-00	REAP - Computer Software	$0.00	$0.00	$1,755.00	0.00
	Federal & State Programs	**$8,309.00**	**$160,000.00**	**$116,495.84**	**0.73**
01-5000-605-0-00	Debt Service- Repayment of Taxes Paid	$0.00	$36,843.00	$0.00	0.00
	Loans/Interest	**$0.00**	**$36,843.00**	**$0.00**	**n/a**
01-8000-750-0-00	TRANSFER FUNDS TO HOT LUNCH PGM	$4,500.00	$45,000.00	$20,500.00	45.55
01-8000-752-0-00	TRANSFER FUNDS TO ACTIVITIES	$2,000.00	$24,000.00	$18,000.00	75.00
	IntraFund Support	**$6,500.00**	**$69,000.00**	**$38,500.00**	**0.56**
	MAY TOTALS	**$327,842.62**	**$4,883,843.00**	**$3,116,382.28**	**0.64**
Intrafund Transfers					
01-9000-210-0-00	HOT LUNCH WAGES - FICA	$498.76	$0.00	$4,268.77	0.00
01-9000-220-0-00	HOT LUNCH WAGES - RETIREMENT	$556.34	$0.00	$4,850.78	0.00
01-9000-905-0-00	Monies to Bond Fund	$0.00	$0.00	$91,000.00	0.00
01-9000-906-0-00	HOT LUNCH SALARIES	$6,520.01	$0.00	$57,592.13	0.00
01-9001-210-0-00	ACTIVITY FUND - FICA	$0.00	$0.00	$209.08	0.00
01-9001-220-0-00	ACTIVITY FUND - Retirement	$0.00	$0.00	$222.18	0.00
01-9001-904-0-00	Monies to Spec Bldg Fund	$0.00	$0.00	$23,000.00	0.00
01-9001-911-0-00	ACTIVITY FUND EXPENSES PD	$574.35	$0.00	$9,316.86	0.00
TOTAL GENERAL FUND EXPENDITURES		**$335,992.08**	**$4,883,843.00**	**$3,306,842.08**	**0.68**

Depreciation Fund

02-2500-530-0-00	Depr Fund - Furn & Equip	$0.00	$15,716.00	$0.00	0.00
02-2500-540-0-00	Depr Fund - Bus Acquisition	$0.00	$150,000.00	$0.00	0.00
02-2500-550-0-00	Depr Fund - Vehicle Acquisition	$0.00	$50,000.00	$22,200.00	44.40
TOTAL DEPRECIATION FUND		**$0.00**	**$215,716.00**	**$22,200.00**	**0.10**

School Nutrition Fund

06-2100-140-0-00	School Nutrition - Wages	$6,501.27	$65,000.00	$55,632.11	85.58

06-2100-210-0-00	School Nutrition - FICA	$498.76	$4,584.00	$4,268.77	93.12
06-2100-220-0-00	School Nutrition - Retirement	$556.34	$5,400.00	$4,850.78	89.82
06-2100-240-0-00	School Nutrition - Workers Comp	$0.00	$1,791.00	$1,791.36	100.02
06-2100-290-0-00	School Nutrition - LTD	$18.74	$225.00	$168.66	74.96
06-2100-410-0-00	School Nutrition - Supplies	$500.37	$3,000.00	$3,194.12	106.47
06-2100-470-0-00	School Nutrition - Food	$4,673.54	$61,000.00	$47,125.99	77.25
06-2100-471-0-00	School Nutrition - Commodities	$1,418.89	$14,000.00	$11,519.47	82.28
06-2100-490-0-00	School Nutrition - Vending	$0.00	$100.00	$213.95	213.95
06-2100-670-0-00	School Nutrition - Training, Travel, Dues	$0.00	$100.00	$0.00	0.00
TOTAL HOT LUNCH FUND		**$14,167.91**	**$155,200.00**	**$128,765.21**	**0.83**
Bond Fund					
07-5000-610-0-00	Bond - Principal Redemption	$0.00	$235,000.00	$235,000.00	100.00
07-5000-620-0-00	Bond - Debt Service Interest	$0.00	$152,100.00	$82,416.27	54.18
07-5000-690-0-00	Bond - Fees	$0.00	$301,000.00	$0.00	0.00
07-9001-907-0-00	Bond - NonPgm - Monies to GenFund	$0.00	$0.00	$91,000.00	0.00
TOTAL BOND FUND		**$0.00**	**$688,100.00**	**$408,416.27**	**0.59**
Special Building Fund					
08-2515-520-0-00	Building & Sites - Building, Acq & Improv	$0.00	$978,900.00	$3,587.47	0.36
Intrafund Transfers					
08-9001-901-0-00	Non Pgm - Monies to General Fund	$0.00	$0.00	$23,000.00	0.00
TOTAL SPECIAL BUILDING FUND		**$0.00**	**$978,900.00**	**$26,587.47**	**0.03**

FRIEND PUBLIC SCHOOLS

Board of Education - Payments to be Approved
6/18/2018

Manual Checks/Funds Transfers done in May:

GENERAL FUND

Payroll Fund	May payroll	$	272,045.83
Nebraska Leadership Seminar	registration	$	200.00
Children Museum	K field trip	$	115.50
Henry Doorly Zoo	2nd & 4th field trip	$	231.00
		$	272,592.33

June Presentations:

GENERAL FUND

AccuCut	die cuts	$	1,295.70	
Activity Fund	monthly support	$	2,000.00	
Avant Assessment	spanish assessments	$	87.50	
Barone Security Solutions	fire alarm inspection	$	491.04	
Beaver Hardware	supplies	$	194.20	
Black Hills Energy	natural gas	$	129.02	
Blick	art supplies	$	265.37	
Brett or Jill Speece	reimb mileage	$	185.27	
Brothers Equipment	parts	$	119.96	
Brown & Saenger	paper	$	1,538.06	
Bryan Health	bus physical	$	263.00	
Centennial Sales	nursing supplies	$	46.28	
Central Nebr Rehab	OT, PT, Speech services	$	3,195.80	
City of Friend	utilities	$	3,156.79	
Claire Brejcha	personal care aide	$	19.00	
Computers Etc	flash drives	$	70.52	*co-op order*
Culligan	water softener	$	220.75	
Dietze Music	supplies	$	63.23	
Diode Technologies	update camera system	$	11,018.44	*REAP grant*
Drake Refrigeration	repair exhaust fan	$	863.85	
Eakes	copier use	$	271.99	
Egan Supply	janitorial	$	876.21	*co-op order*
Encyclopedia Britannica	online renewal	$	750.00	
ESU 6	SPED - LMHP	$	1,445.32	
ESU 6	technology - contracted services	$	1,454.55	
Farmers Unio Coop	fuel	$	1,333.35	
Farmers Union - Carquest	supplies	$	85.14	
Hometown Leasing	copier lease - monthly payment	$	743.44	
Houlden, Margo	mileage to conf	$	147.15	
Hulse, Kim	reimburse mileage	$	51.23	
Jay & Krista Hitchcock	FB field mowing - May	$	833.33	
Jenn Nantkes	vision therapy	$	239.18	
Kirchhoff, Randy	wash bus inside	$	14.00	
Kraus, David	reimb supplies	$	25.91	
Kraus, David	cellphone reimb	$	50.00	
Menards - North	supplies	$	15.94	
MNJ Technologies	flash drives	$	67.30	*co-op order*
Nebr Safety Center	level 1 - bus training	$	200.00	
Neopost	postage	$	50.00	
O'Keefe Elevator	monthly maint fee	$	203.08	
Perry, Guthery, Haase & Gessford	legal services	$	30.00	

Pioneer Publishing	commencement pgms	$	275.00	
Postmaster	PO box rental, envelopes	$	1,001.70	
Potter Repair	vehicle maintenance	$	1,884.87	
Presto-X	exterminator	$	133.00	
Pyramid School Products	teaching supplies	$	1,929.43	*co-op order*
Rider Classroom Spanish	textbooks	$	3,883.95	
S&S Worldwide	teaching supplies	$	5.40	*co-op order*
School Health Corp	nursing supplies	$	19.90	*co-op order*
Seward County Independent	publish legals	$	55.69	
Shred-it	paper shredding	$	81.74	
SOCS	web hosting royalty	$	2,000.00	
Stutzman, Liz	reimb supplies	$	29.59	
Unite Private Networks	WAN	$	727.27	
USBank VISA	Applebees - golf meal	$	112.00	*Activity Fund*
USBank VISA	iTunes, Dollar General - FFA supplies	$	9.50	*Activity Fund*
USBank VISA	Successories - supplies	$	233.92	*Activity Fund*
USBank VISA	Allegiant - travel reimb	$	239.00	*Activity Fund*
USBank VISA	Holiday Inn Express - state track	$	1,514.92	*Activity Fund*
USBank VISA	Walmart, DG - FACS supplies	$	40.78	
USBank VISA	Mosyle - iPad licenses	$	68.75	
USBank VISA	namecheap.com - SSL licenses	$	47.28	
USBank VISA	Amazon - flags for exchange students	$	122.52	
USBank VISA	Show Me Cables return of parts	$	(51.74)	
USBank VISA	Rainbird - sprinkler parts	$	126.73	
USBank VISA	OnePassword - subscription	$	30.67	
USBank VISA	Allegiant - travel to conference	$	1,434.00	
Virco	table	$	68.00	
WageWorks	monthly admin fee	$	160.00	
Waste Connections	garbage service	$	848.86	
Windstream	telephone	$	396.88	
Young's Welding	shop supplies	$	236.50	
	Total	$	51,777.01	
Late Presentation:				
Staff Development for Educators	workshop registration - 6 people	$	2,800.75	
	REVISED TOTAL	$	54,577.76	

FRIEND PUBLIC SCHOOLS

Board of Education - Payments to be Approved
6/18/2018

Manual Checks/Funds Transfers done in May:

GENERAL FUND

Payroll Fund	May payroll	$	272,045.83
Nebraska Leadership Seminar	registration	$	200.00
Children Museum	K field trip	$	115.50
Henry Doorly Zoo	2nd & 4th field trip	$	231.00
		$	272,592.33

June Presentations:

GENERAL FUND

AccuCut	die cuts	$	1,295.70	
Activity Fund	monthly support	$	2,000.00	
Avant Assessment	spanish assessments	$	87.50	
Barone Security Solutions	fire alarm inspection	$	491.04	
Beaver Hardware	supplies	$	194.20	
Black Hills Energy	natural gas	$	129.02	
Blick	art supplies	$	265.37	
Brett or Jill Speece	reimb mileage	$	185.27	
Brothers Equipment	parts	$	119.96	
Brown & Saenger	paper	$	1,538.06	
Bryan Health	bus physical	$	263.00	
Centennial Sales	nursing supplies	$	46.28	
Central Nebr Rehab	OT, PT, Speech services	$	3,195.80	
City of Friend	utilities	$	3,156.79	
Claire Brejcha	personal care aide	$	19.00	
Computers Etc	flash drives	$	70.52	*co-op order*
Culligan	water softener	$	220.75	
Dietze Music	supplies	$	63.23	
Diode Technologies	update camera system	$	11,018.44	*REAP grant*
Drake Refrigeration	repair exhaust fan	$	863.85	
Eakes	copier use	$	271.99	
Egan Supply	janitorial	$	876.21	*co-op order*
Encyclopedia Britannica	online renewal	$	750.00	
ESU 6	SPED - LMHP	$	1,445.32	
ESU 6	technology - contracted services	$	1,454.55	
Farmers Unio Coop	fuel	$	1,333.35	
Farmers Union - Carquest	supplies	$	85.14	
Hometown Leasing	copier lease - monthly payment	$	743.44	
Houlden, Margo	mileage to conf	$	147.15	
Hulse, Kim	reimburse mileage	$	51.23	
Jay & Krista Hitchcock	FB field mowing - May	$	833.33	
Jenn Nantkes	vision therapy	$	239.18	
Kirchhoff, Randy	wash bus inside	$	14.00	
Kraus, David	reimb supplies	$	25.91	
Kraus, David	cellphone reimb	$	50.00	
Menards - North	supplies	$	15.94	
MNJ Technologies	flash drives	$	67.30	*co-op order*
Nebr Safety Center	level 1 - bus training	$	200.00	
Neopost	postage	$	50.00	
O'Keefe Elevator	monthly maint fee	$	203.08	
Perry, Guthery, Haase & Gessford	legal services	$	30.00	

Pioneer Publishing	commencement pgms	$	275.00	
Postmaster	PO box rental, envelopes	$	1,001.70	
Potter Repair	vehicle maintenance	$	1,884.87	
Presto-X	exterminator	$	133.00	
Pyramid School Products	teaching supplies	$	1,929.43	*co-op order*
Rider Classroom Spanish	textbooks	$	3,883.95	
S&S Worldwide	teaching supplies	$	5.40	*co-op order*
School Health Corp	nursing supplies	$	19.90	*co-op order*
Seward County Independent	publish legals	$	55.69	
Shred-it	paper shredding	$	81.74	
SOCS	web hosting royalty	$	2,000.00	
Stutzman, Liz	reimb supplies	$	29.59	
Unite Private Networks	WAN	$	727.27	
USBank VISA	Applebees - golf meal	$	112.00	*Activity Fund*
USBank VISA	iTunes, Dollar General - FFA supplies	$	9.50	*Activity Fund*
USBank VISA	Successories - supplies	$	233.92	*Activity Fund*
USBank VISA	Allegiant - travel reimb	$	239.00	*Activity Fund*
USBank VISA	Holiday Inn Express - state track	$	1,514.92	*Activity Fund*
USBank VISA	Walmart, DG - FACS supplies	$	40.78	
USBank VISA	Mosyle - iPad licenses	$	68.75	
USBank VISA	namecheap.com - SSL licenses	$	47.28	
USBank VISA	Amazon - flags for exchange students	$	122.52	
USBank VISA	Show Me Cables return of parts	$	(51.74)	
USBank VISA	Rainbird - sprinkler parts	$	126.73	
USBank VISA	OnePassword - subscription	$	30.67	
USBank VISA	Allegiant - travel to conference	$	1,434.00	
Virco	table	$	68.00	
WageWorks	monthly admin fee	$	160.00	
Waste Connections	garbage service	$	848.86	
Windstream	telephone	$	396.88	
Young's Welding	shop supplies	$	236.50	
	Total	$	51,777.01	
Late Presentation:				
Staff Development for Educators	workshop registration - 6 people	$	2,800.75	
Quill	furniture	$	874.99	
	REVISED TOTAL	$	55,452.75	

2018/19 ESSA Financial Coding Information 6-07-2018

All school districts in Nebraska are required to implement a new account coding structure beginning with the 2018-19 school year. It will force all districts to report all expenditures not only the district level, but also at the school level. For example, all costs have to be split elementary vs secondary. This would include everything from maintenance to guidance counselor to busing in the General Fund, and any expenditures in the Special Building, Depreciation, or Lunch Fund. If it is impossible to break down expenditures, NDE will proportion them by school based on ADA/ADM. Some expenses were already being split, but we now have to use the Federal ESSA account structure. Again, some of the function or object codes are the same as before, but many have changed. As well, many areas will have their number of account codes doubled when we add elementary and secondary breakdowns.

NDE provided a beginning Master Account Coding Structure file containing more than 40,000 accounts. Obviously, we will not use the majority of them, but I do have to sort thru what is and is not needed, reformat all the codes, add all the account codes to AptaFund ,and then "crosswalk" our old account codes to the new ones. I have spent many hours working on this project. Our financial software vendor, Harris/AptaFund, is available, for a fee, to set up all the new codes in AptaFund, and create the mapping from the old-to-new. We plan to use this service.

Another change related to this is that instead of our auditor creating the AFR – Annual Financial Report that is our official year-end report to NDE, an upload of raw data will be done from our accounting system directly to NDE.

You can get more information from NDE at the following link:

https://www.education.ne.gov/fos/annual-financial-report-school-district/201819-essa-financial-coding-information/

Michele Johnson-Clouse

AGREEMENT (for the school year 2018-2019)

This Agreement is between Rider Classroom Spanish, LLC and Friend Public School for "virtual classroom" distance learning Spanish instructional services for the school year 2018-2019. (See calendar information below).
Rider Classroom Spanish agrees to deliver Spanish instruction for either or both Spanish 1 and Spanish 2 and to assure the school district that all state and national objectives for each level will be covered within the allotted amount of time. A Certified (Certificated) Teacher of Spanish will be the official teacher of record for the school district. Teachers will be provided by Rider Classroom Spanish and/or a separate company contracted by Rider Classroom Spanish. A copy of the Teacher Certification will be provided to the district upon request. (Rider Classroom Spanish reserves the right to use Spanish teachers that are in the process of obtaining their Certifications in Nebraska and/or those who have a "Conditional Permit" to teach in accordance with the rules set forth by the Nebraska State Department of Education –Title 92, Chapter 21 #008 "Conditional Permits". Additionally, any other teacher holding any type of approved Nebraska Teaching Certificate to teach Spanish may be allowed to teach according to the guidelines of the Nebraska Department of Education. Sometimes it may be necessary that a class is taught by a teacher with a 'Local Substitute Certification', and if so, the district agrees to make the necessary request to the Nebraska Department of Education. Also, a teacher with a 'State Substitute Certification' is permitted to teach up to the maximum days allowed by the NDE). Furthermore, Rider Classroom Spanish will follow the Nebraska Department of Education "Regulations & Procedures for the Accreditation of Schools" (sections 004.04D through 004.04D2b according to the Nebraska Department of Education website: http://www.education.ne.gov/APAC/Documents/Publications/DistanceLearning.pdf) Furthermore, the district acknowledges that this distance learning program has been approved by the district's local school board or governing body.

The school district agrees to make a 'one-time purchase' of at least a classroom set for 15 students of Rider Classroom Spanish materials from Rider Classroom Spanish, LLC prior to the beginning of the school year.* The set of 15 is $3,699 not including 5% shipping and handling. ***(*The 'one-time purchase' of materials is contingent on the school district continuing to use Rider Classroom Spanish year after year. If there is a lapse of two years of not using Rider Classroom Spanish, the school would be considered a 'new school' and therefore would need to make the minimum purchase of the set of materials. There will be no refunds given on materials).*** **The school also agrees that every student taking Spanish 1 or Spanish 2 will have access to a set of Rider Classroom Spanish 101 materials during a class period.**
IN ADDITION, the school district will pay the agreed amount of $850 per quarter in four payments throughout the school year for one Spanish 1 class; $850 per quarter for an additional Spanish I class; and $850 per quarter for one Spanish 2 class upon receipt of invoices submitted by Rider Classroom Spanish, LLC. ***If Spanish 1 and Spanish 2 are combined, it will count as two classes, and will be charged as such.***

(It is recommended that the school has a class for each level. It is more effective this way for the students). This amount has been agreed upon by both parties prior to signing this contract.

The total amount to be paid per quarter (per nine weeks) will be $2,550 (annual total $10,200). This amount is based on an estimated 1-10 students enrolled in two classes of Spanish I, and 1-10 students enrolled in one class of Spanish II and will be paid directly to Rider Classroom Spanish, LLC. If additional students are enrolled, the amount per quarter (nine weeks) may or may not increase, depending on the total number of students in the class. On the other hand, if the number of students drops, the price may or may not decrease, depending on the total number of students in the class.

Rider Classroom Spanish, LLC will provide master copies of any additional materials needed. The school district agrees to make copies of these master copies: additional materials, activity sheets, exams, (anything extra that is needed for instructional services) at the expense of the district which is basically the cost of copy paper and ink. The school district also agrees that a qualified test monitor be present during any examination or assessment to the students by Rider Classroom Spanish, LLC. Due to the nature of distance learning, the school agrees to have an adult aide present during all class sessions, if possible, to address any potential behavioral issues. The aide will take attendance for each class session. The school will provide Rider Classroom Spanish, LLC a student roster for grading purposes.

Rider Classroom Spanish, LLC will provide the answer keys for the grading of the exams and the 'monitor' in the class is expected to grade them. The Spanish Teacher will use ongoing informal assessment as well. The Answer Keys allow the monitor to grade without any knowledge of the Spanish language. The monitor will submit the students' averages to the Spanish teacher and the school's administration; however, it is the school's responsibility to enter the grades into its own grading system.

The school district also agrees to have access of the internet for real time instruction by means of video calling by Rider Classroom Spanish, LLC (which requires the use of one high quality webcam; the Logitech Quickcam Pro 9000 or better is recommended, and speakers), the capacity to view DVDs on a monitor or television. Schools must have installed/downloaded Skype, a software application for video calling on the computers in use for the distance learning program. (Video calls for Skype to Skype customers are free). It is the responsibility of the school district to have sufficient broadband speed (384 kbps) for highest quality video calls. It is recommended, but not necessary, that the class session is in a computer lab for the highest instructional efficiency possible and to facilitate the transition between both synchronous and asynchronous instruction. Furthermore, it is understood that technology and the internet are not flawless, and there could be interruptions of service during class time. Rider Classroom Spanish 101 DVD program and other activities assigned by the instructor will be the backup method for asynchronous instruction (instruction not dependent on real time interaction).

A typical class session daily will be divided into two equal sessions: a real time instruction during either the first or second half of the class period, and a work session

during either the first or second half of the class period. The real-time session will have live interaction between teacher and students via the internet, and the work session will be a time that students are working on assignments, the DVD sessions and any other activities that directly relate to the Spanish instruction. The work session is when the need for an adult monitor from the school is especially required.
Additionally, if for any reason, the Certificated Spanish teacher is not able to continue teaching at any time during the school year, it will be understood that Rider Classroom Spanish, LLC, reserves the right to provide the district with a temporary substitute until another Certificated teacher is hired according to the State Department of Education guidelines.
The school district agrees to allow Rider Classroom Spanish, LLC to teach according to the calendar described below:

First quarter: August 16-October 19	**46 teaching days**
Second quarter: October 22-December 20	**41 teaching days (end of 1st semester)**
Third quarter: January 3 -March 8	**47 teaching days**
Fourth quarter: March 11-May 17	**45 teaching days (end of 2nd semester)**
	179 total teaching days

We have four nine-week terms (more specifically, four quarters). We do not teach during November 21-23 (Thanksgiving Break), December 21-January 2 (Winter Break), and March 18-22 (Spring Break). If your school is in session during any of the days that our Spanish teachers do not teach, Rider Classroom Spanish, LLC will provide additional work for the students of Spanish I and II.

The school district agrees to allow Rider Classroom Spanish teachers to have all students' semester exams and averages graded and submitted to the school by December 20, 2018 for the first semester, and by May 17, 2019 for the second semester, and by the end of each quarter for the nine-weeks' grades.
This schedule takes into account that not all schools are on the same calendar. Also, not all schools take off certain holidays, but our Spanish teachers are scheduled to work on numerous holidays. This allows our Spanish teachers and all classes to be on the same schedule and still meet the requirements of the amount of teaching days.

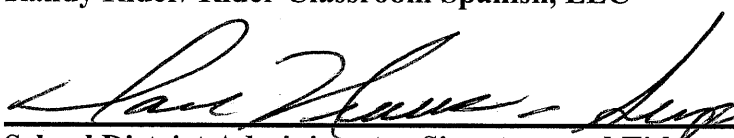
Rider Classroom Spanish, LLC will make every attempt to work around the school district's daily classroom schedule, providing a dedicated Certificated teacher for each class (not sharing a teacher with another school at the same instructional time). However, if there is no other option available at the time the district formally signs on for Spanish classes, Rider Classroom Spanish, LLC reserves the right to have the live synchronous instructional session at anytime within the school's regularly scheduled class period. (i.e., if the class begins at 8:35, but the Spanish teacher may not be able to call in until 8:45). The school will still be guaranteed the same amount of minutes that equal at least half of the entire class period. They will not lose any instructional time because of a later, or earlier, call in time.

Because of the challenges to provide each class with a Certificated Spanish teacher, Rider Classroom Spanish, LLC reserves the right to replace teachers at any time throughout the school year. This will not be necessary in most cases; however, with numerous classes and various schedules, if we lose a teacher or two, we do need that option to provide the students with the best quality distance learning program we can. The district accepts this policy and although the students may get accustomed to working with a teacher, we still must reserve the right to move our teachers when needed. We will still provide live daily interaction with a Spanish teacher combined with the option of online learning using our Moodle site, located at www.riderclassroomspanish.com/moodle. Since Moodle.org is a separate educational platform, Rider Classroom Spanish, LLC is not responsible for technical issues associated with Moodle.

It is also understood that because we fill up our schedules quickly, we must work on a first-come, first-served basis. The longer a school district waits to sign on with Rider Classroom Spanish, LLC, the more difficult it will be to accommodate their needs including schedules, choice of teachers, etc.

The school district's administrator has read and understands all correspondence from Rider Classroom Spanish, LLC regarding the Policies, Pricing and Procedures of the distance learning program. The administrator has also read the document, "Grading, Exams, and Dates of the Submissions of Averages and Daily Class Schedules". This Agreement can be modified or cancelled at any time provided that both parties are in agreement, and the change or cancellation must be in writing. By signing this Agreement, the School District Administrator also confirms that the local School Board of Education or governing body has approved this.

Randy Rider/ Rider Classroom Spanish, LLC **Date**



School District Administrator Signature and Title 5/29/20 **Date**

Friend Public School

Preschool Handbook

2018-2019

Friend Elementary School

501 S. Main Street

Friend, NE 68359

David Kraus, Superintendant

Elizabeth Stutzman, PreK-12th Principal

Abby Brandt, Early Childhood Education Teacher/Kindergarten

Allison Meints, Early Childhood Education Teacher/Preschool

Welcome!

The early childhood staff welcomes you to Friend Public School. The purpose of this booklet is to give you information about our program. We welcome your questions and comments.

Please feel free to visit the preschool often.

Board of Education

Paul Segner -President

Scott Spohn- Vice President

Nancy J. Vossler- Treasurer

Nate Klenke-Member

Jamie Tuttle- Member

Scott Vyhnalek- Member

Michele Johnson-Clouse - Secretary

Early Childhood Staff

David Kraus, Superintendant

Elizabeth Stutzman, PreK-12th Principal

Abby Brandt, Early Childhood Education Teacher/Kindergarten

Allison Meints, Early Childhood Education Teacher/Preschool

Important Phone Numbers and Email Addresses

David Kraus, Superintendant: 402-947-2781 or david.kraus@friendschool.org

Elizabeth Stutzman, PreK-12th Principal 402-947-2781 or liz.stutzman@friendschool.org

Abby Brandt, Kindergarten 402-947-2781 or abby.brandt@friendschool.org

Allison Meints, Preschool: 402-947-2781 or allison.meints@friendschool.org

Mission and Goals

Friend Public School

Philosophy of Education

The primary responsibility of the Friend Public School is to provide educational opportunities and experiences that meet the intellectual, social, physical, vocational, technological, cultural and aesthetic needs necessary for the development of the individual as a worthy member of society. The **educational** process shall be based upon the needs of the local and global community utilizing democratic principles. These principles of democracy shall be perpetuated by stimulating an appreciation of one's social responsibilities and be developing the interests and abilities enabling the student to assume the obligation to him/herself and society as well as respect for law, order and the rights of others.

Mission

The mission of Friend Public School is to provide integrated educational opportunities that will serve the unique needs of all students.

Beliefs

- All people, including parents, teachers and children, learn from each other
- Learning opportunities should use the child's strengths to foster social and academic achievement
- True learning is a permanent internal change that can be observed through changes in academic and social behavior in a variety of settings
- Learning occurs best when the learners are actively involved and the activity has a purpose to the learner
- Communication is a learned behavior that is both verbal and nonverbal
- School experiences are only a small part of a child's total life experiences with families, communities and cultures

TUITION

It is the goal of the Friend Public School's Preschool to provide quality, affordable early childhood experiences for all children. Therefore, **The Friend Board of Education will, at its discretion, waive all tuition fees for preschool attendance**, for the 2017-2018 school year.

Preschool Schedule

Arrival to school – hang up coats/backpacks, wash hands, and sign-in

Circle/Music/Calendar Time – a time to sing songs, work on the calendar, and share show-and-tell

Centers – students choose from a variety of play activities, learning through play and interacting with teachers and classmates

Story Time – interaction with a book to relate to the monthly unit

Small Group Time – children engage in more teacher-directed activities that relate to the monthly unit or pre-academic skills

Outside/Gym Time – physical activity at the end of a busy session helps to release energy as well as develop motor skills

Dismissal – go to the bus or find our parents to go home

Before and After school Supervision

The Friend early childhood staff will not provide before or after school supervision. If you are providing transportation for your child, please arrive no earlier than 5 minutes before class. Please contact the school office if you will be arriving late to pick up your child, so that staff can reassure your child you are on your way.

School Calendar

The Friend early childhood program will follow the Elementary School calendar. If there is no school at the elementary school, there will be no preschool. If there is an early out scheduled on the calendar at 12:30, the morning preschool will stay until 11:15. If there is a 12:30 early out, there will be no preschool in the afternoon. If there is an early out scheduled on the calendar for 2:30, the afternoon preschool be dismissed at 2:30.

Preschool will have class on Monday, Tuesday, Wednesday, and Thursday. There is NO preschool on Fridays.

Snow Days

In the event of inclement weather, school cancellations will be broadcast on local television channels as well as on local radio stations. A message will also be receive through our Blackboard Connect System. Specific information regarding school closing information will be posted on the school webpage (http://www.friendbulldogs.org/). The early morning news hour is the best time to listen to school closings.

Tornado, Fire, and Intruder Drills

Tornado, fire, and intruder drills will be held periodically throughout the year to ensure proper procedures in case of emergencies. Each classroom will have exit routes posted. To prevent anxiety among the children about each drill, the early childhood staff talks about these drills ahead of time. We discuss why we have the drills and what sounds they might hear. Please talk to your children about tornado and fire safety at home and practice your own emergency plan, too.

Library

Preschooler children will be allowed to check out one book when they attend library. As with the older students the students must bring the book they currently have checked out back before being able to check out another one.

Meals

Preschool receives snack only (teacher decision)

Visiting the building

Due to possible distraction, supervision concerns and liability, students are not allowed to have a student visitor follow them through their class schedule. Any deviations from this practice must be granted by the principal prior to the visit. For the safety of students and staff, all visitors (parent, patrons, etc.) must sign in at the main office.

Parents of students are encouraged to visit school. Visitors are required to report to the office upon arrival. Parents picking up students early should go to the office. The secretary will notify the preschool staff that you are waiting.

Friend School Parking

The safety of the children is our primary concern and we request parents use extreme caution. Preschool students may be dropped off and picked up on the West side of school, by the playground gate. If you are planning on staying at school for an extended period of time, please park in a stall in the front of the school or in the East parking lot. If you arrive early, your child should go to the playground (weather permitting) or the West gym corridor (inclement weather). Both arrival locations are supervised by the Friend staff.

Attendance

Preschool attendance is not mandatory. With that said, children should come regularly in order to gain the most from their preschool experience. The more the children are able to practice pre-Kindergarten skills, the better prepared they are for Kindergarten.

Please contact the school by phone if your child will be absent from school. Efforts will be made to contact parents if a student is absent and no contact has been made with the school. This practice will help insure the safety of students in the preschool. Parent's cooperation is appreciated.

Student Valuables

Please limit the number of items brought from home to school. There is always a risk of the item being broken or misplaced. The preschool student must keep the items they have brought from home in their backpacks. The school is not responsible for these items if they get lost or broken.

Playing Outside

The preschool students will try to go outside daily, weather permitting. Please dress your children appropriately for the season. Also, remember to have your child wear appropriate shoes

to preschool. Flip flops, dress shoes and cowboy boots are not appropriate to run on the playground or in the gym. Flip flops with straps around the heel are best if your child needs to wear flip flops.

Support Services for Children

Special Education services are available to students who qualify for services. If you have a concern about your child's development (cognitive, fine or gross motor, speech, social-emotional development, hearing or vision concerns) please visit with Mrs. Meints, Mrs.Stutzman, or Mr. Kraus. The services are free to you as a family and we are willing to help however we can.

Health

Bringing Medicine to School

Friend Public School recognizes that at the present time, many children are only able to attend school because of the effective use of medications in the treatment of chronic disabilities or chronic and acute illnesses. Any student who is required to take medication during the regular school day must comply with the following school regulations.

1. Written authorization signed by the parent will be required for prescription medicine and will include:
    a. Child's name b. name of medication c. time to be administered

    d. dosage e. duration

2. Prescription medications **must** be in the prescription bottle from the pharmacy otherwise they will **not** be administered at school.
3. Parents should check with the physician on the timing of medications. It may be possible to eliminate the need to give medications during school hours.
4. Over-the-counter medications brought from home will only be dispensed if in original container and a written authorization has been signed by the parent containing the same information as under #1 of this policy.
5. The parents of the child must assume responsibility for informing the school of any changes in the child's health or change in medication.
6. The school district retains the discretion to reject requests of administration of medicine.
7. Medication will only be dispensed by the school nurse or those appointed to do so by the school principal.

Exclusions for Health Reasons

Please do not send your child to school if they have a fever or have vomited the evening before or the morning of a school day. Student's who become ill while at school will be sent home when:

*they have a temperature of 100 degrees or above

*they vomit

*diarrhea (3 times during attendance)

Children should be fever free for 24 hours before returning to school. Students with contagious disease may be excluded from school.

- Whooping cough – only when cough has completed its duration or with a doctor's permit
- Chicken Pox – when all scabs have dried up or disappeared, or with a doctor's permit
- Pink eye – until recovery
- Measles – two weeks from first appearance, or with doctor's permit
- Impetigo – only with doctor's permit
- Mumps – until all swelling in front of ear has disappeared or with a doctor's permit
- Scabies/head lice – written permission from doctor and/or parent. Specify treatment
- Scarlet fever – doctor's permit

Student Injuries

In the event of an accident, it is essential that a current listing of emergency numbers be provided to the school. 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 the injured child or locate you.

Birth Certificates and Immunization Records

It is required for preschool students to have a copy of their birth certificate and current immunization on record.

Please contact Michelle Schiffern, who is the school nurse, with any questions.

Additional Items

Every child's backpack should have an extra set of seasonally appropriate clothing. This includes: socks, underwear, shorts or pants, shirts (short or long-sleeved).

Dress Code: Tank tops warn to school should have a 2 inch width shoulder. Spaghetti strap tank tops or dresses are not appropriate for school.

Girls' jewelry: Dangly type or hoop type earrings are not safe for a Preschool student to wear. Earrings could get caught while playing in the classroom or outside at recess.

Friend Preschool Curriculum

The information provided below will describe the preschool program for Friend Public School. The hope is that by sharing this information with you, you as parents and caregivers, will be better able to help your child use and make the most of what they learn in preschool.

Curriculum

Teaching Strategies GOLD is an authentic, observational assessment system for children from birth through kindergarten. It is designed to help us to get to know the children well – what they know and can do, and their strengths, needs, and interests. There is very little direct testing required in order to obtain this information.

All students in the preschool program will be followed throughout the school year using the GOLD system. The information we gather will be shared with you in the fall and spring during visits.

Themes and Units

During the school year we will cover different themes and units. Please let me know if you would like to join us to share your expertise on any of the topics.

Peek at the Week

At the end of each week, for each Preschool class, a copy of the Friend Preschool note will be placed in your child's preschool folder or envelope. This sheet will highlight what will be addressed during the week pre-academically and socially. At times there will be ideas included for home related to our theme. It will also have a note regarding upcoming events and sometimes make a request for needed items from home or ask for parent assistance with an activity.

Read through the weekly note over the weekends with your child. You may do your own preparation for the upcoming week's theme by looking through books, talking about an experience you have had or finding information about this topic on the internet.

Monthly/Snack Calendar

We will send home calendars at the end of each month so that you know what is coming up for the next month. Put these calendars up so that you and your child can view them easily. This helps the children anticipate and plan for their days at preschool. Children may also benefit from crossing off each day on the calendar before bedtime to help them see when their next preschool day will be.

Show-and-Tell

Students are assigned show-and-tell which is held on Thursdays. Talk with your child about the show-and-tell item so that he/she feels more comfortable telling the class about it. **We ask that children do not bring toy weapons to school since it is against school policy.** There may be times when we invite all the children to bring certain items from home to relate to the monthly unit. Look for this information on the monthly calendar or in a separate note sent home.

Backpacks/book bags

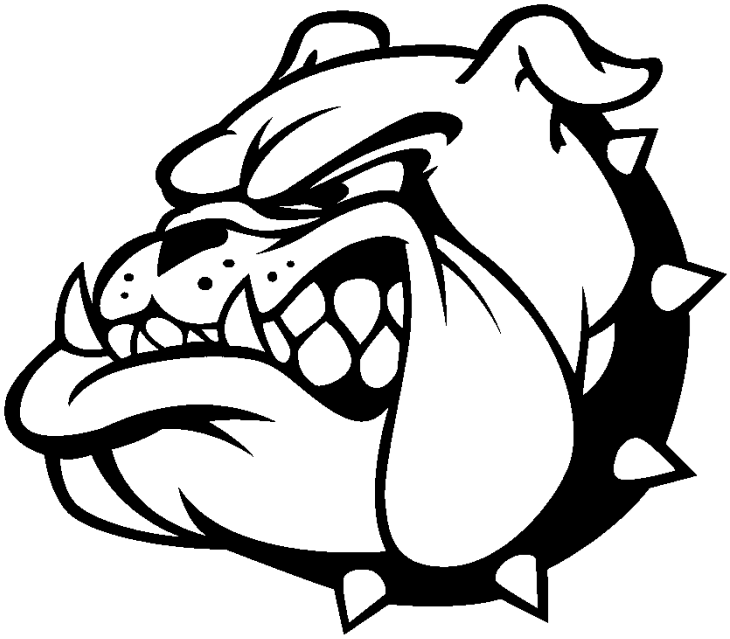
Your child needs to bring a book bag or backpack each day to preschool. The children usually have at least one paper each day to bring home, as well as teacher notes, calendars, book order forms and their own artwork and projects.

Birthdays

When your child has a birthday, you may bring/send treats for your child's class. The children who have birthdays in the summer will have "half-birthdays" assigned about six months from their actual birthday. The date that we will celebrate your child's birthday will be noted on the calendar. If your child's birthday falls on Friday, Saturday, or Sunday we usually celebrate it on Thursday or Monday.

Come visit us any time. Enjoy the school year!

Friend Public School



2018-2019

Elementary Student Parent Handbook

Any day a student is absent, parents are to contact the school at 947-2781 to inform the office of the nature of the absence, and how long parents anticipate the child to be out of school.

This handbook is intended to provide general information about the operation, practices, and procedures of the school district. It also sets forth the rules and regulations of the school and the behavioral standards for students. The student handbook does not form a contract, and the Board of Education may change the rules, regulations, or handbook provisions at any time.

TABLE OF CONTENTS **PAGE**

Staff 3

Mission and Philosophy Statement 4

Instructional Goals 4

Entrance Requirements to Friend School 4

Academics 5

- Multicultural Education Philosophy
- Guidance Program
- Special Education Identification
- Promotion/Retention
- Report Cards and Mid – Quarter Report Cards
- Parent Teacher Conferences
- Late Work and Missed Work Policy

Attendance……5-7

Students Rights, Conduct, Rules and Regulations 7-13

- Discipline Policies
- Discipline Philosophy
- Student Conduct
- Grounds for…
  - Short – Term Suspension
  - Long – Term Suspension
  - Expulsion
  - Mandatory Reassignment
- Other Forms of School Discipline
- Student Law Violations
- Due Process Procedure
- Hearing Procedure

Additional Student Conduct Rules 13-14

- Classroom Conduct
- Conduct at Activities
- Playground Rules
- Hallway Rules
- Lunchroom Rules
- Bus Conduct
- Field Trip Conduct
- Bullying

Specific Rule Items 14-17

- Visitors
- School Visitations by Parents/Guardians
- Playground
- Lost and Found
- Accidents
- Appropriateness of Items at School
- School Parties
- School Lunches
- Gum and Candy

Searches of Student's Property
Police Questioning of Students
Bicycles
Regular Bus Riders – Not Riding
Closed Campus
Classroom/Teacher Assignments
Tornado – Fire – Intruder Drills
Electronic Devices/Lasers
Telephone Use
Chain of Command
Before and After School Time
Insurance
Posters and Signs
Enrollment Cards
Cancellation of School
Copyright and Fair Use Policy

Student Health 17-19
Immunizations
Medical Exclusion
Communicable Diseases
Medication
Alcohol and Illicit Drug Use
Smoking

Internet Safety 19-21

Student Fees and Appendix "1" 21-24

State and Federal Programs 25-34
Section 504 Plan
Discrimination and Harassment Policy
FERPA
Staff Qualifications/NCLB
Student Privacy
Parental Involvement
Homeless Students
Breakfast and Lunch Program
Asbestos

STAFF

Superintendent……..Mr. David Kraus
Principal……..…Mrs. Elizabeth Stutzman

Teachers:

Preschool ……..……Mrs. Allison Meints
Kindergarten……...Mrs. Abigail Brandt
1st Grade…..…….Mrs. Kelly Kraus
2nd Grade……...Mrs. Sadie Jones
3rd Grade……Mrs. Alexandra Clouse
4th Grade……..Mrs. Stephanie Svehla
5th Grade ……..Mrs. Lori Vyhnalek
6th Grade……..…Mrs. Sue Eigsti

K-6 Resource……...Mrs. Amy Wiese
K-12 Resource……Mr. Clayton Moore
Title 1 ……Mrs. Kristen Sherman
Speech/Language..…Mrs. Linda Hennessey
P.E. …….....Mr. Scott Kraus
Vocal Music/Band..…Miss Devin Rethman
Art …….....Mr. Brian Arp
Media/Tech……Mrs. Tressa Beckler

Para-Professionals:

Mrs. Cortney Kenney
Mrs. Mary Kenney
Mrs. Joyce Nickel
Mr. Jon Schluter
Mrs. Cindy Stutzman
Mrs. Taylor Moore

Bus Drivers:

Mrs. Ruby Hulse
Mr. Dave Michl

Kitchen:

Mrs. Dawn Schluter
Mrs. Alison Riley
Mrs. Mary Kay Weber

Office Support:

Mrs. Kim Hulse
Ms. Michele Johnson-Clouse
Mrs. Deb Segner

Custodial:

Mr. Justin Kirchhoff
Mrs. Deb Hulse

MISSION STATEMENT OF FRIEND PUBLIC SCHOOL

The mission of Friend Public School is to provide quality educational opportunities that will serve the unique needs of all students.

PHILOSOPHY OF EDUCATION

The primary responsibility of the Friend Public School is to provide educational opportunities and experiences that meet the intellectual, social, physical, vocational, technological, cultural and aesthetic needs necessary for the development of the individual as a worthy member of society. The **educational** process shall be based upon the needs of the local and global community utilizing democratic principles. These principles of democracy shall be perpetuated by stimulating an appreciation of one's social responsibilities and be developing the interests and abilities enabling the student to assume the obligations to him/herself and society as well as respect for law, order and the rights of others.

INSTRUCTIONAL GOALS

The instructional goals of the Friend Public School are as follows:

- To encourage the participation of students, faculty, administration, the Board of Education and the community in the development of a unified and comprehensive program;
- To provide the system with facilities and equipment needed to develop the programs of the school and to maintain faculty and staff, which accepts and works toward these responsibilities;
- To incorporate in the curriculum certain essential knowledge and skills needed by all individuals for daily living;
- To improve an academic program cognizant of each students' needs and abilities;
- To provide for the mental and physical well being of each student through a coordinated program at all grade levels;
- To instill in students an appreciation of the beauty in Fine Arts which will enable them to enjoy and contribute to their cultural and aesthetic heritage;
- To maintain a program which encourages students to participate in activities outside the academic area which will enable them to enlarge their total educational and cultural development;
- To produce in the students a positive self-concept with growth in the moral aspects and responsibilities of life;
- To promote communication, cooperation and acceptance between the school and community by encouraging the mutual participation in civic and school activities;
- To include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and European Americans;
- To place special emphasis on sensitivity toward all races and cultures.

ENROLLMENT IN FRIEND PUBLIC SCHOOLS

The State of Nebraska and the Friend Board of Education each have specific required information that each student must submit prior to the initial entrance of a Friend Public School:

- Birth Certificate.
- Written evidence of a health examination by a qualified physician and administered within six months prior to entrance. This includes all incoming kindergarteners and all students transferring from out of state. (Required immunizations are listed on page 22.)
- A record of immunization as determined by state law and the Nebraska Department of Health regulations.
- Vision exam
- Prior school records and grades, when applicable.
- A copy of Court Order of Guardianship if child is not with legal parent.
- Upon entering the Friend Schools, parents and students will be given forms and a Student Handbook. The forms should be returned to the school upon the requested date.
- This handbook outlines the policies and procedures of the district.

In addition, these programs are offered: Title 1, free and reduced lunch, transportation, speech and language services, resource program, and a High Ability Learner program.

ACADEMICS

MULTICULTURAL EDUCATION PHILOSOPHY
It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

GUIDANCE
Counseling seeks to help students assume responsibility for making plans and decisions. The counselor gathers and organizes information about students from conferences with parents, teachers, students, grades, standardized test scores, and information forms.

SPECIAL EDUCATION IDENTIFICATION
All children with disabilities, 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 eligible for these services. The school newsletter contains information about services, coordinates and provides two annual "Wellness Days" conducted by the district.

PROMOTION and RETENTION
Decisions on promotion and retention are made primarily by the classroom teacher. In some cases, more input may be gained from additional teaching staff, administrators, support staff, and parents. Friend Public School staff will strive for consensus among all these stakeholders.

REPORT CARDS/PROGRESS REPORTS
Report cards are sent home at the end of each quarter.
Progress reports are sent home on a need by need basis and include news updates for the school.

PARENT – TEACHER CONFERENCES
Parent - Teacher conferences are held twice each school year, once in during the first quarter and once during the third quarter. Parents are highly encouraged to attend both conferences. Participation in your child's education sends a strong message to your child(ren).

LATE WORK ASSIGNMENT POLICY
Each student is responsible for their missed assignments when they are absent or just not turned in on time. The student should see each teacher to verify the assignments or homework needed to make-up the work missed or not completed. This may be the same assignment done in the classroom or other work that may be substituted. Late assignments will fall under the following guidelines:

1. Late work does not have to be accepted after ten (10) school days. Work turned in after that time does not have to receive credit. Teachers or administrators may approve special timetables for make-up work in special circumstances.
2. Each grade level will give students a late-assignment policy that will be followed in that class. This policy may be stricter than noted above, but not more lenient. A student is responsible to know these policies. The teacher may note what deductions of the grade may occur for late assignments and other guidelines that pertain to make-up or late work.

MISSED WORK ASSIGNMENT POLICY
It is the student's responsibility to make up any work or tests missed due to being absent. Students will be given 2 days make-up time per day of absenteeism. The maximum make-up time will be 5 school days. After that time, no credit has to be given for the work/assignments. Teachers or administrators may approve special timetables for make-up work in special circumstances. It is the parent's responsibility to meet with the teachers to gather their child's (ren's) assignments.

STUDENT ATTENDANCE

Friend Elementary has taken steps to ensure the accounting and safety of all students. In order to accomplish this we must have the support of the home. Therefore...

1. **The day of the absence, parents are to contact the school at 947 - 2781. Inform the office of the nature of the absence, and how long they anticipate their child to be out of school.**
2. These calls should be made between 7:45 a.m. and 8:45 a.m. so we can check on the safety and whereabouts of our students.

3. The school will contact parents at numbers listed on the enrollment card, i.e. home phone number, work numbers, and emergency numbers when prior notification has not been received.
4. **We also request a note be given to the office following the absence.**
5. If homes do not have phones, it still becomes the parent's responsibility to notify the school of the absence.

ATTENDANCE POLICY and PROVISIONS

School is a full time job; therefore, students are expected to be in attendance for all classes throughout the year. **Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their potential.** State law requires students to be in attendance a minimum of 1032 hours a year. (**Nebraska State Law 79 - 209) A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.(Policy No. 5008).**

2. When a student accumulates the equivalent of (5) absences during any quarter, a conference may be necessary to determine what can be done to improve the attendance pattern as well as administrative investigation into the absences.

3. **Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students**

4. Students are considered tardy if they are not in their assigned classrooms when class begins at 8:10 a.m. When students are tardy, they should report to the main office to receive an "admit slip" to class.

   Possible Consequences include, but are not limited to:
   a. Mandatory before/after school study time.
   b. Mandatory parental conference.
   c. Referral to County Attorney.
   d. Referral to Law Enforcement Agencies.
   e. Referral to Social Services for educational neglect.
   f. Retention at grade level.
   g. Possible school suspension.
   h. A doctor's verification of illness.

5. Students who are absent from school for all or part of a day must bring a note from their parent/guardian or have the parent/guardian call the school prior to 8:45 a.m. on the day of the absence. Notes should be brought with the student upon their return to school. **If no note or phone call is received within 1 day, the absence will be considered unexcused.**

6. Students who want to leave at any time during the day must have permission from their parents. This permission may be obtained by having the parent call the school or by bringing a note. Any other requests will be denied.

7. Excessive Absenteeism:

   a. **Twenty Excused Absences**. If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.
   b. **Twenty Unexcused Absences**. If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.
   c. **Other.** A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

8. The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or

excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

A student is considered truant if he/she is not in their assigned classroom and does not have permission for the absence. Students who are determined to be truant from school will be subject to the following consequences:

a. First Offense – Parental contact made in order to determine student's absenteeism. The parent is given a chance to locate the child and return him/her to school. If the child is not located, the police are notified of the truancy. The child will make up the time and assignments that are missed during their absence.
b. Second Offense – Same as the first offense with the addition of one (1) day of in-school suspension.
c. Third Offense – Same as the first offense with the addition of two (2) days of in-school suspension and referral to the County Attorney and/or Child Protective Services.
d. Fourth Offense – Suspension from school with the recommendation for alternative education services.
e. Students truant from school will have (5) school days upon their return to school to earn credit for any missed work and tests.

STUDENT RIGHTS, CONDUCT, RULES, and REGULATIONS

DISCIPLINE POLICIES

The basis for an education is to prepare the student for the demands of the adult world, its challenges and its problems. The rules and standards of student conduct contained herein are intended to provide notice to students as to the conduct prescribed or required of them and of the responsibilities of the students in the Friend Public School System. Students are required to conduct themselves in a respectable manner, be considerate of other pupils' rights and make the best use of the opportunities available. Permission to remain in class is based on good behavior. Attendance ends as soon as the pupil shows an unwillingness to observe the regulations of the particular class and shows lack of cooperation.

The rules and standards in this section apply to all school buildings or any school ground during, immediately before, or immediately after school hours. They also apply to any school-sponsored function or event whether on or off school grounds. This section does not define all types of aspects of student conduct: however, the Board of Education has the responsibility to set forth policies, rules, and regulations to help students conduct themselves in a proper manner as reasonably good citizens of the school community.

DISCIPLINE PROCEDURE

Timeout #1= The student will put a *yellow card* by their name on the timeout chart to remind them to slow down and think about their actions, the student received a timeout because they broke a classroom expectation set by the classroom teacher.

Timeout #2= The student will put a *red card* by their name on the timeout chart to remind them to stop and think about actions. A second timeout means the student has broken two classroom expectations set by the classroom teacher. A note will also be sent home to the parent/guardian detailing the expectations broken. The parent/guardian will sign and return the note the next school day with the student.

Timeout #3=The student will put a *black card* by their name on the timeout chart, and they will spend time in the Principal's office. Parent/guardian will be contacted.

DISCIPLINE PHILOSOPHY

It is the intent of the district's discipline philosophy to provide clearly stated classroom rules, be consistent, use logical consequences when possible, and communicate with parents. Teachers are encouraged to contact parents when problems arise. Likewise, parents are encouraged to maintain this two-way communication.

STUDENT CONDUCT

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Friend Public School, all students are expected to refrain from the following conduct.

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

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

a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
b. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
c. 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;
d. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
e. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
f. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
g. Public indecency;
h. Sexually assaulting or attempting to sexually assault any person. In addition, 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, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
i. Truancy or failure to attend assigned classes or assigned activities;
j. Tardiness to school, assigned classes or assigned activities;
k. 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, national origin, or religion;
l. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).
m. Willfully violating the behavioral expectations for those students riding Friend Public School buses.
n. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
o. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.
p. In addition, a student who engages in the following conduct that occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    a) The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
    b) The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
q. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
    a) Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
    b) The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
    c) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

d) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

r. Student Appearance Policy: Students at Friend Public School are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

1. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps - straps less than 1", "Tarzan" shirts, sagging pants);
2. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
3. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play”;
4. Head wear including hats, caps, and bandanas;
5. Clothing or jewelry, which exhibits nudity, makes sexual references or carries double meanings.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The Principal or Superintendent will make the final decision regarding attire and grooming. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student will have the opportunity to change clothing, and the student may call home for proper apparel. If the student will not change clothing, or other clothing cannot be found, or clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day.

Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

FORMS OF SCHOOL DISCIPLINE

Short-term suspension*:*

Students may be excluded by the Principal or his designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

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

The following process will apply to short-term suspensions:

1. The Principal or the Principal’s designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what 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.
3. 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. 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.

Long-term suspension:

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

Expulsion*:*

1. Meaning of Expulsion. Expulsion shall mean 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. The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within 5 days of notice of expulsion or long term suspension by the school, if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: (a) interference with an educational function or school purpose, or (b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the Hearing Examiner files the report of his or her findings with the Superintendent, if the Principal has made a determination as above described.
2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as 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, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.
4. 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 meet 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.

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 need 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 receive

counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions, detentions, or time-outs during the day. When in-school suspensions, detentions, time-outs, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

A principal (or designee) may determine that it is necessary to exclude a student from classes. In-school suspension or time-out may be used as an alternative to out-of-school suspension. The decision to remove a student from the classroom setting is made after a staff member has investigated the facts. Every attempt to notify the parent/guardian in a timely manner will be made, but it is important to understand that parents are not always readily available when a decision to exclude a student needs to be made. Disruptive behavior during the school day may result in an immediate time-out period spent in an isolated area, if available. The time-out will not exceed one (1) full day. In-school suspension will not exceed more than three (3) consecutive school days. Students are expected to complete class assignments and /or other assigned material during this time, and they will receive classroom credit for work appropriately completed.

REPORTING STUDENT LAW VIOLATIONS

(1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.

(2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, 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 the officer and regarding 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, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

(3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Friend Public School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

(a) Knowingly possessing illegal drugs or alcohol.
(b) Assault.
(c) Vandalism resulting in significant property damage.
(d) Theft of school or personal property of a significant nature.
(e) Automobile accident.
(f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

DUE PROCESS PROCEDURE

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, 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.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said 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 or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
   (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
   (c) A statement explaining the student's right to a hearing upon request on the specified charges.
   (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
   (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and

disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

(f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.

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. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment 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.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Friend Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. Legal counsel may represent the student or the student's parents or guardian or both. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.

8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations, which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

ADDITIONAL STUDENT CONDUCT RULES

The following additional student conduct rules are established. Failure to comply with such rules, including repeated violations, is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

CLASS CONDUCT

The basic right of class membership is contingent on non-infringement of the rights of others. The classroom teacher shall maintain a proper atmosphere conducive to good instruction. Pupils will conduct themselves in a respectful manner, be considerate of other people's rights, and make the best of the opportunities available. Faculty, staff, and substitute teachers will be addressed as Mr., Mrs., Miss, Ms., or Dr. depending on their preference. The privilege to remain in class is based upon good behavior. No cursing or abusive language will be tolerated. Offenders may be suspended from the class or from school. Students are not permitted to sit on tables or counter tops and are prohibited from placing their feet on top of tables, chairs, or counter tops.

Any school sanctioned or sponsored event is considered a legal extension of the classroom and all school rules apply. This includes activities at other locations as well as local events.

STUDENT CONDUCT AT ACTIVITIES

We encourage and expect parental support in the fostering of proper conduct at all school activities, elementary and high school. Students are subject to school rules while attending school-sponsored events.

PLAYGROUND RULES

1. Always follow directions of playground supervisors.
2. Be kind, respectful, honest, and courteous to everyone.

(Fighting, kicking, hitting, leaving people out of games, and saying mean things are not allowed.)

3. Use safety at all times when playing on the playground equipment.
    - Keep hands and feet inside the slide
    - No jumping out of swings
    - No standing in swings
    - No climbing or walking on tunnels
    - Students are not allowed to play tag on or around the equipment
4. When playing a game, be fair, take turns, and show good sportsmanship.
5. Ask for permission BEFORE you….
    Go back into the school
    Get a ball out of the street
6. No cutting in line or saving spots in a line for a classmate.
7. Enter and exit the school quietly – use your "indoor voice."

HALLWAY RULES

Always walk, do not run. Talk softly so other classes are not interrupted.

LUNCHROOM RULES

1. No yelling
2. Use proper table manners
3. Clean up the area where you ate lunch
4. No cutting in line or saving spots in a line for a classmate
5. Walk, do not run when entering or leaving the lunchroom

BUS CONDUCT

The bus is an extension of the classroom with similar rules of behavior. It is extremely important for safety reasons that students observe basic bus rules when riding. The directions of the driver should be followed without question. Follow these bus rules:

1. The bus driver may assign seats
2. Be courteous
3. No profanity
4. No eating or drinking on the bus; keep the bus clean
5. Remain seated
6. Keep your hands and head inside the bus
7. For your own safety don't distract the driver through misbehavior

When the bus driver reports student misconduct to the principal, the parent and student will receive notification including the nature of the offense. Except in cases of severe misbehavior and/or disrespect the following sequence will be followed.

A. First notification will be a warning.
B. Second notification will result in a three-day suspension from riding, and/or possible short-term suspension, long-term suspension, or expulsion.
C. Third notification will result in suspension from riding for the remaining portion of the semester, and/or possible short-term suspension, long-term suspension, or expulsion.
D. Fourth notification will result in suspension from riding for the remainder of the year, and/or possible short-term suspension, long-term suspension, or expulsion.

FIELD TRIP CONDUCT

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities, and/or celebrations of accomplishments. Field trips are a privilege. Decisions to exclude a student from a field trip are based on attendance, grades, late/missed work, behavior, conduct, or any combination of reasons, or any other reason deemed appropriate by the principal. Students will be held to the same rules they follow when regular class is in session.

BULLYING

Friend Elementary School Definition: Bullying is when a more powerful person or group keeps doing hurtful acts or saying hurtful words. (This does not include fighting or quarreling between people of roughly equal power or strength.) Examples include but are not limited to: Persistent, unwanted joking and teasing; Name calling; Unwanted comments; Disrespect for another person's property; Leaving people out of activities/isolation/excluding/rejecting; Threatening people; Gossip and/or rumors; Public humiliation; Making people do things they don't want to do; and Rating or Ranking of personal characteristics.

SPECIFIC RULE ITEMS

VISITORS
Due to possible distraction, supervision concerns and liability, students are not allowed to have a student visitor follow them through their class schedule. Any deviations from this practice must be granted by the principal prior to the visit. For the safety of students and staff, all visitors (parents, patrons, etc.) must sign in at the main office.

SCHOOL VISITATIONS BY PARENTS
We welcome parents to visit their child's classroom, as it is a healthy boost to your child's pride when you come to school. There will be many opportunities for you to visit throughout the year. We hope your schedule allows you to participate. When you come for a visit we ask that you contact the classroom teacher, as schedules and out-of-class opportunities may alter the day's activities. Visits of short duration would be most accommodating to the class daily schedule. All-day visits are discouraged.

PLAYGROUND
The playground is unsupervised during non-school hours. **However, individuals using the school playground during non-school hours are expected to adhere to the playground rules that have been established for acceptable playground behaviors during school hours—please refer to those rules on page 15.**

LOST and FOUND
Lost items should be reported to the office. The office will seek to return each article found to its rightful owner. The "lost and found" is located in the Commons Area. Any articles unclaimed will be disposed of in a manner determined by the principal throughout the school year. It is not permissible to leave bags, books, or articles of clothing in the gym or hallways for extended periods of time.

ACCIDENTS
Students are required to report any accident occurring in school that results in an injury. Students should report to a school staff member. When a child is injured or is ill at school and it is deemed necessary that treatment is beyond that which can be administered by school personnel, the parent is contacted and asked to come for the child. In case of emergency, the procedures designated by the parents on the Student Enrollment Card will be followed. Unless parents or guardians expressly forbid, in case of dire emergency the school will call a physician or the Friend Rescue Squad for assistance. Please inform the school of any changes in procedure that arise.

APPROPRIATENESS OF ITEMS AT SCHOOL
It is difficult to make a blanket policy on small items that children bring to school to show to their teacher and classmates. We will permit children to bring those items if they serve a school purpose. It must be understood that it is the responsibility of the child to bring and return these items safely. The school or teacher cannot accept the responsibility for such items becoming broken or stolen. Generally speaking pets are not allowed at school. Should an occasion arise when a child wishes to show a pet to the class, arrangements should be made with the teacher ahead of time. The school is not responsible for lost, stolen, or damaged personal items.

SCHOOL PARTIES
The classroom teacher will organize room parties. Usually we honor 3 room parties a year – Halloween, Winter break, and Valentine's Day. Birthday treats are welcomed on the celebrated days and if treats are to be passed out, all must have a choice of taking one or not. Party invitations may be distributed at school only if every child in the class will be receiving one.

LUNCH PERIOD AND SCHOOL LUNCHES
The school has available to its students a Hot Lunch Program. Students may purchase meals if they desire. Free and Red uced Lunch applications are available to all students, and any information received will remain confidential. Based on fa mily income, students may qualify to receive free meals, or pay a reduced price of 30 cents for breakfast and 40 cents for lunch. A lunch count will be taken in the first period each day to assist the cooks in planning. Students should make sure they clean up the are around them when they
finish eating in the cafeteria, or if they purchase a snack or beverage in the lobby and gym.

A parent/guardian will be notified weekly when their student's account balance falls below zero.

Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) c ivil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or ad ministering
USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal o r retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilit

ies who require alternative means of communication for program information (e.g. Braille, large print, audiotape, Americ an Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are d eaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be madeavailable in languages other than English. To file a program comp laint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: ttp://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter add ressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assista nt Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

GUM AND CANDY

Neither gum nor candy are allowed during school hours unless provided by the classroom teacher due to a special occasion.

SEARCHES OF STUDENT'S PROPERTY

An administrator or the administrator's designee may search a student's property (including, but not limited to, the contents of the student desk, locker, automobile, pockets, purses, or backpacks) when there is reasonable cause to believe that search will disclose evidence of violation of a statue, board policy, or school rule.

POLICE QUESTIONING OF STUDENTS

The school will cooperate with law enforcement agencies so that the rights of the school, the home, civil authorities, and individuals are understood and protected. Law enforcement agencies/social services may questions students prior to parental notification if deemed appropriate due to suspected child abuse or neglect.

BICYCLES

Bicycles should be parked in or near a bicycle rack.

REGULAR BUS RIDERS – NOT RIDING

A regular bus rider, who, for any reason, will not ride the bus to or from school on any particular day, should get word to the driver directly or by way of the office. Your cooperation on this will eliminate much uncertainty and loss of time.

CLOSED CAMPUS

Students are NOT allowed to leave campus for lunch. Students will only be allowed to leave for lunch with a parent request. The parent will check them in and out of the building through the office. The parent will also pick-up their child and return them to school.

CLASSROOM/TEACHER ASSIGNMENTS

Any pupil may be assigned, at the discretion of school officials, to the grade level, class, or teacher most appropriate for the academic, social, and emotional development of the pupil. Judgments about the appropriateness of pupil assignment are the prerogative of the professional employees of the district.

TORNADO, FIRE, and INTRUDER DRILLS

Tornado, fire, and intruder drills will be held periodically throughout the year to ensure proper procedures in case of emergencies. Each classroom will have exit routes posted.

ELECTRONIC DEVICES/LASERS

Students will not be permitted to possess electronic games, beepers, cellular phones, or other communication devices in school. Students are also not permitted to have "laser pointers" of any type in their possession.

TELEPHONE USE

Office personnel will gladly cooperate with parents or guardians in getting messages to students during school hours, but only at times which do not disturb class instruction time, unless it is an emergency. We seek your understanding and support in limited use however. We feel that calls relating only to school needs and extensions of school functions are legitimate uses.

CHAIN OF COMMAND

Friend Elementary School has a chain of command to follow when dealing with problems/concerns. Should there be a concern about something that may have happened or is happening, curriculum or any non-curriculum matters, please follow these steps:

1. Contact the child's teacher first. Discuss the problem and search for possible solutions together. If it cannot be resolved at this level, then…
2. Contact the principal, 947-2781, for a conference. If you do not feel the situation has been given proper consideration or resolved after this step, then you may seek further recourse by contacting the superintendent of schools.

BEFORE/AFTER SCHOOL TIME
Administrators, teachers, and paraprofessionals have the authority to detain students after school or require students to arrive to school early for extra help or for disciplinary action. The student and his/her family must rearrange work schedules, extracurricular activities, baby-sitting, etc. These are also not reasons for being unable to stay after school.

INSURANCE
The school does not pay insurance premiums for students. Parents are highly encouraged to purchase insurance.

POSTERS and SIGNS
All posters and signs designated to be posted must have the approval by the principal before being posted. Failure to do so will result in the removal of the posting and may include disciplinary consequences.

ENROLLMENT CARDS
Student enrollment cards provide us with important information. Please contact the school in regard to any changes throughout the year.

CANCELLATION OF SCHOOL
In the event of inclement weather, school cancellations will be broadcast on local television channels as well as on local radio stations. Specific information regarding school closing information will be posted on the school webpage (http://www.friendbulldogs.org/. Friend Public Schools also uses Blackboard Connect in case of cancellation of school. Parents will be notified via automated phone call, text, and email. The early morning news hour is the best time to listen to school closings.

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 statue 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.

STUDENT HEALTH

IMMUNIZATIONS
The state of Nebraska requires that students be immunized against...

- measles, mumps, and rubella (MMR) 2 doses
- poliomyelitis 3 doses
- Diphtheria, Pertussis, Tetanus (dpt) 3 doses
- Hepatitis B 3 doses
- Chicken pox 1 dose

prior to enrollment, and any student not in compliance **shall not be permitted to continue in school.**

An exemption will be granted for health reasons substantiated by a signed statement from a physician. Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible.

A nurse is available on a limited basis at the school. Professional review of immunization, health recording, as well as health screening will be handled through the nurse.

In cases that warrant more than first aid treatment, the parent will be contacted for further action. Under state law, our nurse is required to update immunization reports, and all new students entering our school either as a kindergarten student or a transfer student will need to furnish the nurse an immunization form (furnished by her office).

School health services are intended to support, not substitute for, the health care that should be provided by parents.

A physical inventory (height, weight, vision, hearing) will be done on each student during the school year and the finding recorded in their permanent file. Parents will be notified by phone or mail of the results or recommendations, only if concerns arise.

MEDICAL EXCLUSION FROM SCHOOL

It is for the well being of your child's health and his/her classmates that we have certain school policies on when a child should not be in school exposing other students, but at the same time we do not want a child absent from school so often or for such an extended period of time that they get behind on their class work.
Our school policies are:

1. Parents of sick children will be contacted and the school expects the child to be picked up within 1 hour of notification.
2. Exclusion of children with a temperature of 100 degrees or above, symptoms of vomiting, diarrhea, or a suspicious contagion.
3. Any pupil with a rash must be excluded until the disappearance of the rash. If the physician recommends that the child be readmitted, with a written notice to that effect, the admittance is acceptable.
4. Some contagious infections require treatment and the student may return to school 24-48 hours after verified treatment has been started and/or when the physician permits return in writing. These diseases include but may not be limited to: Pinkeye, Impetigo, Intestinal Worms, Ringworm, Scabies, Scarlet Fever, and/or Strep infections.
5. Contagious infections such as Chicken Pox, CMV, (Cytomegalovirus), Infectious Mononucleosis, Influenza (Flu), Fifth's Disease, Hepatitis, and Tuberculosis require that the student's symptoms be altered or absent before they are readmitted to school unless we have a physician's statement, in writing, stating otherwise.
6. Life threatening contagious infections without known treatment may require exclusion from regular school attendance. These diseases include but may not be limited to: AIDS, Chronic Hepatitis, etc.
7. Students may be excluded from school under "Emergency Exclusion" for a dangerous communicable disease that is transmissible by normal contact and/or poses an imminent threat to health. Students can be excluded from school and school functions for up to five (5) school days.

COMMUNICABLE AND INFECTIOUS DISEASES

It shall be the responsibility of the Friend Public School principal(s) to assist in meeting the provisions of the State Health Department covering communicable and contagious diseases by promptly reporting to the school nurse and superintendent the presence of such diseases. Parents are requested to inform the principal and superintendent if their child has contracted a contagious or communicable disease. The principal shall not reenter any such student except under circumstances described below.

Students will be excluded from school for the following communicable diseases and prescribed periods of time:

1. Measles (Rubella): A student may return to school the fifth day after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.
2. Three day measles (Rubella): Students may return to school four days after the onset of a rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.
3. Fifth Disease: A student may attend school while rash is still present if there is no fever, excessive itching, sore throat and other discomfort.
4. Mumps: A student may return nine days after the onset of parotid swelling. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease.
5. Chicken Pox (Varicella): A student may return to school after one week if symptom free and pox are dried.
6. Shingles (Herpes zoster): A student may return to school after all lesions are dried. Rare in students - May return with lesions covered or as doctor advises.

7. Streptococcal infection: A student may return to school 24 hours after start of antibiotic therapy and a febrile (no fever).
8. Ringworm, impetigo, scabies, and pinkeye (conjunctivitis): A student must remain out of school at least one day and until treatment has begun. Children with mild scabies, lice, impetigo, tinea corporis and conjunctivitis can be sent home with instructions not to return until under a physicians care.
9. Hepatitis: A student will be readmitted upon approval of a family physician.
10. Scarlet Fever: A student may return to school 24 hours after starting antibiotics.
11. Elevated Body Temperature: Students with temperatures over 100 degrees will be sent home.

MEDICATION

Friend Public Schools recognizes that at the present time, many children are only able to attend school because of the effective use of medications in the treatment of chronic disabilities or chronic and acute illnesses. Any student who is required to take medication during the regular school day must comply with the following school regulations.

1. Written authorization signed by the parent will be required for prescription medicine and will include:
   a) Child's name b) name of medication c) time to be administered d) dosage e) duration
2. Prescription medications **must** be in the prescription bottle from a pharmacy otherwise they will **not** be administered at school.
3. Parents should check with the physician on the timing of medications. It may be possible to eliminate the need to give medications during school hours.
4. Over-the-counter medications brought from home will only be dispensed if in original container and a written authorization has been signed by the parent containing the same information as under #1 of this policy.
5. The parents of the child must assume responsibility for informing the school of any changes in the child's health or change in medication.
6. The school district retains the discretion to reject requests of administration of medicine.
7. Medication will only be dispensed by the school nurse or those appointed to do so by the school principal.

ALCOHOL AND ILLICIT DRUG USE PROHIBITED

The Friend Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity: further, any employee, volunteer, employee, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Moreover, the Board authorizes and directs school administrators, or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy.

Discipline for employees may extend to a recommendation for dismissal. While the Board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment. Discipline for any adult volunteers may include suspension, expulsion and/or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from the school counselor.

The Board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs.

Finally, the Board directs that this policy be included in all staff and student handbooks, and that it be posted in staff lounges and workrooms.

Policy Adopted: August 13, 1990

SMOKING PROHIBITED

It shall be the policy of Friend Public School that in order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, it is the Board's policy that there will be no smoking in any school building or any school owned vehicle at anytime.

INTERNET SAFETY

It shall be the policy of Friend Public School that access to the internet provided by Friend Public School is expected to be used as an educational and/or work-related resource and that such access shall be made available subject to such rules and regulations as may be established, provided that no use shall be permitted which, in the judgment of the Board of Education of Friend Public School, is in any way prejudicial to the best interest of the district or in conflict with the Friend Public School Program of Services.

The Friend Public School Board of Education reserves the right to refuse access to the Internet by Friend Public School to anyone when it deems it necessary in the public interest.

DEFINITIONS

1. Access to the Internet-A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network that has access to the Internet.
2. Minor shall mean an individual who has not attained the age of 19.
3. Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.
4. Child pornography shall have the meaning given such term in section 2256 of title 18, United States Code.
5. Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:
   a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
   b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition or the genitals; and
   c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. Hacking shall mean attempting to gain unauthorized access to computer and network systems connected to the Internet.
7. Technology protection measure shall refer to a proxy server managed by Friend Public Schools that blocks and/or filters Internet access.
8. Authorized staff member as used herein shall refer to an adult staff member appointed by the Friend Public Schools Technology Committee.
9. Technology Committee as used herein shall refer to a group of Friend Public Schools staff including the following:
   a. Administrator
   b. Director of Technology
   c. One (1) Network Information and Operations Center staff member
   d. Two (2) staff members appointed by the Administrator

ACCESS TO INTERNET BY MINORS

Minors accessing Internet services provided by Friend Public School when attending the alternative school or working as an employee or volunteer of Friend Public School; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by Friend Public School or at a facility of which Friend Public School has otherwise been granted primary custody; or when accessing Friend Public School Internet services with remote access connections shall be subject to the following rules and regulations:

1. Minors shall not access material that is obscene, child pornography, harmful to minor, or otherwise inappropriate for educational or work-related uses.
2. Minors shall not use Friend Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network systems security.
3. Minors shall not engage in any illegal activities on the Internet.
4. Minors should only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes related to education within the context of a school-related assignment activity or for purposes related to work, including volunteer, at Friend Public Schools.
5. Minors shall not disclose personal identification information on the Internet.

ACCESS TO INTERNET BY ADULTS

Adults accessing Internet services provided by Friend Public School when working as an employee or volunteer of Friend Public School; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by Friend Public School or at a facility of which Friend Public School has otherwise been granted primary custody; or when accessing Friend Public School Internet services with remote access connections shall be subject to the following rules and regulations:

1. Adults shall not access material that is obscene, child pornography, or otherwise inappropriate for training or work-related uses.
2. Adults shall not use Friend Public School technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network systems security.
3. Adults shall not engage in illegal activities on the Internet.

TECHNOLOGY PROTECTION MEASURE

Friend Public School shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Friend Public School.

1. The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized staff member for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with permission of the administrator of Friend Public School.
2. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member.

POLICY VIOLATIONS
Any violation of this policy may result in the loss of access to the Internet by Friend Public School. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in Friend Public School board policy, and including applicable law enforcement agencies when necessary.

POLICY CHALLENGE PROCEDURE
An individual who has been granted access to the Internet by Friend Public School and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

1. Internet site review requests should be directed to Friend Public School Director of Technology in writing for forwarding to the Technology Committee for consideration.
2. The Technology Committee will review the site within seven working days of submission of the request and, if deemed appropriate for educational or work-related purposes, may vote to unblock the site.
3. Friend Public School department directors will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of Friend Public School any challenges to the severity of the applied discipline.
4. Challenges to the application or enforcement of Friend Public School Internet Safety Policy which cannot be resolved at the levels outlined in the preceding step will be handled in accordance with Friend Public Schools established grievance policy or at the Friend Public Schools administrator and/or board level for challenges presented in writing by individuals other than Friend Public Schools employees and volunteers who have been granted access to the Internet by Friend Public Schools.

Policy Adopted: 6-11-01 Saline County School District 76-0068

STUDENT FEES

The following "Student Fees Policy" was developed and approved by the Board of Education as a response to Nebraska State Statute LB 249. This statute, entitled Public Elementary and Secondary School Student Fee Authorization Act, specifies what a school may require a student to furnish and a maximum cost the student may pay for the amount of fee or specified material required. As stated in paragraph 4 of the Student Fees Policy, "The policy includes Appendix 1, which provides further specifics of student fees and materials required of students for the 2017-2018school year."

It shall be the policy of Friend Public School that it adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for non-specialized attire required for specified courses and activities.
Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metal's or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes,

repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2. Personal or consumable items and miscellaneous

(a) Extracurricular Activities Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Projects Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

3. Parking

Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

4. Extracurricular Activities-Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

5. Extracurricular Activities/Fees for participation

Any fees for participation in extra-curricular activities are furthered specified in Appendix "1." Admission fees are charged for extra-curricular activities and events.

6. Postsecondary Education Costs

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course

in which students receive high school and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

7. Transportation costs

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

8. Copies of student files or records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or students who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

9. Participation in before-and-after-school or prekindergarten services

Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.

10. Participation in summer school or night school

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

11. Breakfast and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for the field trip lunches and similar activities.

12. Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

13. Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or every household in which at least one student resides, at no cost.

14. Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Certification

At the August school board meeting, the school board held a public hearing on the student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Legal References:

Neb. Rev. Stat. §§79-2, 125 to 79-2, 135 and Laws 2003, LB 249 (The Public Elementary and 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 prekindergarten services)
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Friend Public School Policy Adopted:7-14-03
Saline County School District 76-0068

Appendix"1" to 2017-15 Student Fees Policy of Friend Public Schools

Additional Specification of Required Materials and Fees[1]

Elementary Program	**General Description of Fee or Material**	**$ Amount of Fee (Anticipated or Maximum)[2] or Specific Material Required**
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Refundable damage deposit of $20.00 for use of school owned instrument.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to $5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to $100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.

[1] This listing is a part of the Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.
[2] Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the school year.

Summer school courses	Classes offered during the summer, or at night, if any	$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.
School Meals		Breakfast--$2.00 Lunch--$3.00 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.

STATE AND FEDERAL PROGRAMS

NOTICE OF NONDISCRIMINATION:
Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Friend Public School, and all others who interact with Friend Public School are hereby notified that the Friend Public School does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

DESIGNATION OF COORDINATOR(S):
Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Superintendent, Friend Public School, P.O. Box 67; 501 Main Street, Friend, NE 68359, 402 – 947 – 2781.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

ANTI-DISCRIMINIATION & HARASSMENT POLICY:
Elimination of Discrimination. The Friend Public School hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.
Purpose: Friend Public School is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Friend Public School will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The 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, classroom or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:
Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Friend Public School. If a satisfactory arrangement cannot be obtained through the Superintendent of Friend Public School, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Friend Public School will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

NOTICE TO PARENTS OF RIGHTS AFFORDED by SECTION 504 of the REHABILITATION ACT OF 1973:
The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities, which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.

10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

NOTIFICATION OF RIGHTS UNDER FERPA:
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION
The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION
The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

NOTICE CONCERNING STAFF QUALIFICATIONS:
The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Friend Public School will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Friend Public School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

STUDENT PRIVACY PROTECTION POLICY:
It is the policy of Friend Public School to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and

assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such polices.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and, any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).
Parents shall be offered an opportunity in advance to option their child out of participation in any of the above listed activities.
In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:
1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PARENTAL INVOLVEMENT POLICIES:

A. General - Parental/Community Involvement in Schools:
Friend Public School welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Friend Public School's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education

of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Friend Public School has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Friend Public School to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of Friend Public School that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring–(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, childcare, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs

supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

HOMELESS STUDENTS POLICY:

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and an adequate residence, as further defined by applicable federal and state law. No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with the law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the Friend Public School, and the homeless child continues to live in the Friend Public School, transportation to and from the school or origin shall be provided by the Friend Public School; and (2) if the homeless child lives in a school other than the Friend Public School, but continues to attend the Friend Public School based on it being the school of origin, the new school and the Friend Public School shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

BREAKFAST AND LUNCH PROGRAMS

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

> 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, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.
>
> To file a complaint of discrimination, write USDA Director, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov. USDA is an equal opportunity provider and employer.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduces price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child from free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
    - A publicly- announced, simple method for making an oral or written request for a hearing.
    - An opportunity to be assisted or represented by an attorney or other person.
    - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
    - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
    - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
    - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witness.
    - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
    - The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

NOTICE OF ASBESTOS PLAN AVAILABILITY

The Friend Public School System's asbestos management plan is located in the office of the Asbestos Program manager and Superintendent and may be reviewed by requesting permission through his or the Principal's office. A copy of the basic building will be located in the Principal's office of each building. Summary information of all buildings is included in the master plan in the Asbestos Program Manager's office. Information on auxiliary buildings is located in the building plans and the master plan.

Asbestos is assumed to be located in concrete, roofing felts, pipe elbows, carpet glues, etc., which is of minimal public health concern.

The asbestos-containing events are reinspected on a six-month basis and the plan will be revised to indicate any change in status of these various events and to upgrade the asbestos response system. Up-to-date information regarding asbestos within the building may be obtained directly from the Asbestos Program manager. On at least a three-year basis, an inspection by a federally certified inspector will be conducted and the asbestos management plan revised accordingly. The plan will be kept current through periodic additions to an ongoing filing system maintained to support the plan and to document the appropriate and regulatory correct conduct of the School System. These files are part of the plan and may be reviewed by the public and copies obtained upon request. Similarly, requests for immediate repair or response made as part of the initial inspection, and which may evolve from future inspections are also part of the plan. There is an assumption that immediate response actions identified through the initial inspections have occurred unless otherwise stated within the building plans.

FRIEND PUBLIC SCHOOLS

STUDENT-PARENT HANDBOOK
2018-2019

BULLDOG STRONG

Friend Public Schools

501 Main Street
Friend, Nebraska 68359
402-947-2781
402-947-2026 (Fax)

STUDENT HANDBOOK
OF FRIEND PUBLIC SCHOOLS
2018-2019
TABLE OF CONTENTS

Foreword

		Page
Section 1	**Intent of Handbook**	**1**
Section 2	**Members of the Board of Education**	**1**
Section 3	**Administrative Staff**	**1**
Section 4	**Teaching Staff**	**2**
Section 5	**Support Staff**	**2**
Section 6	**School Calendar**	**3**

Article 1 - Mission and Goals

		Page
Section 1	**School Mission Statement**	**4**
Section 2	**Goals and Objectives**	**4**
Section 3	**Mutual Respect**	**5**
Section 4	**Complaint Procedures**	**5**
Section 5	**Entrance to Friend Public Schools**	**6**

Article 2 - School Day

		Page
Section 1	**Daily Schedule**	**7**
Section 2	**Wednesday Early Out Schedule**	**7**
Section 3	**12:30 Early Out Schedule**	**7**
Section 4	**Severe Weather and School Cancellations**	**7**
Section 5	**Closed Campus**	**8**
Section 6	**Supervision Responsibility Before/After School**	**8**

Article 3 - Use of Building and Grounds

		Page
Section 1	**Visitors**	**9**
Section 2	**Smoke-Free Environment**	**9**
Section 3	**Care of School Property**	**9**
Section 4	**Lockers**	**9**
Section 5	**Searches of Lockers and Other Types of Searches**	**9**
Section 6	**Video Surveillance**	**10**
Section 7	**Use of Telephone**	**10**
Section 8	**Bicycles**	**11**
Section 9	**Student Valuables**	**11**
Section 10	**Lost and Found**	**11**
Section 11	**Accidents**	**11**

Section 12	Laboratory Safety Glasses	11
Section 13	Insurance	11
Section 14	Bulletins and Announcements	11
Section 15	Fundraising activities	12
Section 16	Scheduling of Events	12
Section 17	Fire Drills	12
Section 18	Tornado Drills	12
Section 19	Lunch Period & School Lunches	12
Section 20	Noon Break	13
Section 21	Cell Phone Policy	13
Section 22	Nuisance Items	13
Section 23	Driving and Parking	13
Section 24	Dating Violence	14
Section 25	Leaving School During Session	14
Section 26	Study Hall	14
Section 27	School Buses	15
Section 28	Library & Media Center	15
Section 29	Copuright and Fair Use Policy	19
Section 30	FOOD AND DRINK REGULATIONS	20

Article 4 – Attendance

		Page
Section 1	Attendance Policy	21
Section 2	Attendance and Absences	21
Section 3	Absence Procedures	21
Section 4	Make-up Work	24
Section 5	Attendance is Required to Participate in Activities	24
Section 6	Truancy	24

Article 5 - Scholastic Achievement

		Page
Section 1	Grading System	27
Section 2	High School Yearly Course Requirements	27
Section 3	Graduation Requirements	28
Section 4	Junior High Promotion and Retention	29
Section 5	Schedule Changes	29
Section 6	Guidance	29
Section 7	Class Rank and GPA	30
Section 8	Honor Roll	30
Section 9	National Honor Society	30
Section 10	Down List	32
Section 11	Class Load	32
Section 12	Class Member	32
Section 13	Selection of Valedictorian/Salutatorian	33
Section 14	Academic Letter	33
Section 15	Student Planners	34

Article 6 - Support Services

		Page
Section 1	Special Education Services	35
Section 2	Students with Disabilities: Section 504	36
Section 3	Guidance Services	37
Section 4	Health Services	38
Section 5	Transportation Services	40

Article 7 - Drugs, Alcohol and Tobacco

		Page
Section 1	Alcohol & Illicit Drug Use Prohibited	41
Section 2	Smoking Prohibited	41
Section 3	Drug Free Schools	41
Section 4	Education & Prevention	41
Section 5	Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco	42

Article 8 - Student Rights, Conduct, Rules and Regulations

			Page
Section 1	Student Conduct and Discipline Policies		44
Section 2	Forms of School Discipline	●Short-Term Suspension ●Long-Term Suspension ●Expulsion ●Other Forms of Student Discipline	44
Section 3	Student Conduct Expectations	●Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment ●Additional Student Conduct Expectations and Grounds for Discipline ●Student Appearance Policy ●Electronic Devices ●Harassment and Bullying Policy ●Inappropriate Public Displays of Affection ●Specific Rule Items ●Network, E-Mail, Internet and Other Computer Use Rules ●Risks of Social Networking	47
Section 4	Reporting Student Law Violations		49
Section 5	Due Process Procedure		50
Section 6	Additional Student Rules		54
Section 7	HARASSMENT AND BULLYING		56
Section 8	HAZING - INITIATIONS		56
Section 9	CLASS CONDUCT		56
Section 10	DISMISSAL FROM CLASS OR ACTIVITY		57
Section 11	SCHOOL DETENTIONS		57
Section 12	SUBSTITUTE TEACHERS		57
Section 13	DRESS CODE		58

Section 14	**Electronic Devices**	**59**

Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

		Page
Section 1	**ACTIVITY ELIGIBILITY REQUIREMENTS**	**67**
Section 2	**Participation Fee**	**67**
Section 3	**WARNING FOR PARTICIPANTS & PARENTS**	**67**
Section 4	**RULES OF CONDUCT**	**67**
Section 5	**ACTIVITY REGULATIONS**	**68**
Section 6	**DISCIPLINARY ACTION**	**69**
Section 7	**DUE PROCESS**	**72**
Section 8	**PHYSICAL EXAMINATIONS**	**73**
Section 9	**TEAM SELECTION AND PLAYING TIME**	**73**
Section 10	**LETTERING REQUIREMENTS**	**74**
Section 11	**ACTIVITIES/FIELD TRIP TRANSPORTATION**	**75**
Section 12	**PEP RALLIES**	**75**
Section 13	**SCHOOL ACTIVITIES**	**75**
Section 14	**STUDENT COUNCIL**	**75**

Article 10 - State and Federal Programs

		Page
Section 1	**Notice of Nondiscrimination**	**76**
Section 2	**Designation of Coordinator(s)**	**76**
Section 3	**Anti-discrimination & Harassment Policy**	**76**
Section 4	**Multicultural Policy**	**78**
Section 5	**Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**	**78**
Section 6	**Notification of Rights Under FERPA**	**79**
Section 7	**Notice Concerning Disclosure of Student Recruiting Information**	**81**
Section 8	**Notice Concerning Staff Qualifications**	**81**
Section 9	**Student Privacy Protection Policy**	**82**
Section 10	**Parental Involvement Policies**	**85**
Section 11	**Homeless Students Policy**	**89**
Section 12	**Breakfast and Lunch Programs**	**91**

	Acknowledgment of Receipt Form	**93**

Friend Public Schools Student-Parent Handbook
2018-2019 School Year

Foreword

Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Friend Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

Section 1 Members of the Board of Education

Name	Contact Information
Paul Segner, President	1-402- 947-1195
Scott Spohn, Vice President	1-402-499-3441
Nancy Vossler, Treasurer	1-402-432-3654
Nate Klenke,	1-402-947-2431
Jamie Tuttle	1- 402-947-3838
Scott Vyhnalek	1- 402-641-7062
Michele Johnson-Clouse, Secretary	

Section 2 Administrative Staff

Name	Position	School	Contact Information
Dave Kraus	Superintendent	Friend Public School	402-947-2781
Elizabeth Stutzman	Principal	Friend Public School	402-947-2781

Section 4 Teaching Staff

Friend Jr./Sr. High School

Name	Department	Grades
Julie Ricenbaw	Resource and Jr. High Volleyball	7-12
Natasha Fuehrer	English/Speech/Yearbook	7-9
Jesse Bower	FFA	7-12
Clayton Moore	Resource/Head Wrestling	K-12
Brian Arp	Art/Head B BB, Golf	K-12
Margo Houlden	FCS/Health/FCCLA	7-12
Scott Kraus	PE/Health/Head G BB	K-12
Paul Martin	Social Sciences and Jr. High Quiz Bowl	7-12
Devin Rethman	Instrumental/Vocal Music/One Act	K-12
Mary Niemeier	Math/STUCO	7-12
Jim Pfeiffer	Science/Math/AD/Head FB	7-12
Lisa Ricenbaw	Spanish	7-12
Jake Wiese	English/STUCO/HS Quiz Bowl	9-12
Michelle Schiffern	School Nurse	PreK-12
Tressa Beckler	Media Specialist & Technology	PreK-12
Lori Sliefert	Science	7-12

Section 5 Support Staff

Name	Building	Position
Michele Johnson-Clouse	Friend Public School	Business Manager
Kim Hulse	Friend Public School	Supt's Office Assistant
Deb Segner	Friend Public School	Principal Office Assistant

Section 6 School Calendar

August 13-14	Teacher Workday
August 15	1st day of school Half Day-Students
September 3	Labor Day - No School
September 4	Teacher In-Service
October 9	PTC 2:00-8:00 PM – 12:30 Dismissal
October 19	End of first quarter
November 21-23	No School/Thanksgiving Break
December 21	End of 2nd Quarter – 12:30 Dismissal
December 24	Christmas Vacation – December 24 – January 4, 2019
January 7	Teacher In-Service
January 8	School Reconvenes; 2nd Semester begins
February 5	PTC 2:00-8:00 PM – 12:30 Dismissal
March 7	End of 3rd Quarter
March 7-11	No School/Spring Break
March 12	Start of 4th Quarter
April 19,22	No School
May 11	Commencement
May 22	Last Day of School/12:30 Dismissal

Article 1 – Mission and Goals

Section 1 School Mission Statement

Welcome to Friend Public Schools. The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment and providing quality educational opportunities that will serve the unique needs of all students.

Section 2 Goals and Objectives

The goals and objectives of the Friend Public Schools are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in

management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.

7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

Section 3 Mutual Respect

The Friend Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Section 4 Complaint Procedures

Friend Junior - Senior High School has a chain of command to follow when dealing with problems/concerns. Should there be a concern about something that may have happened or is happening, curriculum, non-curricular, or extracurricular, please follow the procedure below:

1. Contact the child's teacher / coach / sponsor first. Discuss the problem and search for possible solutions together. If it cannot be resolved at this level, then contact the principal for a conference. Contact the activities director if the concern is related to an athletic activity. If you do not feel the situation has been given proper consideration or resolved after this step, then you may seek further recourse by contacting the superintendent of schools.

Section 5 Entrance to Friend Public Schools

The Board of Education requires that each student submit the following information prior to the initial entrance of a school program:

1. Birth Certificate.
2. Written evidence of a health examination by a qualified physician and administered within six months prior to entrance. This includes all incoming seventh graders and all students transferring from out of state.

3. A record of immunization as determined by state law and the Nebraska Department of Health regulations.
4. Prior school records and grades, when applicable.
5. A copy of Court Order of Guardianship if child is not with legal parent.
6. Upon entering the Friend Schools, parents and students will be given forms and a Student Handbook. The forms will be returned to the school upon the requested date.
7. Parents and students will be provided information on school programs and activities, including resource, HAL, hot lunch, transportation, student fees, and extracurricular activities.

Article 2 - School Day

Section 1 Daily Schedule

Period 1	8:10 a.m. – 9:00 a.m.	Period 5	11:40 a.m. – 12:30 p.m.
Period 2	9:03 a.m. – 9:53 a.m.	Period 6	1:00 p.m. – 1:50 p.m.
Period 3	9:56 a.m. – 10:44 a.m.	Period 7	1:53 p.m. – 2:43 p.m.
Period 4	10:47 a.m. – 11:37 a.m.	Period 8	2:46 p.m. – 3:36 p.m.

Section 2 Wednesday Early Out Schedule

Period 1	8:10 a.m. – 8:47 a.m.	Period 5	10:50 a.m. – 11:27 a.m.
Period 2	8:50 a.m. – 9:27 a.m.	Period 6	11:30 p.m. – 12:07 p.m.
Period 3	9:30 a.m. – 10:07 a.m.	Period 7	12:40 p.m. – 1:17 p.m.
Period 4	10:10 a.m. – 10:47 a.m.	Period 8	1:20 p.m. – 2:00 p.m.

Section 3 12:30 Early Out Schedule

Period 1	8:10 a.m. – 8:39 a.m.	Period 5	10:17 a.m. – 10:46 a.m.
Period 2	8:42 a.m. – 9:11a.m.	Period 6	10:49 a.m. – 11:18 a.m.
Period 3	9:13 a.m. – 9:42 a.m.	Period 7	11:21 a.m. – 11:53 a.m.
Period 4	9:45 a.m. – 10:14 a.m.	Period 8	11:56 a.m. – 12:30 p.m.

Section 4 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media (**television stations to watch are 8, NTV, and 10/11. Radio stations 96.1, 92.9, 106.3, 104.1, KFAB 1110, and KUTT/KGMT)** when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. The school also uses **Blackboard Connect-5** to notify parents and staff electronically by text, email, or phone call. Parents and staff have already been entered into the system. If you want to change your settings, please call Deb Segner @ 402.947.2781

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for

legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 5 Closed Campus

All students are required to remain on campus during the school day..

Section 6 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

The regular school day begins at **8:10 a.m.** and ends at **3:36 p.m.** Students are not to enter the building without faculty permission before **8:00 a.m.** or remain after **4:00 p.m.** unless they have permission to work under the supervision of a teacher and go directly to the teacher's room and work. **Doors will be opened for school breakfast at 7:45 a.m. Prior to that time, the school is not responsible for supervision of the students.** Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

The calendar has some "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located in the Principal's Office. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the

classrooms. The schools will only release children to adults designated by the parent on the emergency card. Students are required to sign in and out in the principal's office when they arrive or they leave.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Article 3 - Use of Building and Grounds

Section 1 Visitors

Due to the possible distraction, students are not allowed to have a student visitor or graduate follow them through their class schedule. Any deviations from this practice must be granted by the principal prior to the visit. For the safety of students and staff, all visitors (parents, patrons, etc.) must sign in at the main office.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.
It shall be the Friend Public School Board's policy that in order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, smoking shall be prohibited in the Friend Public Schools buildings. Private, enclosed offices are not exempt from this policy. There shall be no designated smoking areas within any of the Friend Public Schools buildings, for employees, students, visitors to the schools, and/or the general public. Smoking shall also be prohibited in the stands and bleachers at the football field and near the entry of school buildings. This policy shall apply all times whether school is in session or not. **This includes the E-Cigarettes.**

Section 3 Care of School Property

School pride and appreciation for the invested money of the taxpayers demand the effort of every pupil for the careful preservation of the building and the school property. This is your school. Make it a point to take good care of it. Do not permit others to deface your property. In order to effectively discourage lack of respect and improper use of school property, a record is made at the beginning of the year of all property assigned to each pupil—his textbooks, desks, band and athletic equipment, and so forth. Any property which shows excessive wear or abuse will be prorated and damages must be paid before school records will be cleared. Anyone involved in negligent behavior or vandalism that causes damage to school property will be subject to disciplinary action, including the cost of replacing or repair of the damage, and may be reported to law enforcement.

Section 4 Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students may turn in an extra key to office if they choose to use a key lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Section 5 Searches of Lockers/Automobiles and Other Types of Searches

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over this school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by

school officials. Students are responsible for whatever is contained in their lockers issued to them by the school and should not share them with other students. Students and their personal effects are subject to being searched by the principal or his or her designee if there is reasonable cause to believe that the student is in possession of contraband. This includes all student pockets, purses, backpacks, and other kinds of carrying devices. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Lockers should be kept clean. Students are encouraged not to keep money or other valuables in their locker. If necessary, valuables may be taken to the Superintendent's office. The school is not responsible for lost, stolen, or damaged personal items. Personal effects, such as back packs, books, clothing, and athletic bags should be stored in student lockers and/or shelving provided in the locker rooms. Disciplinary action will result for failing to store personal affects in the designated areas.

Student automobiles are subject to search by the principal or the principal's designee if the principal or principal's designee has reasonable cause to believe that contraband is in or on the automobile.

School personnel are authorized to conduct reasonable searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when personnel determines there is a reason to believe it could disclose evidence of the violation of a statute, policy or rule. Personnel are also authorized to conduct area-wide searches, for example, searches of all student lockers, on the same basis and for reasons that include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule.

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 7 Use of Telephone

IN CALLS—The office will always gladly cooperate with parents or guardians in getting messages to pupils during school hours. However, calls for pupils during school hours are disturbing to the school routine and should be held to a minimum. Messages will be written down and delivered to the pupil as soon as possible. When necessary, pupils will be called to the telephone upon the request of a parent or guardian.

OUT CALLS—The school telephone is primarily for school business and should not be used for

personal calls. Pupils finding it necessary to make a telephone call may do so before or after school, or during the lunch break.
Cell phones, smart phones, and pagers are not to be used in the classroom unless approved by the teacher for educational purposes. This includes text messaging and social media.

Section 8 Bikes

Bicycles should be parked in or in close proximity to a bicycle rack on school grounds.

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 10 Lost and Found

Lost items should be reported to the Superintendent's office. All articles found should be taken to the Superintendent's office. The office will seek to return each article found to its rightful owner. Any articles unclaimed will be disposed of in a manner determined by the principal throughout the school year. It is not permissible to leave bags, books, articles of clothing in the gym or hallways for extended periods of time. Failure to properly store your belongings will result in disciplinary action.

Section 11 Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

Section 12 Laboratory Safety Glasses

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 13 Insurance

The school does not supply insurance on the students. Students are highly encouraged to purchase insurance
Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Section 14 Bulletins and Announcements

Daily announcements are read during the second period in each class. If you miss this reading, you will find the announcements posted on the bulletin board outside the Front office and on the north end of the second floor hall. All students are responsible for knowing the information in the daily announcements.

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be **approved by the Principal's office**. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

All posters and signs designated to be posted must have the approval by the administration before being posted. Failure to do so will result in the removal of the posting and may include disciplinary consequences.

Section 15 Fundraising Activities

All fund raising activities participated in by students for school purposes shall first have the approval of the administration. Students may not be solicited to contribute to a non-school fund raising campaign and therefore will not be allowed to engage in this during the day.

Section 16 SCHEDULING OF EVENTS

All events must be cleared through the administration. This should be handled as far in advance as possible. No events shall be scheduled on Wednesday evenings or Sundays (exception: state sponsored activities or special occasions). **Please contact Mrs. Hulse in the front office for availability.**

Section 17 FIRE DRILLS

Fire drills are held throughout the year without advance notice. The sounding of an electric buzzer is the signal to vacate the building for practice or because of a fire. In the event of failure of the electric buzzer, a hand bell or other signal which cannot be mistaken will be used. Pupils are to pass from their respective rooms, walking rapidly but not running and in single file. Escape routes are posted in the classrooms. **ADD BLACKBOARD CONNECT**

Section 18 TORNADO DRILLS

Tornado drills will be held during the fall and spring of the year without advance notice. Instructions to vacate the classroom and move to the shelter areas will be announced over the intercom. Students are to pass from their respective rooms, walking rapidly but not running. Escape routes are posted in the classrooms.

Section 19 LUNCH PERIOD AND SCHOOL LUNCHES

The school has available to its students a Hot Lunch Program. Students may purchase meals if they desire. A lunch count will be taken in the first period each day to assist the cooks in preparing the proper amount of food. Students should make sure they clean up the area around them when they finish eating in the cafeteria or if they purchase a snack or beverage in the lobby and gym.

A weekly notice will be sent home with students to notify the parent/guardian when their account balance falls below zero.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. "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.

Section 20 NOON BREAK

After students have finished eating, they may go into the courtyard if the weather permits. During inclement weather students may remain in the lunch room. Due to the large number of students that remain at school over the lunch break, only students in grades 1-6 will be permitted to use the playground area.

Section 21 CELL PHONE POLICY

Cell phones, smart phones, and pagers are not to be used in the classroom unless approved by the teacher for educational purposes. This includes text messaging and social media.

First offense – This will result in the phone being taken to the principal's office by school officials. This will also result in a detention and the phone will be returned upon completion of the detention.

Second offense – The phone will be taken to the principal's office by school officials, and will only be released to a parent/guardian at the end of the school day. This will also result in 2 detentions.

Third offense - The phone will be taken to the principal's office by school officials, and will only be released to a parent/guardian at the end of the school day. This will also result in 3 detentions.

All other offenses will result in parental pick-up of phone and in-school suspension or out of school detention.

Section 22 NUISANCE ITEMS

The use of radios, walkmans, iPods, tape recorders, CD players, mp3 players, electronic games, pagers, tablets (Kindle, iPad, etc…), sun glasses, skateboards, skates, scooters, or other similar objects that may disrupt the normal school day are not allowed for personal student use during the normal school day. Use of these items in school will result in disciplinary action.

Section 23 DRIVING AND PARKING

Failure to obey traffic laws or driving dangerously in close proximity of the school will be reported to the police.

Cars should be parked in the areas north of the building or the outer edge of the East parking lot in accordance with parking regulations. The parking lot north of the building shall be considered

school property. Under no circumstances should student's park in the Catholic Church lot, the faculty lot in front of the building, blocking the cross walk north of the building, or parked blocking more than one designated parking space. Student parking violations will be treated as insubordination and subject to disciplinary consequences.

Section 24 DATING VIOLENCE

Friend Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated. For purposes of this policy "dating violence" means 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 relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority. Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy. Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information. Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142

Section 25 LEAVING SCHOOL DURING SESSION

No student is to leave school during the day without permission from the office and contact with parents, either by phone or in advance through written permission except in emergencies, and then only by securing permission from a teacher who must report it to the office immediately. If this is not done, the student will be considered absent without permission all or part of the day. Students are required to sign out in the principal's office before they leave. Failure to do so will be considered an unexcused absence and may result in disciplinary consequences and/or no credit for the assignments missed.

Section 26 STUDY HALL

Study halls are assigned, and expected to be QUIET rooms for students to get required work done. Seats will be assigned by the teachers who have been requested to keep the study halls quiet. Study Hall expectations:

A. Students MUST come to study hall with something to do, such as: homework, a book to read, art work (for a class), etc.; have enough work to last the entire period. If you do not, the study hall monitor may provide you with something to do.

B. Take care of restroom needs and locker supplies during class passing time.

C. Everyone is to be seated and quiet by the time the bell rings.
D. No passes for restroom or lockers unless it is an emergency. Library passes are to be dated and time recorded. Passes are required from a teacher if you wish to visit the teacher during the period. Students will not be allowed to get a pass from the teacher during the class.
E. No sleeping, cards, or games.
F. Students do not have permission to speak during class, unless given specific permission to work with another student on homework.
G. Students must leave others alone, to allow everyone to get work done in an undisturbed, quiet atmosphere. Violation of this or any other rule may result in detention time served at the discretion of the teacher.
H. All other school rules apply at all times. Students diverging from a direct path to their destination (and back) as noted on their pass will face a detention as well.
I. Students choosing to violate these rules and regulations are subject to disciplinary action.
J. Students failing a class or classes must have a pass from their teacher if they wish to use the library or computers.
K. Students are not allowed to check out of study hall the first five minutes of the period and they will return to study hall before the last five minutes of the period.

Study halls are a part of the total education program at Friend High School. They should not be viewed as free time. If time is well spent in study hall, it can improve grades and reduce the after school work load.

Section 27 SCHOOL BUSES

A regular bus rider who, for any reason, will not ride the bus to or from school on any particular day, should get word to the driver directly or by way of another pupil (please call early and prior notification is greatly appreciated). Your cooperation on this will eliminate much uncertainty and loss of time. School buses arrive at school at approximately **8:00 a.m.,** and leave immediately after school dismissal—approximately **3:36 p.m.** Periodically, students will be required to participate in bus evacuation drills. All rules and expectations for Friend Public School students, as outlined in the Student Handbook and required by the driver, must be followed. In addition to consequences for misbehavior applied by the principal or bus driver, as outlined in the "Student Rights, Conduct, Rules, and Regulations" section of the student handbook, students may also be subject to a suspension or long-term loss of their privilege to ride the school provided transportation.

Excepting in cases of severe misbehavior, the following sequence will include but not be limited to:

1. First notification will be a warning.
2. Second notification will result in a three-day suspension from riding.
3. Third notification will result in suspension from riding for the remaining portion of the semester.

Fourth notification will result in suspension from riding for the remainder of the year.

Section 28 LIBRARY/MEDIA CENTER

The Media Center is your resource center at school. Here you will find books, magazines, newspapers and computers with Internet access. The Media Center is a quiet area. Talking will

be kept to a minimum. Procedures and rules for use will be posted in the Media Center.

MEDIA CENTER AND COMPUTER LAB RULES (non-inclusive list)

1. Have appropriate pass and be in area pass indicates.
2. Respect the personal and educational rights of others.
3. Be sure your actions cause no disruption to the learning environment.
4. Use and care for materials and equipment in the proper manner.

SUSPENSION OF PRIVILEGES

Failing to comply with media center/computer lab rules and/or expectations of students as outlined in the Student Handbook may result, but not be limited to the following disciplinary consequences:

1st offense - warning
2nd offense - suspension from media center and computer lab for one full school day.
3rd offense - suspension from the media center and computer lab for one full school week.
4th offense - suspension from the media center and computer lab for remainder of semester (or the following semester if incident occurs in the last two weeks of current semester.)

In the absence of the Media Specialist, paraprofessionals have authority to send students from the Media Center for failure to follow the established rules.

COMPUTER SOFTWARE USE, E-MAIL AND INTERNET
RULES AND REGULATIONS

The Friend Public School District is pleased to offer the staff and students of the Friend Public Schools access to the district computer network, including electronic mail ("e-mail") and the Internet. To gain access to electronic mail (e-mail) and the Internet, all staff must sign and return the "Staff Agreement" form to the central office. Likewise, to gain access to e-mail and the Internet, all students attending the Friend Public Schools must sign a "Student Agreement", and their parents must sign a "Parents Agreement", and return to the administrative office of the school district. These agreements are filed and remain in effect until a student no longer attends school or a parent request voids the permission agreement form.

Access to e-mail and the Internet will enable staff and students to explore thousands of libraries, data bases, educational environments, “the cloud” and bulletin boards, while exchanging messages with Internet users throughout the world. Students and parents should be warned that some material accessible by the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. To that end, the Friend Public Schools support and respect each family's right to decide whether or not to sign the “Student and Parent Agreements”

Minors accessing Internet services provided by Friend Public Schools when attending the alternative school or working as an employee or volunteer of Friend Public Schools; when

attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by Friend Public Schools or at a facility of which Friend Public Schools has otherwise been granted primary custody; or when accessing Friend Public Schools Internet services with remote access connections shall be subject to the following rules and regulations.

A. Definitions:

1. Access to the Internet-A computer or electronic device shall be considered to have access to the Internet if such device is equipped with a modem or is connected to a computer network that has access to the Internet.

2. Minor shall mean an individual who has not attained the age of 19.

3. Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.

4. Child pornography shall have the meaning given such term in section 2256 of title 18, United States Code.

5. Harmful to minors shall mean any video, picture, image, graphic image file, or other visual depiction that:

a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition or the genitals; and

c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. Hacking shall mean attempting to gain unauthorized access to computer, electronic devices and network systems connected to the Internet.

B. Acceptable Use of E-Mail and the Internet:

1. Minors shall not access material that is obscene, child pornography, harmful to minor, or otherwise inappropriate for educational or work-related uses.

2. Minors shall not use Friend Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network systems security.

3. Minors shall not engage in any illegal activities on the Internet.

4. Minors shall only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes related to education within the context of a school-related assignment activity or for purposes related to work, including volunteer, at Friend Public Schools.

5. Minors shall not disclose personal identification information on the Internet.

6. Network storage areas shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files or any information stored or otherwise retained on district servers or in computers will be private. Periodically, files will be cleaned and / or deleted.

7. Users should not expect, and the district does not warrant, that files stored on district servers will always be private.

8. The district will not be liable for, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

9. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

10. Do not reveal your personal address or phone numbers, or that of other students or employees of Friend Public Schools.

11. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to in support of illegal activities may be reported to the authorities.

12. All communications and information accessible via the network should be assumed to be private property.

13. Other rules established by the network administrators or teachers from time to time.

C. Acceptable Use of the Computer, Electronic Devices and Networks
The following policy for acceptable use of computers, electronic devices and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

1. Users shall not erase, remake, or make unusable anyone else's computer, electronic device, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages for the replacement of any damage to the computer, electronic device, information, files, programs or disks.

2. Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members.)
3. Users shall not use or try to discover another user's password.

4. Users shall not use Friend Public Schools computers, electronic device, or networks for non-instructional or non-administrative purposes (e.g., games or activities for

personal profit).

5. Users shall not use the computer or electronic device, for unlawful purposes, such as illegal copying or installation of unauthorized software.

6. Users shall not copy, change, or transfer any software or documentation provided by the Friend Public School District, teachers, or other students without permission from the network administrators.

7. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any electronic device's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

8. Users shall not use the computer or electronic device to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images, including but not limited to sexually explicit images, messages, cartoons, and/or other use of slurs, racial epithets, profanity, or obscene language.

9. Users shall not use the computer or electronic device for the purpose of solicitation or proselytization for commercial, religious, political, personal, or any other non-student related activities.

10. Users shall not tamper with computers, electronic devices, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

11. Users shall not print in excess of 5 pages without prior approval of a staff member.

C. Penalties for Violation of Rules
All of the policies and procedures for acceptable use of computer, electronic device and networks are intended to make the computers, electronic device and networks more reliable for users. They are also intended to minimize the burden of administrating the network so that more time can be spent enhancing services.

E. Use of Computer or Electronic Device Access to Telecommunications Resources is a Privilege and Not a Right. Violations of the policies and procedures of the Friend Public Schools concerning the use of computers, electronic device and networks will result in disciplinary actions being taken against individual administrators, faculty, staff and/or students who are in violation of said rules. Disciplinary action may include loss of access, in addition to other disciplinary or legal action.

D. Student and Parent Agreement.
The Students Agreement and Parents Agreement are given to each new student as they enroll in Friend Public School and respectively, are incorporated herein by this reference.

Section 29 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.

Section 30

FOOD AND DRINK REGULATIONS

The school is meant to be an academic environment. Sack lunches are permissible; other food and drink are not allowed to be brought into the school building. **Pop is not allowed in the lunch room area when lunch is being served nor during the school day. Water bottles, containing water, will be the only drink allowed during the school day.**

Article 4 – Attendance

Section 1 Attendance Policy

A. Philosophy

Absenteeism is a constant interruption of the learning process. The more absences a student accumulates, the less he or she can be expected to adequately participate in and understand classroom activities. These absences are very disruptive to the educational process, not only for the absent student who falls behind in their assigned work, but also for other students whose progress may be slowed by those that fall behind, and for teachers whose effectiveness may be hampered by trying to assist students who are behind and who need special attention. Students are expected to attend classes on a regular basis and be on time to gain maximum benefit from their instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Daily attendance is important for the following reasons: daily discussions contribute a significant amount of the information and background essential to any course which cannot be made up if missed, and a regular attendance pattern will develop a degree of responsibility on the part of the student that will continue throughout life. Thus, regular attendance promotes both academic development and growth as a dependable individual.

Nebraska State law, section 79-201 requires that all pupils be in school during all days and hours that school is in session. The Board of Education, Administrators, and Teachers believe that students should attend school on all days the school is open for instruction and attend school for all hours of the instructional day. They also believe the responsibility for attendance lies mainly with the parents and students. Parents are asked to cooperate with the school to reduce the number of absences to a minimum.

LB 463 is an update to the state statute regarding truancy in Nebraska's K-12 schools. This allows administration to have greater flexibility in cases involving documented illnesses.

State law requires school districts to report to the county attorney when a child is absent more than 20 days during a school year. Friend Public Schools has the discretion to determine how to respond when a child is absent more than five days in a quarter.

B. Parental or Guardian Verification

Parents or guardians are asked to call in their son or daughter's absence to the school office (947-2781) before 9:00 a.m. on each day of absence. The school will attempt to contact parents at home or work if no call is received and a child is absent. Should no such contact be established on the day of the absence the student must bring a parental or guardian note upon his or her return to school.

E. Excused Absences

An excused absence can be due either to an emergency, planned or school activity. Excused absences, although approved, will still count toward the number of absences provision for loss of credit. Absences due to approved participation in school activities will not count toward number of absences accrued by the student.

Students will earn full credits for any class only by being in regular attendance during all hours of the instructional day. Regular attendance shall be defined as being absent from any class 10 or fewer days per semester. These days should be thought of as days to be used for illness, family emergencies and medical appointments, holidays, family trips, 4-H and church or community activities. Proper verification from a parent or guardian on these days is required for the absence to be excused.

An important point for parents and guardians is proper verification of your son or daughter's absence. Proper verification is defined as prior notification to the school office or otherwise stated in the first paragraph of Section B. For verification purposes the school cannot accept a student call or excuse regarding absence. Any absence not verified by a parent or guardian within two days of the absence will be considered unexcused and subject to disciplinary action. At a minimum, the student will receive a grade of "0" (zero) for all work missed and it may result in loss of credit. Other sanctions may be imposed by the classroom teachers and/or the principal. Students who are absent will have the number of days missed plus one in which to complete make-up work (i.e. a student who is absent one day will have two days to complete such work, a student absent two days will have three days to complete such work, etc.).
In cases of chronic illness or extended/frequent absences from one or more classes or patterns of absences from one or more classes or patterns of absences on test days or students otherwise suspected of violating the intent of this attendance policy, the Faculty Attendance Committee may require written verification of the illness by a physician/medical practitioner, to assure compliance with this attendance policy, and shall counsel with the student and his or her parents or guardian and explain the necessity for the medical excuse.

When possible, as with medical appointments, holidays, and family trips, in advance the student must provide proper parental or guardian verification to inform the office of the upcoming medical appointment, holiday, or family trip. Students should obtain a make-up report ***stamp*** from the office, complete and hand in assignments to be missed to the satisfaction of the classroom teacher(s), and return the make-up report with teacher signatures to the office prior to the medical appointment, holiday, or family trip.

D. Other Excused Absences

1. School Activities

Students acting as participants on an extra-curricular team or organization under the direction of a school appointed coach/sponsor will not be considered absent when such participation requires them to miss part or all of the instructional school day. Teachers reserve the right to withhold students from such activities, due to incomplete classroom work or failing grades. In the event of a state sanctioned activity, the administration may expand the requirement to include participants and additional students.

2. College Visitations

Students who have met the standards established for membership in the senior class will be allowed three (3) days per school year for the purpose of visiting colleges or universities without those days being considered absences provided that such visitations have been arranged in advance through the guidance counselor's office. During the second semester, juniors may be allowed one (1) day to visit a post-secondary institute. College visitation days not arranged through the counselor's

office or in excess of three (3) days will be treated as an absence. Students must provide proper parental verification to the office to obtain an excused absence.

E. Unexcused Absences

Unexcused absences are any absences that were not due to illness, death in the family, unforeseen emergency, school activity or was planned and not approved in advance. Absences without verification from a parent or guardian, as described in section "C", are also unexcused. The student will receive no credit for the assignments missed due to an unexcused absence.

An absence is unexcused if:

1. The parent or guardian has not called to verify the absence or the student has not presented written notification from the parent.
2. A student leaves the building for any reason without checking out in the principal's office by signing the "sign-out" sheet. Students are also required to sign in if they return before the end of the day.
3. A student attends a **sporting event** as a spectator and not a participant is considered unexcused unless the student participated during the season and wishes to attend a state tournament or meet, and students who attend a state tournament or meet with a parent. Students should obtain a make-up slip in advance from the principal's office before the absence. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences," for purposes of the need to provide truancy remediation services. Such absences shall be determined on a per day basis or the hourly equivalent. When a student has excessive absences, procedures shall be implemented to correct the truancy problem as required by law. Students who accumulate twenty (20) unexcused absences per year shall be deemed to be habitually truant. If a student continues to be or becomes habitually truant, the principal shall notify the county attorney as required by law.

F. Other Absences

1. Tardiness

Tardiness is defined as not being in an assigned room when the starting bell for any given class period rings. If a legitimate reason exists for the delay (late bus arrival, family crisis, extreme weather) the tardy will be considered excused; all other tardies will be unexcused.

a. Tardies per Period: Students are to get a pass from the teacher of their previous period for tardiness during the day. Students arriving to class late without a pass will receive an unexcused tardy. A detention will be given on the third unexcused tardy. A detention will be assigned for every third unexcused tardy.
b. Tardies per Semester: Students will receive an ISS (in-school suspension) after they have accumulated five tardy detentions **in a quarter**.
c. Students who are tardy first period must sign in at the office upon arrival to school.

2. Partial Absences

For attendance purposes each class period (51 minutes in length) is divided into two halves. Students missing less than 26 minutes of the period will be recorded as tardy. Students missing more than 25 minutes of the period will be recorded as 1.0 absence in the daily record.

Students who need to leave the building during the school day must have proper verification from their parent or guardian. Students must report to the office before school to obtain a stamp to leave

the building. This permit should be picked up prior to first period. The student will then present the permit to leave to their classroom teacher at the designated time. The student will then report to the principal's office to sign out of the building. Students leaving the building without signing out will be considered truant.

3. Organized Absences

Organized absences (i.e. "sneak day" or "hooky") are not sanctioned by the school. This absence is considered as truancy and will be treated as such.

4. Truancy

Upon completion of fact gathering regarding a student absence, the principal determines the student to be truant; the student will be subject to the following consequences: The student will receive no credit for the assignments missed due to the truancy. The student will make up the time missed from school at a rate "double" time missed as a result of the truancy. An in school suspension may be assigned to the student as a method to make up the time missed. See Level III of the Discipline Process.

G. Make-up Work for In School and Out of School Suspensions

Days missed due to an out of school suspension may count as an absence from school. Students absent during the period of suspension are required to make up all work satisfactorily and may receive credit for the make-up work. Exams are an exception to this rule and will be graded accordingly. Upon returning to school after a suspension, all homework during the term of suspension will be due. Homework assignments are to be obtained from the student's teachers after school.

H. Requirements for Extra-Curricular Participation

Students are required to be in attendance in school at least **(periods 5, 6, 7 and 8)** preceding any scheduled activity in which they are to participate. This requirement may be waived by the principal if the absence is unavoidable. However, it is the responsibility of the student to check with the principal in advance for prior approval.

I. Return to School After an Absence

Students returning to school after an absence must obtain a makeup stamp from the office prior to being admitted to any class. Students should go to the office for their admit slip prior to 7:55 when at all possible. This will enable the student to return to their first period class on time. No make-up assignments will be given unless a classroom teacher first is presented with an admit slip. Admit slips will classify all absences as excused or unexcused in nature. This classification is based upon parental or guardian verification, as stated above in Section B. Such classification will determine teacher response to requests for make-up work (i.e. unexcused absences will be recorded by the teacher as a "0" zero). Failure to follow the prescribed procedure above may result in disciplinary action.

It is possible that a student may return to school without a prior parental or guardian verification and be admitted in school with an unexcused absence. This unexcused absence will be recorded on the student's admit slip. If the parent or guardian would then provide proper verification to the office, a call or signed note within one (1) day, the absence would then be changed to excused on the office copy of the admit slip and the classroom teacher(s) would be notified of the change. Students will be given the number of days missed plus one in which to complete the make-up

work.

When the student completes the make-up work, on or before the due date, the classroom teacher will sign the admit/make-up slip. The student is responsible to return the admit/make-up slip to the principal's office on or before the due date. Failure to complete work on time will be recorded as a "zero" or no credit by the classroom teacher. In the event of extenuating circumstances, students may request the principal to extend the time to complete their assignments. The request must be made prior to the conclusion of the original timeline. It shall be the responsibility of the student to contact each teacher for instructions concerning all work to be made up.

J. Timely Notification

A notification process has been established to communicate absence status of a student to a parent or guardian. This process consists of written communication from the school in which the parent or guardian is notified when a student is absent 5, 8, and 10 times for a semester class.

When a student is absent ten (10) times from a semester class, excused or unexcused, a letter will be sent by certified mail to the parent or guardian as a reminder of the absence status. A student will be considered as not receiving credit in any class where eleven (11) absences have occurred.

Upon notification of a student's tenth (10^{th}) absence, the student's attendance file is reviewed by the Attendance Committee. The Attendance committee is made up of the principal and guidance counselor. The superintendent of schools may be invited to be on the committee by the student, parents or principal. This committee will collect and consider information regarding student absences from proper and timely verification submitted to the office by the parent or guardian and the classroom teacher(s) of the student. The committee reserves the right to request further information from the parent or guardian regarding the student absences and proper verification. The Attendance committee may waive the appeal, and extend the number of allowable absences in cases where verified illness or injury or other extenuating circumstances accounting for the absences.

The Attendance committee will review all absences and consider each student as an individual. The committee may allow a waiver (granting credit for the class) from the strict application of this policy upon a showing of good cause. The Attendance Committee may consider (but not be limited to) the following points of consideration:

1. Whether the absence has been properly verified by a parent or guardian as stated in Section B.
2. Student make-up work completed on or before the due date of the make-up report and the report signed by the classroom teacher(s) and returned to the office by due date.
3. Whether the reasons for the absence appear to be in the interest of the student or school.
4. Is the absence contrary to the spirit of this attendance policy?
5. Has the student been disruptive, undisciplined, and failed to comply with school rules and regulations?
6. Other factors deemed appropriate by the Attendance Committee.

If the action of the Attendance committee is not satisfactory, a further appeal may be made to the Board of Education. The aggrieved party will have five (5) working days from the decision of the Appeal committee to appeal to the Board of Education.

Article 5 - Scholastic Achievement

STATEMENT OF THE PHILOSOPHY OR MISSION OF THE DISTRICT MULTICULTURAL EDUCATION PROGRAM

It is the philosophy of the district as well as the mission of the district to provide learning experiences for students to obtain knowledge about and respect for the diversity and commonalities of the cultures, histories, and contributions of African Americans, Hispanic Americans, Native Americans, and Asian Americans and to adequately stress the contributions of all ethnic groups.

Section 1 Grading System

Grade reports will be distributed to parents following each grading period. Parent/teacher conferences will be held once each semester. Grade reports will be mailed home.
Following are the numerical grades that will be issued by teachers and their comparable letter grade:

A	94-100	D+	73-76
B+	90-93	D	70-72
B	86-89	F	69 & Below
C+	82-85	Inc.	Work Incomplete
C	77-81	P or F	Pass or Fail

Letter grades may be given only in P.E., Music, and Art. Driver's education is a "pass / fail" graded course. A grade “E” is given in high school occasionally for student putting forth maximum effort but not obtaining a passing grade. For the purpose of computing GPA an “E” grade will be figured at 69%. If a student accumulates five or more “E’s” during his high school career, a Certificate of Attendance may be issued upon graduation instead of a High School Diploma. In the case of a transfer student or other purposes, such as academic honor determination, the following conversion table will be used: 94 - 100 = A = 4.0, 90 - 93 = B+ = 3.5, 86 - 89 = B = 3.0, 82 - 85 = C+ = 2.5, 77 - 81 = C = 2.0, 73 - 76 = D+ = 1.5, 70 - 72 = D = 1.0.

INCOMPLETE GRADES:

To receive credit for a class, all incompletes must be cleared by the second Friday following the last date of the semester. Any deviation from this procedure must be approved by the principal.

Section 2 High School Yearly Course Requirements

High school students in all grade levels are required to register in the following courses: Math, Social Studies, Science, Health and Physical Education, and Language-Arts Core.

High school students are required to register in the following courses:

9th Grade	Intro to Lit./Speech, Math, Physical Science, Geography, P.E./Health
10th Grade	World Literature, Math, Biology, American History
11th Grade	American Literature, Math, Science, World History
12th Grade	English, American Government

All students are required to successfully complete an additional two (2) semesters of a physical education class.
Students will be required to register for a minimum of **seven** classes during the eight-period day. Student assistantships are not to be included in the seven class schedule. Junior High Students will be required to register for a minimum of **eight** (8) classes.

CLASS MEMBER
To attend and/or participate in a class activity, a student must have accumulated the necessary academic credits to be considered a member of the participating class. The student must have the following minimum number of hours of academic credits:
Sophomore - 50
Junior - 105
Senior - 155

Section 3 Graduation Requirements
It shall be the policy of Friend Public Schools that to be eligible for graduation from Friend High School, the candidate must have earned a minimum of 240 semester hours credit in grades 9 through 12 inclusive.

Further eligibility for graduation shall require the candidate to present a minimum of 40 earned semester hours credit during the school year in which he/she intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

Satisfactory completion of the following courses must be presented in the candidate's record:

English	40 semester hours
Social Sciences	40 semester hours
Science	30 semester hours
Math	30 semester hours
P.E. and Health	20 semester hours
Electives	80 semester hours

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

Written notification will be made to parents of students who are in danger of not earning an academic diploma. It shall be required that the candidate have eight (8) semesters experience in grades 9-12.

Section 4 Junior High Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 5 CHANGE OF SCHEDULE

High school students desiring to change their class schedule after registration must do so by the designated date of each semester, **within 5 days from the start of the semester.** After these dates, no changes will be allowed except by special permission of the principal. In order to change any class, the student must present a written request signed by the parent or guardian indicating approval of such change. Upon presentation of the request and approval of the principal, the student will be issued an official form to be signed by all teachers involved in the change. Any classes dropped after the designated date will be recorded on the permanent record with "Withdrew passing" or "Withdrew failing" and dated.

Section 6 GUIDANCE

It is the belief of the Friend Public School that the function of the Guidance program is to assist the student in obtaining the maximum benefit from his/her high school experience. Counseling is the primary guidance service. It is a student-counselor relationship in which the student has the freedom to express his/her ideas and feelings. Counseling seeks to help student assume responsibility for making plans and decisions. The Counselor gathers and organizes information about students from grades, standardized tests, information forms, and conferences with parents, teachers, and students. He/she interprets this information to the student and his/her problems that may present themselves. A folder containing information concerning each student's personal, mental, educational and physical status is maintained in the guidance office. This folder is open to the student and parents for inspection any time.

Through various activities the counselor provides information about careers and the various opportunities for post-high school education. The counselor ***assists*** students and parents in college planning, application for admission, and application for financial aid and scholarships.

Section 7 CLASS RANK AND GPA

The primary purpose of ranking students in class is to provide information to colleges for their use in determining eligibility for admission and counseling. Grade point average will be figured for each student each semester and all classes taken and receiving percentage grades will be used in the computation. Class rank will be determined according to the cumulative GPA while attending Friend High School. Class rank for transfer students will be figured once the student has completed 4 semesters of classes taken at Friend High School.

Section 8 Honor Roll

High level of achievement is desired and encouraged by Friend High School. High level of achievement in scholastic endeavor is recognized by the publishing of an Honor Roll at the end of each quarter and each semester. Quarter Honor Roll will be based on quarter grades while Semester Honor Roll will be based on semester grades.

We have two levels of achievement for our Honor Roll:

1) Honor Roll With Distinction: A student must have an average of 94% or above in all courses in which a percentage grade is received. This excludes music, physical education, and art classes. One D, F, or incomplete grade for a course will automatically eliminate a student from the Honor Roll.

2) Honor Roll: A student must have an average of 90% or above in all courses in which a percentage grade is received. The same exclusions apply as above.

Section 9 National Honor Society

The National Honor Society is an organization sponsored by the National Association of Secondary School Principals. It exists with the hope of creating an organization that would recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy.

Selection Procedure:

Membership, **all students who meet the criteria will be selected**. Selection for membership is based on decisions made by the five-member NHS Faculty Council **chosen by the High School Principal.** The sponsor is a non-voting member of the NHS Faculty Council. Eligible students and parents have an option to attend a meeting prior to the selection process. During this meeting, the application, scoring, and selection procedures will be outlined and discussed.

The minimum cumulative grade point average for eligibility for Friend's chapter of the National Honor Society is 90% for sophomores, juniors and seniors. Freshmen are not eligible for National Honor Society membership.

Participation, leadership, and service in school and community are required in addition to scholarship. Students are provided an activity/participation form and requested to complete it. Students who fail to complete the form are not automatically disqualified from consideration, but membership chances could be greatly reduced because the NHS Faculty Council is unlikely to be aware of all the activities and services in which a student is involved. Scholarship receives more weight as it accounts for 40% of the total student score. Leadership, service, and character each account for 20% of the total score.

Membership in the National Honor Society is based on excellence in four areas: character, scholarship, leadership and service. Each area is considered independently; excellence in one area does not automatically qualify a student for membership. Each individual's score will be determined by a numerical rating applied to each student by the NHS Faculty Council. Each council member will consider the following when giving the student a rating:

SERVICE

Willingness to render cheerfully and enthusiastically any requested service to the school and community.

Volunteers dependable and well-organized assistance, is available on his own time and is sacrificing.

Works well with others and is willing to take on difficult or inconspicuous responsibilities.

Participates in some outside activity: Girls Scouts, Boy Scouts, Church groups, volunteer services for aged, poor, disadvantaged, family duties.
Service focus free write. \
LEADERSHIP

Demonstrates leadership in classroom, at work, and in school activities and demonstrates academic initiative.
Exercises influence on peers in upholding school ideals.
Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
Exemplifies positive qualities and attitudes.
Leadership focus free write.
CHARACTER

Takes criticism willingly and accepts recommendations graciously.
Constantly exemplifies desirable qualities of personality and shows courtesy, concern, and respect for others.
Cooperates by complying with school regulations.
Demonstrates highest standards of honesty and reliability.
Character focus free write.

Candidates for and members of National Honor Society must exhibit qualities of character consisting of integrity positive behavior, cooperation, and ethics. Data on these qualities will be collected by a survey of all secondary faculty members. Obviously, such behavior as truancy, copying, cheating, proven law violations, violations of school rules and regulations, suspensions, patterns of classroom misconduct, absenteeism, avoidance of exams, and incidents that reflect negatively upon a student's character will be considered in this survey. Faculty Council members may use this information as an additional assessment to determine a student's membership.

A profile of each student is derived from an accumulated point total adding each of the four areas above: scholarship, service, leadership, and character. The point totals are calculated by a staff member assigned by the **Sponsor**. Point totals are listed in descending order without student names. A meeting will be called by the **Sponsor** to gain input from the faculty. The purpose of this meeting is to gain input from the faculty that may be used as an additional assessment by the Faculty Council. Working as an individual and in confidentiality, each faculty member is given a list of the student point totals in the meeting. The list, without student names, is used by the faculty member to establish a line or what they determine as a logical "break" denoting admission into National Honor Society. This information will be collected by the **Sponsor** and shared with the Faculty Council. The Faculty Council may use this information as they meet and make their final selection for members in the National Honor Society.

National Honor Society members are required to live up to the academic and behavior standards expected of them. For those who fail to do so, a review process occurs to determine if the member is placed on probationary status, suspended, or expelled from the membership. **Once you have been removed for behavior unbecoming of an NHS member you may not re-apply in future years according to National Honor Society by-laws.**

Section 10 Down List

To help keep parents informed about the academic progress of their child, a Quarterly Progress Report is sent home with the student every quarter, and must be signed by a parent/guardian and returned. A weekly eligibility report is sent to teachers, coaches, and sponsors to inform them of eligibility for extracurricular activities. Students who are ineligible for extracurricular activities **(not passing 30 hours)** on a weekly basis will have a letter mailed to their parents. **They will remain on the list from the Wednesday through Tuesday. If their grades have been raised to passing, they regain their eligibility on the following Wednesday morning.** Any student on the down list, failing the course, will not receive credit for the course at the semester unless the grade is raised to a passing level. It is emphasized that it is the responsibility of the student upon notification to go to the teacher and determine how he or she can best improve their grade.

Section 11 Class Load

Students will be required to register for a minimum of **seven** classes during the eight-period day. Student assistantships are not to be included in the seven class schedule.

Section 12 Class Member

To attend and/or participate in a class activity, a student must have accumulated the necessary academic credits to be considered a member of the participating class. The student must have the following minimum number of hours of academic credits:

Sophomore - 50
Junior - 105
Senior - 155

Section 13 Selection of Valedictorian/Salutatorian

A valedictorian and salutatorian shall be selected from each graduating class. The Valedictorian shall be that graduating senior with the highest cumulative grade point average, while the Salutatorian named shall be the graduating senior with the second highest cumulative grade point average. Transfer students may be eligible once they have completed 4 semesters of classes taken at Friend High School. In the event that the cumulative grade point average of two or more class members is close enough to indicate a possible tie, it shall be at the discretion of the principal to declare a tie for either the valedictorian and/or salutatorian.

Section 14 Academic Letter

Students in grades 10-12 may earn an Academic Letter each year. The requirements for the letter are:

1. The student must earn at least a 94% grade average for the following cumulative lengths of time:

   10th Grade 3 Semesters
   11th Grade 4 Semesters
   12th Grade 6 Semesters

2. At least one of the semesters listed in the semester requirements for the grades 9-12 must be during the current school year.

3. In order for a quarter or semester to be counted towards the requirements listed above, the student must take at least four academic core classes. Those classes considered core classes for this rule are:

English	**Mathematics**
Intro to Lit/Comp	College Algebra
World Lit/Comp/Speech	Calculus
American Lit/Comp	Algebra II
College Literature	Geometry
Honors Literature	Trigonometry

Science	**Social Studies**
Anatomy & Physiology	Geography
Biology	World History
Chemistry	American Government
Physics	American History
Agricultural Science	Sociology/ Critical Issues

Computer Ed & Business	**Foreign Language**
Accounting I	Spanish I
Agri-Business	Spanish II
Accounting I	Spanish III
	Spanish IV

4. A distance learning class from another high school or from a college can be approved to substitute for or count as a "core course" requirement. The approval will be given by the Administration and Guidance Counselor.

5. Awards – Each student in grades 10-12 will receive a varsity letter certificate. Students who qualify will also receive an "Academic F" chenille. The chenille will be awarded one time throughout grades 10-12.

The Administration and the Counselor will decide if new courses will be added to the list of core courses and elective curriculum. If a student transfers to Friend, the student will be eligible for an Academic letter after he/she attends Friend for three complete semesters.

Freshman A+ Award
If, as a Freshman, you have a 94% (A) GPA for at least three quarters and you are on track to receive an academic letter, you will awarded the "Freshman A+ Award

Section 15 Student Planners
In an effort to assist students in organizing their daily tasks and their school year, each student will be presented with a student planner at the beginning of the school year. Students are required to carry their planner. Planners are utilized as a hallway pass and a computer use "license" in addition to a planner. Students who lose their planner are required to purchase a new planner from the school office.

Article 6 - Support Services

Section 1 Special Education Services

Special Education Identification
All children with disabilities, 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 eligible for these services. The school newsletter will contain information about services coordination and two annual "Wellness Days" conducted by the district.

What Does Special Education Mean?
Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit
A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?
Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation
If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation
Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: http://www.nde.state.ne.us/SPED/sped.html.

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
4. Have the school district advise you of your rights under federal law.
5. Receive notice with respect to identification, evaluation or placement of your child.
6. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations

to allow your child an equal opportunity to participate in school and school-related activities.

7. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
8. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
9. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
10. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
11. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
12. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
13. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
14. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
15. File a local grievance in accordance with school policy.
16. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Guidance Services

It is the belief of the Friend Public School that the function of the Guidance program is to assist the student in obtaining the maximum benefit from his/her high school experience. Counseling is the primary guidance service. It is a student-counselor relationship in which the student has the freedom to express his/her ideas and feelings. Counseling seeks to help student assume responsibility for making plans and decisions. The Counselor gathers and organizes information about students from grades, standardized tests, information forms, and conferences with parents, teachers, and students. He/she interprets this information to the student and his/her problems that may present themselves. A folder containing information concerning each student's personal, mental, educational and physical status is maintained in the guidance office. This folder is open to the student and parents for inspection any time.

Through various activities the counselor provides information about careers and the various opportunities for post-high school education. The counselor ***assists*** students and parents in college planning, application for admission, and application for financial aid and scholarships.

Section 4 Health Services

Illness or accident: Parents are encouraged to keep students at home when they are running a fever. A student who becomes ill during the school day may be sent to the office. If it is deemed necessary to send the child home, the parent or designated person on the Emergency Information Sheet will be contacted by the school secretary. The child will be kept at school until dismissal if contact with a parent or designated person is not made.

Students are required to report any accident occurring in school that results in an injury. Students should report to a school staff member. If a child is injured or is ill at school and it is deemed necessary that treatment is beyond that which can be administered, the parent is contacted and asked to come for the child. In case of emergency, the procedures designated by the parents on the Emergency Information Sheet will be followed. Unless parents or guardians expressly forbid, in case of dire emergency the school will call a physician or the Friend Rescue Squad for assistance. Please inform the school of any changes in procedure that comes up. It is the practice of Friend Public Schools to require students to learn and follow safety rules and procedures in classrooms that require special protection. To support a safe environment, students are required to wear safety glasses in some science and industrial technology classes.

Medication: No medicine will be prescribed or provided to any student without parent permission and a copy of the Medication Permission form on file. The school will dispense non-aspirin (such as Tylenol) if a parent delivers a written note to the Superintendent's office granting the school permission to do so.

Communicable and Infectious Diseases: It shall be the responsibility of the Friend Public School principal(s) to assist in meeting the provisions of the State Health Department covering communicable and contagious diseases by promptly reporting to the school nurse and superintendent the presence of such diseases. Parents are requested to inform the principal and superintendent if their child has contracted a contagious or communicable disease. The principal shall not reenter any such student except under circumstances described below.

Students will be excluded from school for the following communicable diseases and prescribed periods of time:

Measles (Rubeola): A student may return to school the fifth day after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.

Three day measles (Rubella): Students may return to school four days after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.

Fifth Disease: A student may attend school while rash is still present if there is no fever, excessive itching, sore throat and other discomfort.

Mumps: A student may return nine days after the onset of parotid swelling. The State Health

Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease.

Chicken Pox (Varicella): A student may return to school after one week if symptom free and all pox are dried.

Shingles (Herpes zoster): A student may return to school after all lesions are dried. Rare in students. May return with lesions covered or as doctor advises.

Streptococcal infection: A student may return to school 24 hours after start of antibiotic therapy and afebrile (no fever).

Ringworm, impetigo, scabies, and pinkeye (conjunctivitis): A student must remain out of school at least one day and until treatment has begun. Children with mild scabies, lice, impetigo, tinea corporis and conjunctivitis can be sent home at the end of the school day with instructions not to return until under a physicians care.

Head lice: Students will be excluded from school until treated and determined to be louse and nit free.

Hepatitis: A student will be readmitted upon approval of a family physician.

Scarlet Fever: A student may return to school 24 hours after starting antibiotics.

Elevated Body Temperature: Students with temperatures over 100 degrees will be sent home.

Summary of the School Immunization Rules and Regulations
Section 5For 2016-2017 School Year

Student Age Group	**Required Vaccines**
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: http://www.hhs.state.ne.us/reg/t173.htm (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) **Updated 5/2015**

Section 6 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Behavior on School Buses

General Conduct Rules Apply: While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

Article 7 - Drugs, Alcohol and Tobacco

Section 1 ALCOHOL AND ILLICIT DRUG USE PROHIBITED

The Friend Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers and students on school property or at any school sponsored event or activity; further, any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures; if a student is suspected of being under the influence of a substance the administration will require a UA (urine analysis) at either the local police department under police supervision or a local Friend medical facility.

Moreover, the Board authorizes and directs school administrators or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy. Discipline for employees may extend to a recommendation for dismissal. While the Board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment. Discipline for any adult volunteers may include removal from the volunteer position. Discipline for students may include suspension, expulsion, and or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from the school counselor. The Board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs. Finally the Board directs that this policy be included in all staff student handbooks and that it be posted in staff lounges and workrooms. **This also includes and pertains to any and all synthetic drugs. (i.e. K-2)**

Section 2 SMOKING PROHIBITED

It shall be the Friend Public School Board's policy that in order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, smoking shall be prohibited in the Friend Public Schools buildings. Private, enclosed offices are not exempt from this policy. There shall be no designated smoking areas within any of the Friend Public Schools buildings, for employees, students, visitors to the schools, and/or the general public. Smoking shall also be prohibited in the stands and bleachers at the football field and near the entry of school buildings. This policy shall apply all times whether school is in session or not. **This includes the E-Cigarettes.**

Section 3 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Section 4 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Section 5 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled

substance when such activity constitutes a substantial interference with school purposes.

6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Article 8 - Student Rights, Conduct, Rules, and Regulations

Section 1 Student Conduct and Discipline Policies

The basis for an education is to prepare the student for the demands of the adult world, its challenges and its problems. The rules and standards of student conduct contained herein are intended to provide notice to students as to the conduct prescribed or required of them and of the responsibilities of the students in the Friend Public School System. Students are required to conduct themselves in a respectable manner, be considerate of other pupils' rights and make the best use of the opportunities available. Permission to remain in class is based on good behavior. Attendance ends as soon as the pupil shows an unwillingness to observe the regulations of the particular class and shows lack of cooperation.

The rules and standards in this section apply to all school buildings or any school groundduring, immediately before, or immediately after school hours. They also apply to any school-sponsored function or event whether on or off school grounds. This section does not define all types of aspects of student conduct: however, the Board of Education has the responsibility to set forth policies, rules, and regulations to help students conduct themselves in a proper manner as reasonably good citizens of the school community.

Section 2 Forms of School Discipline

Short-Term Suspension:
Students may be excluded by the Principal or his designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,

2. Other violations of rules and standards of behavior adopted by the Friend Public School Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what 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.

3. 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. 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.

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

Expulsion:
Meaning of Expulsion. 1) Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. 2) The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within 5 days of notice of expulsion or long term suspension by the school, if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: (a) interference with an educational function or school purpose, or (b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the Hearing Examiner files the report of his or her findings with the Superintendent, if the Principal has made a determination as above described.

1. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of

such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

2. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as 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, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.
3. 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 meet 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.

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 need 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 receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Section 3 Student Conduct

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Friend Public School, all students are expected to refrain from the following conduct.

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material

used as a stimulant); if a student is suspected of being under the influence of a substance the administration will require a UA (urine analysis) ; at either the local police department under police supervision or a local Friend medical facility

7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, 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, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. 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, national origin, or religion;
12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).
13. Willfully violating the behavioral expectations for those students riding Friend Public School buses.
14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes. In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,

16. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

    Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

    a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
    b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
    c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

    The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Section 4 Reporting Student Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, 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 the officer and regarding 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, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Friend Public School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

    Knowingly possessing illegal drugs or alcohol.

Assault.
Vandalism resulting in significant property damage.
Theft of school or personal property of a significant nature.
Automobile accident.
Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Section 5 Due Process Procedure

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, 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.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said 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 or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
   (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
   (c) A statement explaining the student's right to a hearing upon request on the specified charges.
   (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
   (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

(f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.

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. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment 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.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from

time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Friend Public School Board of Education at any reasonable time prior to the hearing.

6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.

8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.

9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.

13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe,

but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Section 6 Additional Student Rules

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

Discipline Process:
The Discipline Process is a listing of general school rules (exceptions of student behavior) and consequences. This list is not all inclusive; however the Discipline Process addresses student behavior that interferes with their own and other's education.

Levels of Infractions: The level at which a student enters the discipline process is dependent upon the circumstances which may include a student's prior conduct, responses to prior consequences, student's attitude, and effect of student's conduct on the school and others. The following is a list of infractions and the level at which each enters the due process system. "Please note: This list is NOT all inclusive.

LEVEL I Consequences for the following infractions may be, but are not limited to: Teacher/Student resolves the problem

1. Plagiarism or dishonesty
2. Public displays of affection
3. Classroom misconduct
4. Disrespect for others, including their property
5. Eating food/candy
6. Possessing food or drinks (other than in the cafeteria at an allowable time/circumstance)
7. Inappropriate behavior at school sanctioned events
8. Cheating (resulting in a zero for the assignment)
9. Nuisance items (radios, tape players, pagers, sun glasses, etc.)
10. Hallway misconduct
11. Locker violation
12. Snowballing

LEVEL II Consequences for the following infractions may be, but are not limited to: A teacher, administrator, or paraprofessional may issue detentions, when appropriate, to address any rules infractions and/or discipline problems.

After School Detention

1. Hall pass violations
2. Excessive tardiness
3. Unexcused absences
4. Disrespect for school or other individual's property (student will be required to pay replacement costs or repair)
5. Cafeteria misconduct
6. Misuse of car/parking lot violations
7. Cursing/abusive language
8. Insubordination
9. Gambling
10. Behavior which interferes with class work or other school activities
11. Violation of dress code
12. Stealing of property or theft
13. Possession of pictures or drawings which are obscene or derogatory to any school employee or student
14. Open campus violation during the lunch break
15. Hazing/initiations
16. Truancy
17. Harassment and Bullying

***The list is <u>NOT</u> all inclusive**

LEVEL III Consequences for the following infractions may be, but are not limited to:

In school Suspension (ISS)/Out of School Suspension (OSS)/Expulsion

1. Cursing/abusive language/vulgar gestures
2. Destruction of school or other individual's property (student will be required to pay for the repair or replacement of such property).
3. Possession of or under the influence of tobacco products, alcohol, illegal drugs or imitation controlled substance.
4. Stealing or attempting to steal property of substantial value.
5. Vandalism (criminal acts).
6. Causing or attempting to cause personal injury to any school employee, volunteer, or student.
7. Use of violence, force, coercion, threat, intimidation or similar conduct which interferes with the purpose of school.
8. Knowingly possessing, handling, or transmitting, a weapon.
9. Public indecency.
10. Harassment of any student or school employee.
11. Repeated violation of any rules as outlined in the Student Handbook or established by School Administrators or Board of Education.
12. Engaging in activity which constitutes a threat to himself, herself and others or interferes with school purposes.
13. Sexual assault or attempted sexual assault.
14. Gross disrespect for any or all school employees.
15. Chronic absenteeism, tardiness, or truancy.
16. Unsportsmanlike activity.
17. Hazing/initiations.

18. Harassment and Bullying.

***The above list is <u>NOT</u> all inclusive.**

Section 7 HARASSMENT AND BULLYING

Threats – oral and/or threatening behavior—will not be tolerated between students or directed at a school employee. Threatening another person will result in suspension up to five days, parents notified, and a report filed with the local police department.

Section 8 HAZING - INITIATIONS

It shall be considered unlawful for any student, either individually or collectively, to engage in any hazing, initiation prank, practical joke, trick or other mischievous conduct, either malicious or otherwise, involving another student of this school or any other school, or related to inter-school rivalry or directed against or affecting any person whomsoever, including teachers, school employees, parents, and members of the public at large, and regardless of whether such activity be conducted on school premises or off school premises, or within boundaries of the school district or outside such boundaries or during or after school hours. This regulations if for the protection of persons and property and will be strictly enforced. Violation will be grounds for disciplinary measures commensurate with the offense, including expulsion.

Section 9 CLASS CONDUCT

This shall be based on mutual respect for each person's individual rights. The basic right of class membership is contingent on non-infringement of the rights of others. The classroom teacher shall maintain a proper atmosphere conducive to good instruction. Pupils will conduct themselves in a respectful manner, be considerate of other people's rights, and make the best of the opportunities available. Faculty, staff, and substitute teachers will be addressed as Mr., Mrs., Miss, or Ms. Depending on their preference. The privilege to remain in class is based upon good behavior. No cursing or abusive language will be tolerated. Offenders may be suspended from the class or from school. Students are not permitted to sit on tables or counter tops and are prohibited from placing their feet on top of tables, chairs, or counter tops.

Any school sanctioned or sponsored event is considered a legal extension of the classroom and all school rules apply. This includes activities at other locations as well as local events.

Section 10 DISMISSAL FROM CLASS OR ACTIVITY

Any student sent from the class or activity for misconduct must report directly to the principal's office. **This is an automatic detention for getting sent to the office. If the student refuses to go to follow the teachers request it will be construed as insubordination and they will be suspended according to the handbook.**

Section 11 SCHOOL DETENTIONS

Administrators, teachers and paraprofessionals have the authority to detain students after school or require students to arrive to school early for extra help or for disciplinary action.

1. **Monday Afternoon Detention: 3:36 pm to4:06 pm (30 minutes)**
2. **Tuesday Afternoon Detention: 3:36 pm to 4:06pm (30 minutes)**
3. Wednesday Afternoon Detention: **NONE**
4. **Thursday Afternoon Detention: 3:36 pm to 4:06 pm (30 minutes)**

5. **Friday Afternoon Detention: 3:36 pm to 4:06 pm (30 minutes)**

Failure to serve assigned detention or arriving late to a detention will result in a doubling of the time assigned. Students that skip detention will have their time doubled. If they skip again then the consequence is ISS (In School Suspension) or OSS (Out of School Suspension). Students who receive detentions will serve them on the day they were issued. If there are extenuating circumstances, administration may arrange a different date. Detentions that result in excess of two hours may be handled through suspension. Make up work and duration during the suspension time will be addressed as previously outlined in section "Procedure to be followed for short-term suspensions."

Section 12 SUBSTITUTE TEACHERS

Substitute teachers are guests in our school. They have a difficult task to perform in the absence of the regular teacher. Students are asked to give substitutes as much help as they can. In this way, classes will be effective and students will receive the maximum benefit. If a student receives a detention from the substitute teacher, this is automatically doubled by the classroom teacher.

Section 13 DRESS CODE

Students at Friend Public Schools are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. **This applies to all home and away events that are school related, even as a fan or spectator. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:**

a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps - straps less than 1", "tarzan" shirts, mesh, sagging pants); shorts or skirts (clothing) must cover a student's leg to the point where the students' finger tips down at their side is the "highest" the skirt or short can be.
b. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play";
d. Head wear including hats, caps, bandannas, and scarves;
e. Clothing or jewelry which exhibits nudity, makes sexual references or carries double meanings.
f. Jeans or pants with holes above the kneecap are unacceptable. Any rips or holes must be covered with duct tape, even if you are wearing something underneath. **If a student is told to cover up a hole after the 8:00 bell, they will be given a detention.**

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such

additional posting of prohibited items or grooming which may be available in the Principal's office. Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code the student will receive an office referral and will be required to change the clothing. The student may call home for proper apparel or the school will provide a t-shirt, sweat shirt, or sweat pants, etc. If the student will not change the clothing, the student will be assigned to in-school suspension for the remainder of the day. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct above. This may include a phone call to a parent, after school detention, suspension, or expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

Section 14 Electronic Devices

a. Philosophy and Purpose. Friend Public Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and

immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

e. Penalties for Prohibited Use of Electronic Devices:

.

Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including

expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

f. Reporting to Law Enforcement.

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

g. Responsibility for Electronic Devices.

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

(3) Harassment and Bullying Policy: Threats – oral and/or threatening behavior—will not be tolerated between students or directed at a school employee. Threatening another person will result in suspension up to five days, parents notified, and a report filed with the local police department.

(4) Inappropriate Public Displays of Affection (IPDA): Displays of affection are not acceptable behavior in the school building. Students are expected to conduct themselves with taste and respect for themselves and others in these relationships. Public demonstrations of kissing, embracing, and other intimate contacts are embarrassing to others and show little respect for the reputation of the partner involved. Discipline action taken includes detentions.

(5) Network, E-Mail, Internet and Other Computer Use Rules:
General Rules:

(i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.

(ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network.

Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

(iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

(iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

(i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

(ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).

(iii) Users shall not use or try to discover another user's account or password.

(iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

(vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

(x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

(i) Be polite. Do not become abusive in your messages to others.

(ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

(iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

(iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.

(v) All communications and information accessible via the network should be assumed to be private property of others.

(vi) Do not place unlawful information on any network system.

(vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.

(viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

(ix) Other rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

(e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(7) Risks of MySpace, Facebook and other Social Networking:
The purpose of this message is to give our students information about the risks of using MySpace, Facebook, Xanga, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on MySpace may affect you years later.

What you say now on MySpace may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on MySpace.

MySpace has published a Guide for schools with some suggestions that we would like to share with you:

Here are some common sense guidelines that you should follow when using MySpace and the Internet in general:

- Don't forget that your profile and MySpace forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).

- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new MySpace friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to MySpace or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, MySpace will delete your profile.

We urge all students to following these common sense guidelines.

Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Section 1 ACTIVITY ELIGIBILITY REQUIREMENTS

The Friend Public School will follow the requirements as set forth by the Nebraska School Activities Association for student participation in extracurricular activities. The student must have successfully received credit for 20 semester hours of work the previous semester (Nebraska School Activities Association rule) and currently passing 30 hours per week. Students ineligible to participate in the extra-curricular event will nevertheless attend all practice sessions.
Students will be considered ineligible to participate in an extracurricular activity for a period of one week if he/she is not passing 30 hours for the current grading period. An activity is defined as an appearance by an individual or group before the public as a representative of Friend Public School. Eligibility reporting periods will be on a weekly basis. Students not passing 30 hours will be ineligible from Wednesday through the following Tuesday. Exceptions are graded performances, such as winter/spring vocal and instrumental music concerts. Thirty hours is defined as 6 classes meeting each day for the entire semester. Passing is defined as having a grade point average of at least 70% in each class.

Section 2 PARTICIPATION FEE

Athletes in grades 7 – 12 will pay a $30.00 participation fee **prior** to their participation. This fee will help offset the rising costs of operating the activities budget. Each student will pay the $30.00 fee just once (i.e. if a student is out for more than one activity they only pay the participation fee once). The athlete will receive an activities pass, which will allow them free entrance into all regular season home contests for every sport all year. No family will pay more than $100.00.

WARNING FOR PARTICIPANTS & PARENTS

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 4 RULES OF CONDUCT

Realizing that participation in school sponsored activities at Friend Junior-Senior High School is a privilege and not a right. Coaches will determine the selection of team members and the playing time for each member of the team. In addition, student participation in activities is subject to the regulations listed below. Since each activity is unique in nature, regulations and penalties in paragraphs A, B, and C shall be designated in writing by the respective coach or sponsor.
Student conduct subject to these rules includes conduct both on and off school grounds. (If the conduct occurs on school grounds, at a school activity or event, or in a school vehicle, the student may also be subject to further discipline under the general student Discipline Code). Student conduct subject to these rules includes conduct occurring at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct. Upon the first official starting date for fall activities as established by the NSAA, a student is advanced to the next grade level, i.e. an 8th grade student becomes a 9th grader.

Honesty and forthrightness – All students are expected to be honest and forthright with school officials. In the event the activity sponsor or coach or any school administrator asks a student for information pertaining to compliance (or lack of compliance) by the participant or other

participants with the rules, standards, guidelines, or eligibility conditions for participation in activities, the participant is expected to fully, completely, and honestly provide the information.

Section 5 ACTIVITY REGULATIONS

The following regulations apply to all students who participate in any school sponsored activity while attending Friend Junior-Senior High School. It is important that you become completely familiar with these rules, and above all, abide by them.

A. Hours - Due to the schedule and nature of the various sports, curfews and penalties will be established by each head coach, distributed in writing to the parents or guardians of each participant and filed with the Athletic Director.

B. Attending practice - Participants are expected to attend all practice sessions. If a participant has a valid excuse for missing a practice, it is his/her responsibility to contact the coach or sponsor. An athlete will be allowed NO UNEXCUSED ABSENCES. Penalties shall be designated in a coach or sponsor's letter to parents or guardians of participating students and filed with the Activities Director.

C. Appearance and conduct - Participants will appear for activities with proper attire and conduct themselves properly. Hair will be groomed in a manner that will not interfere with the performance of the participant in that sport or activity. Requirements and penalties concerning each of the above shall be outlined in a coach or sponsor's letter to parents or guardians of participating students and filed with the Activities Director.

D. Academic eligibility - Students are required to pass **30** credit hours in the previous semester, 25 hours on a weekly basis as outlined in the Student Handbook in the section entitled, "Activity Eligibility Requirements."

E. Alcohol, tobacco, and illegal drugs – The use, consumption or possession of alcohol, tobacco, or illegal drugs by students will not be permitted at any time, either in or out of school. For purposes of this policy, "use" or "consumption" includes ingesting, inhaling, injecting, or drinking the prohibited substances, and the term "possession" includes purchasing, selling, holding, or carrying of the prohibited substances (except carrying in unopened cartons at the specific direction of a responsible adult). **This shall include E-cigarettes and any/all synthetic drugs (i.e. K-2).**

F. Conduct under student discipline code – Any conduct that occurs on or off school which, if committed on school grounds would be a violation of the Student Discipline Code shall be grounds for disciplinary action. Conduct involving the causing of personal injury to another, sexual assault or lewd behavior, or theft or damage to property, shall be grounds for disciplinary action even if such conduct does not involve a school staff member or fellow student, or school property. A criminal citation on charge issued by any law enforcement agency or court, or a filing in a Juvenile Court for conduct which would constitute a criminal offense, shall be grounds for disciplinary action and provided that school officials determine that facts exist to support such citation, charge, or filing.

Cumulative Nature: Rule violations ("E" and "F" in the preceding section) are cumulative in nature. Students in grades 7 - 8 accumulate rule violations with the consequences as outlined below. Thereafter, students in grades 9 - 12 with any rule violations in grades 7 and/or 8 will have those waived and enter grade 9 without any violations. Students in grades 9 - 12 accumulate rule violations with the consequences as outlined below.

Section 6 DISCIPLINARY ACTION

The following *definitions* for "activities," "suspension," or "self-report" apply to Section IV of the

Friend Jr. - Sr. High School Student Handbook, "Activities Program:"

- Activities: The following is a list of activities. Suspension includes, but is not limited to the activities listed: all NSAA sanctioned activities, school dances, Homecoming, Prom, Honors Banquet, Quiz Bowl, student organizational contests or conferences, school play, music / band trip, school activities (list is not all inclusive). Activity sponsors and administrators will determine which student activities will be considered for suspension.
- Suspension: This is the removal as a participant from all extra-curricular or school sponsored activities. The suspension period will begin with the first activity the student is eligible for participation. The suspension period may carry over from one school year to the next.
- Self-report: Self-reporting should occur by 9:00 a.m. of the first school day following the rule violation. If school is not in session and there is an activity in which the student is eligible for participation, the student is responsible to self-report prior to the activity. Self-reporting may be delivered by the student to any coach, activity sponsor, activities director, or administrator on staff at Friend Public Schools.

Upon presentation of sufficient evidence (in the case of student activity which occurs off-school grounds, not at a school function or event, and not in a school vehicle, "sufficient evidence" is defined as staff eyewitness, criminal citation, or self-report; in the case of student activity which occurs on school grounds, at a school function or event, or in a school vehicle, "sufficient evidence" shall mean evidence which the administration or others enforcing the student conduct rules determine in their reasonable discretion to be sufficient) and in accordance with the "Due Process" outlined in the section above, the following action will be taken:

Alcohol or Tobacco Disciplinary Action

a. First Offense – Alcohol or Tobacco

Twenty-one (21) calendar day suspension from all activities or fourteen (14) calendar day suspension if the student chooses to "self-report" the student handbook rule violation as previously defined.

Additional Consequence:

The student would not be eligible for Homecoming or Honors Banquet royalty, graduation lead-in, usher, or program assistant during the school year in which the suspension occurs.

b. Second Offense – Alcohol or Tobacco

Thirty-five (35) calendar day suspension from all activities or twenty-one (21) calendar day suspension if the student chooses to "self-report" the student handbook rule violation as previously defined.

Additional Consequences:

In addition, a student found in violation will not be nominated or supported for any award during that season in which the suspension begins. (Fine Arts activities and student organizations will be interpreted as three (3) seasons. Dance and Cheerleading will be considered as two (2) seasons – fall and winter.) This is to include letter awards, local incentive awards, i.e., tackle award, take-down award, etc., all-state, all-conference, player of the week, etc. The only exceptions would be those awards decided upon by persons other than coaches and directors such as sportscasters, sports editors, etc. Awards gained by actual competition (medals) or awards received prior to the violation would not be retractable. A violation would not affect awards during other sports seasons (year long).

c. Third Offense – Alcohol or Tobacco

One calendar year suspension as a participant from all activities. No self-report option available.

d. Fourth Offense

Elimination of participation from all activities throughout the remainder of one's attendance at Friend Public Schools.

Drug Disciplinary Action

a. First Offense – Drugs

Thirty-five (35) calendar day suspension from all activities or twenty-one (21) calendar day suspension if the student chooses to "self-report" the student handbook rule violation as previously defined.

Additional Consequence:

The student would not be eligible for Homecoming or Honors Banquet royalty, graduation lead-in, usher, or program assistant during the school year in which the suspension occurs. In addition, a student found in violation will not be nominated or supported for any award during that season in which the suspension begins. (Fine Arts activities and student organizations will be interpreted as three (3) seasons. Dance and Cheerleading will be considered as two (2) seasons – fall and winter.) This is to include letter awards, local incentive awards, i.e., tackle award, take-down award, etc., all-state, all-conference, player of the week, etc. The only exceptions would be those awards decided upon by persons other than coaches and directors such as sportscasters, sports editors, etc. Awards gained by actual competition (medals) or awards received prior to the violation would not be retractable. A violation would not affect awards during other sports seasons (year long).

Second Offense – Drugs

One calendar year suspension as a participant from all activities. No self-report option available.

Third Offense -- Drugs

Elimination of participation from all activities throughout the remainder of one's attendance at Friend Public Schools.

Visual Representation of Offenses and Days Suspended:

Alcohol & Tobacco Offense	**Period of Suspension Self Report**	**Period of Suspension No Self Report**
1st Offense	**14 Days**	**21 Days**
2ndOffense	**21 Days**	**35 Days**
3rd Offense	**Option not available**	**1 Year**
4th Offense	**Elimination of all activities**	**Elimination of all Activities**

Drug Offense Offense	**Period of Suspension Self Report**	**Period of Suspension No Self Report**
1st Offense	**21 Days**	**35 Days**
2ndOffense	**Option not available**	**1 Year**
3rd Offense	**Elimination of all Activities**	**Elimination of all Activities**

STEROID OFFENSES

A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

Section 7 DUE PROCESS

"Due Process" is a procedure which the course of law recognizes as a necessary part of any rules and regulations. "Due Process" furthermore, and of primary importance, recognizes the rights of the individual since it outlines his recourse in the event he feels a wrong decision has been made. The "Due Process" steps outlined hereafter are the procedures for a student and his/her parents to follow in appealing decisions relating to eligibility. It should be understood that students and parents who wish to appeal will be expected to follow the "Due Process" steps in the event legal action would be initiated at some later date.

A. After a ruling of ineligibility resulting in suspension from activities has been made by the principal or activities director, the principal shall formalize the ineligibility decision in writing, outlining the specific details relating to (a) the violation or infraction, (b) the date of violation or infraction, (c) the period of suspension, and (d) any other pertinent information. The letter may be delivered by hand delivery or by regular mail, or by posting the letter in an envelope on the door of the residence of the parents or legal guardian as reflected in school records.

B. Upon receipt of the ineligibility ruling a student and/or his/her parents may formally appeal the decision in writing to the principal provided an appeal is received within 5 calendar days from receipt of the letter outlining the suspension. The suspension will remain in effect during the period of appeal.

C. After a request for an appeal has been received by the Principal, a hearing shall be held before the Superintendent or Superintendent's designee. The hearing shall be an informal hearing. The Superintendent or Superintendent's designee (or the Board of Education, in the case of a Board appeal hearing under Section D) shall have the right to determine and control the procedures to be used at the hearing. The hearing date shall be determined by the Superintendent or Superintendent's designee, but such hearing shall be held if practical no later than 7 school days after the receipt of the request for hearing. Present at the hearing, in addition to the Superintendent or Superintendent's designee, shall be the student and the parents and, if a rule relating to a specific activity is involved, the head coach or sponsor of that activity.
    1. The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
    2. The decision of the Superintendent or Superintendent's designee shall be made in writing and be delivered to the parent or legal guardian

D. If the student and his/her parents are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The Superintendent must receive in writing a request for such a second hearing before the Board of Education within 5 calendar days after delivery of the decision of the Superintendent or Superintendent's designee to the parent or legal guardian.

    NOTE: provisions as outlined in letter C above, including items 1 and 2 will be applicable relating to the second hearing.

E. The provisions as outlined above shall be the sole and exclusive remedy for appeal from the rulings referred to in Paragraph A.

Section 8 PHYSICAL EXAMINATIONS

Any student in grades 7-12 participating in athletics at Friend must have a physical examination by a licensed physician. This is an NSAA regulation. The expense of physical examinations shall be the responsibility of the parent or guardian.

Section 9 TEAM SELECTION AND PLAYING TIME

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

A. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

B. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 10 LETTERING REQUIREMENTS

The first time a student letters in any sport/activity he/she will receive an official "F" emblem and a certificate, after that he/she will receive a certificate only.

1. The athlete must complete the activity season by attending all practice sessions and games. If injured, the student will be informed by the coach or sponsor of team expectations and obligations in order to qualify for a letter.
2. Meet minimum requirements for each activity which are:
   A. Football = Participation in one-third of total varsity quarters for the season.
   B. Volleyball = Participation in one-third of total varsity games played in varsity volleyball matches for the season.
   C. Basketball = Participation in one quarter of the total varsity quarters for the season.
   D. Wrestling = Any wrestler who places in the top four positions of his weight class in any tournament with weight (8) or more teams. Wrestlers in the varsity position for the entire season may also be awarded a letter.
   E. Track = Place in a major meet (6 or more schools) as an individual participant or as a relay team member that places (top 6) in two or more major meets (6 or more schools).
   F. Golf = Participation in 50% of all varsity matches and tournaments or qualifying as a varsity team member for districts.
   G. Drill Team = Participation in 80% of the required performances.
   H One Act Play = Attend 80% of the practices. Attend all required performances and represent Friend Public Schools in a positive manner. Receive recognition for

acting at any of the performances.

I Speech = Attend 80% of the meets (invitationals, conference, and district). Represent Friend Public Schools in a positive manner. Receive a medal at an invitational, conference, or district contest or enter two events at any of the contests.

J. Quiz Bowl = Complete two of the following three criteria: Attend 80% of the required practices. Receive a medal at a competition. Represent Friend Public School in a positive light.

3. Meeting the above requirements makes one eligible, but does not automatically constitute lettering. The awarding of all letters will be at the head coach's discretion.
4. A coach or sponsor may letter a participant if in his/her opinion positive extenuating circumstances exist to justify this action.

Section 11 ACTIVITIES/FIELD TRIP TRANSPORTATION

Students participating as a team, squad member and/or class field trip are required to ride school transportation to and from the school activity. A coach or sponsor may make allowances to this procedure if the circumstances prove to be beyond the control of the student and the parent(s) of the student is in contact with the coach. It is the practice of Friend Public Schools to release students only to parents after the school activity.

SECTION 12 PEP RALLIES

Pep Rallies shall be limited to 1 per week unless special permission is obtained from the Superintendent or Principal. All students are expected to attend the pep rally unless they have obtained permission in advance from a faculty member.

SECTION 13 SCHOOL ACTIVITIES

All organizational affairs, such as dances, must have sponsors present and must be preapproved by administration 30 days prior to the dance. All events are approved and scheduled through the Principal's office. All rules and procedures as outlined in the Friend Jr.-Sr. High School student handbook apply. In addition to the handbook rules, the following rules apply:

1. Out of town dates for dances must be signed up in advance in the Principal's office. All out of town dates must have a dance permission form filled out by their own schools administration. Dates that are not signed up and/or who have not filled out the proper paperwork will not be admitted. Allowed to bring one guest under the age of 21.
2. Students may not enter the dance after the "posted" time. This is usually 30 - 45 minutes after the dance begins. Students may not leave and re-enter the dance.
3. Dances will end no later than 12:00 midnight.

SECTION 14 STUDENT COUNCIL

Any student in grades 9-12 can apply to become a member. Students that have served on the Student Council for at least one year are eligible to apply and interview for any officer position except for president. To apply for president, a student must have served on the Student Council for 2 years and have previously held an officer position. The sponsors will appoint officers once the interview process has been completed.

Article 10 - State and Federal Programs

Section 1 Notice of Nondiscrimination

The [Name] Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-

discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at: [Address], [Name], Nebraska [Zip Code], telephone number ([Area Code]) [Telephone Number].

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination. The [Name] Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: [Name] Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, [Name] Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national

origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school’s programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The 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, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:
Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem,

the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of [Name] Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 Multicultural Policy

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of

information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.

7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Section 6 Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

   Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school

officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not

limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:
The District designates the [Name] Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Section 7 Notice Concerning Disclosure of Student Recruiting Information

The No Child Left Behind Act requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

Section 8 Notice Concerning Staff Qualifications

The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 9 Student Privacy Protection Policy

It is the policy of [Name] Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5)

school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall

have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

> The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).
>
> Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,
>
> Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students

in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.
In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 10 Parental Involvement Policies

A. General - Parental/Community Involvement in Schools:

[Name] Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and

administrator. Parents' continued attendance at such activities will be based on the students' well-being.

7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

The District's Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring–(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education

of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-

related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 11 Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may

designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the

homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the [Name] Public Schools based on it being the school of origin, the new school and [Name] Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Section 12 Breakfast and Lunch Programs

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

> 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, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.
>
> To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov. USDA is an equal opportunity provider and employer.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination

against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.

6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.

7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

- A publicly-announced, simple method for making an oral or written request for a hearing.
- An opportunity to be assisted or represented by an attorney or other person.
- An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
- Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
- An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.

- An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
- The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
- The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

RECEIPT OF 2018-2019 STUDENT - PARENT HANDBOOK OF FRIEND PUBLIC SCHOOLS

This signed receipt acknowledges receipt of the 2018-2019 Student-Parent Handbook of Friend Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date:_____ Date:_____

_____ _____

Student's Signature Parent or Legal Guardian's Signature

Return to:

Friend Public Schools
501 Main Street
Friend, Nebraska 68359

Article 3

Section 7 Use of Telephone

IN CALLS—The office will always gladly cooperate with parents or guardians in getting messages to pupils during school hours. However, calls for pupils during school hours are disturbing to the school routine and should be held to a minimum. Messages will be written down and delivered to the pupil as soon as possible. When necessary, pupils will be called to the telephone upon the request of a parent or guardian.

OUT CALLS—The school telephone is primarily for school business and should not be used for personal calls. Pupils finding it necessary to make a telephone call may do so before or after school, or during the lunch break.

Cell phones, smart phones, and pagers are not to be used in the classroom unless approved by the teacher for educational purposes. This includes text messaging and social media.

Section 21 CELL PHONE POLICY

Cell phones, smart phones, and pagers are not to be used in the classroom unless approved by the teacher for educational purposes. This included text messaging and social media.

Article 5

Section 6 GUIDANCE

It is the belief of the Friend Public School that the function of the Guidance program is to assist the student in obtaining the maximum benefit from his/her high school experience. Counseling is the primary guidance service. It is a student-counselor relationship in which the student has the freedom to express his/her ideas and feelings. Counseling seeks to help student assume responsibility for making plans and decisions. The Counselor gathers and organizes information about students from grades, standardized tests, information forms, and conferences with parents, teachers, and students. He/she interprets this information to the student and his/her problems that may present themselves. A folder containing information concerning each student's personal, mental, educational and physical status is maintained in the guidance office. This folder is open to the student and parents for inspection any time.

Article 6

Section 3 Guidance Services

It is the belief of the Friend Public School that the function of the Guidance program is to assist the student in obtaining the maximum benefit from his/her high school experience. Counseling is the primary guidance service. It is a student-counselor relationship in which the student has the freedom to express his/her ideas and feelings. Counseling seeks to help student assume responsibility for making plans and decisions. The Counselor gathers and organizes information about students from grades, standardized tests, information forms, and conferences with parents, teachers, and students. He/she interprets this information to the student and his/her problems that may present themselves. A folder containing information concerning each student's personal, mental, educational and physical status is maintained in the guidance office. This folder is open to the student and parents for inspection any time.

Article 8

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

Article 9

Section 10 LETTERING REQUIREMENTS

The first time a student letters in any sport/activity he/she will receive an official "F" emblem and a certificate, after that he/she will receive a certificate only.

1. The athlete must complete the activity season by attending all practice sessions and games. If injured, the student will be informed by the coach or sponsor of team expectations and obligations in order to qualify for a letter.
2. Meet minimum requirements for each activity which are:
   A. Football = Participation in one-third of total varsity quarters for the season.
   B. Volleyball = Participation in one-third of total varsity games played in varsity volleyball matches for the season.

C. Basketball = Participation in one quarter of the total varsity quarters for the season.

D. Wrestling = Any wrestler who places in the top four positions of his weight class in any tournament with weight (8) or more teams. Wrestlers in the varsity position for the entire season may also be awarded a letter.

E. Track = Place in a major meet (6 or more schools) as an individual participant or as a relay team member that places (top 6) in two or more major meets (6 or more schools).

F. Golf = Participation in 50% of all varsity matches and tournaments or qualifying as a varsity team member for districts.

G. Drill Team = Participation in 80% of the required performances.

H One Act Play = Attend 80% of the practices. Attend all required performances and represent Friend Public Schools in a positive manner. Receive recognition for acting at any of the performances.

I Speech = Attend 80% of the meets (invitationals, conference, and district). Represent Friend Public Schools in a positive manner. Receive a medal at an invitational, conference, or district contest or enter two events at any of the contests.

J. Quiz Bowl = Complete two of the following three criteria: Attend 80% of the required practices. Receive a medal at a competition. Represent Friend Public School in a positive light.

SECTION 13 SCHOOL ACTIVITIES

All organizational affairs, such as dances, must have sponsors present and must be preapproved by administration 30 days prior to the dance. All events are approved and scheduled through the Principal's office. All rules and procedures as outlined in the Friend Jr.-Sr. High School student handbook apply. In addition to the handbook rules, the following rules apply:

1. Out of town dates for dances must be signed up in advance in the Principal's office. All out of town dates must have a dance permission form filled out by their own schools administration. Dates that are not signed up and/or who have not filled out the proper paperwork will not be admitted. Allowed to bring one guest under the age of 21.
2. Students may not enter the dance after the "posted" time. This is usually 30 - 45 minutes after the dance begins. Students may not leave and re-enter the dance.
3. Dances will end no later than 12:00 midnight.

(Delete the 4 at the end of this section)

Signature Page

RECEIPT OF 2017-2018 STUDENT - PARENT HANDBOOK

OF FRIEND PUBLIC SCHOOLS

This signed receipt acknowledges receipt of the 2015-2016 Student-Parent Handbook of Friend Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date:_____ Date:_____

_____ _____

Student's Signature Parent or Legal Guardian's Signature

2018-2019
Classified Employees Handbook
Friend Public Schools

Table of Contents

Foreword

		Page
Section 1	**School Mission Statement**	**1**

Article 1 – School Calendar and Schedules

		Page
Section 1	**School Calendar**	**3**
Section 2	**Daily Schedule**	**3**
Section 3	**Shortened Schedule**	**3**
Section 4	**Severe Weather and School Cancellations**	**3**

Article 2 – Employment, Compensation and Benefits

		Page
Section 1	**Employment**	**5**
Section 2	**Assignments**	**5**
Section 3	**Personnel File**	**5**
Section 4	**Grievances and Complaints**	**5**
Section 5	**Compensation**	**5**
Section 6	**Benefits**	**6**
Section 7	**Payroll and Payroll Deductions**	**6**
Section 8	**Expense Reimbursement**	**6**
Section 9	**403(b) Salary Reduction Agreements**	**7**
Section 10	**Overtime**	**7**

Article 3 – Absences from Work

		Page
Section 1	**Absence Procedures**	**9**
Section 2	**Paid Leave - Sick and Personal Leaves**	**10**
Section 3	**Paid Holidays**	**10**
Section 4	**Payroll Deductions for Absences in Excess of Paid Leave**	**10**
Section 5	**Leaves of Absence**	**11**
Section 6	**Unpaid Leaves**	**11**
Section 7	**Jury Duty Leave**	**11**
Section 8	**Family and Medical Leave**	**11**
Section 9	**Military and Family Military Leave**	**14**
Section 10	**Adoption Leave**	**14**

Section 11	**Subpoena to Testify Leave**	**14**
	Voting Leave	**14**

Article 4 - Duties and Responsibilities

		Page
Section 1	**Hours of Work & Meetings**	**15**
Section 2	**Arrival to Duty Assignments**	**15**
Section 3	**Leaving School**	**15**
Section 4	**School Procedures**	**15**
Section 5	**Supervision of Students**	**16**
Section 6	**Role of Para Educators**	**18**
Section 7	**Dispensing Medication**	**18**
Section 8	**Reporting Child Abuse**	**19**

Article 5 – Personal and Professional Conduct

		Page
Section 1	**Ethics Standards**	**21**
Section 2	**Role Model**	**24**
Section 3	**Professional Boundaries**	**24**
Section 4	**Relationships**	**25**
Section 5	**Civility**	**26**
Section 6	**Notification of Arrest, Etc.**	**26**
Section 7	**Evaluations**	**27**
Section 8	**Employee Complaints or Concerns**	**27**
Section 9	**Attire**	**28**
Section 10	**Outside Employment**	**28**

Article 6 - Use of School Facilities and Equipment

		Page
Section 1	**Drug-Free Workplace**	**29**
Section 2	**Smoke and Tobacco-Free Workplace**	**29**
Section 3	**Weapon-Free Workplace**	**29**
Section 4	**Use of District Computer Network and Internet**	**31**
Section 5	**Use of School Facilities**	**34**
Section 6	**Care of School Property**	**34**
Section 7	**Use of Telephone**	**34**
Section 8	**Visitors**	**34**
Section 9	**Salespersons**	**35**
Section 10	**Security of Desks and Lockers**	**35**
Section 11	**Video Surveillance**	**35**
Section 12	**Bulletins and Web Page**	**35**
Section 13	**Copyright and Fair Use Policy**	**36**
Section 14	**Lost and Found**	**36**
Section 15	**Safety**	**37**

Article 7 - State and Federal Programs

		Page
Section 1	**Notice of Nondiscrimination**	**39**
Section 2	**Designation of Coordinators**	**39**
Section 3	**Anti-discrimination & Harassment Policy**	**40**
Section 4	**Grievance Procedure for Persons with a Disability**	**41**
Section 5	**Confidentiality of Student Records (FERPA)**	**42**
Section 6	**Disclosure of Student Information to Military Recruiters and Colleges**	**42**
Section 7	**Breakfast and Lunch Programs**	**43**
Section 8	**Confidentiality of Protected Health Information**	**43**

Appendixes

Appendix A	**COBRA Notice**	**A-1**
Appendix B	**FMLA Notice**	**B-1**
Appendix C	**EEOC Notice**	**C-1**
Appendix D	**Request for Overtime Authorization**	**D-1**
Appendix E	**Fair Labor Standards Act**	**E-1**
Appendix F	**School Calendar**	**F-1**

Receipt of Handbook

FOREWORD

This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 2018-2019 and subsequent school years unless replaced by a later edition.

Section 1 School Mission Statement

Committed to engaging all students, staff, and community to ensure a diverse education through a culture of life-long learning.

BELIEF STATEMENTS

- We believe each individual has value and dignity and is capable of life-long learning.

- We believe in sustaining a progressive learning environment that is physically and emotionally safe for learning.
- We believe education is a collaborative community responsibility.
- We believe every student needs to be invested in all areas of their educational experience.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar
The school calendar is found at Appendix "F."

Section 2 Daily Schedule

8:05 a.m. bell rings and students may enter the building
3:36 p.m. bell rings and senior high students may dismiss

Section 3 Shortened Schedule

12:30 EARLY DISMISSAL SCHEDULE

- *8:05 a.m., bell rings and students may enter the building.*
- *8:10 a.m., first classes begin.*
- *All Kindergarten through 6th grade students will be served lunch at the regular time.*
- *Noon recess will also be at the regular time.*
- *Dismissal is at 12:30.*

Section 4 Severe Weather and School Cancellations
The Superintendent is authorized by the Board of Education to close public schools in case of severe weather. The BlackBoard Connect information service will be utilized to inform people of school closings or late starts. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made via BlackBoard Connect as well as to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers and designated staff will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

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

Emergency Conditions. Friend Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

~~Employment occurs when the employee signs the Employee's Contract and the Board of Education approves such contract of employment.~~

Classified employees may be asked in the spring whether they wish to continue in employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment the employee should give two weeks' written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education.

Classified employees are "at-will" employees, and may be terminated at any time by the school district. Notice of termination may be delivered by the administration or Board of Education. The termination of employment will be acted upon by the Board of Education at a regular or special meeting.

Section 2 Assignments

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties.

Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to an employee's personnel file.

Section 4 Grievances and Complaints

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

Section 5 Compensation

Compensation. Compensation is paid only as authorized by the Board of Education.

Salary Payments. Salary is payable on a once per month basis for those months when services are performed. Employees are paid on the 25th of the month, or the last preceding business day, if the 25th falls on a holiday or weekend. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of employment, or upon fulfillment of the contract, employees may, at the option of the Board, be paid all salary due in one lump sum.

Section 6 Benefits

Classified employees are provided benefits in accordance with their employment contract and Board policy. Annual fringe benefit elections are to be made by September 1 of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school and contract year shall be continued. Employees are responsible for informing the Superintendent's Office in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA, subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is incorporated into this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 7 Payroll and Payroll Deductions

Payroll deductions are made in accordance with law and elections made by employees.

Section 8 Expense Reimbursement

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the employee's immediate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the employee's immediate supervisor or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Reimbursable mileage or other reimbursement expenses will be considered separate from compensation and be paid at the time of the next monthly payroll after sufficient support documentation is provided.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Section 9 403(b) Salary Reduction Agreements

The District will cooperate with any employee who chooses to participate in an investment program under Internal Revenue Code Section 403(b) that has been approved by the Board of Education.

Section 10 Overtime

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "E" to this handbook.

Classified employees may be classified as either "exempt" or "non-exempt" for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are "non-exempt" are eligible for overtime.

The regular workweek for overtime purposes is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked. Falsification of time cards is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

Exempt overtime request forms need to be filled out and signed by the Superintendent before overtime work is granted. Make a copy and fill out the attached "Request for Overtime Authorization" form found in Appendixes; Appendix D.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40

hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 – ABSENCES FROM WORK

Section 1 Absence Procedures

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a Request for Leave form to the employee's supervisor. The request is to be submitted at least 5 duty days prior to the leave. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact your immediate supervisor or school principal before. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to your immediate supervisor or building principal whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

Returning from Absences

1. *Justification for Absences Taken Without Prior Approval*. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

2. *Establishing Fitness for Duty*. Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 10 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

   Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will

provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Section 2 Paid Leave - Sick and Personal Leaves

Employees are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with their employment contract and Board policy. During such paid leaves, employees continue to receive their salary and fringe benefits.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Employees are to use sick leave when unable to work. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave.

Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

9 month Employees will receive 2 personal days per year; with no carry-over of personal days to the following year. Employees will not be reimbursed for unused personal leave days.

12 month Employees will receive 10 vacation days per year; with no carry-over of personal days to the following year. Employees will not be reimbursed for unused vacation leave days.

After 5 years of continuous employment in the Friend Public Schools, an employee will receive 2 additional vacation days to be used within that work year.

Employees can use no more than 5 of the vacation days during the school year time period.

Section 3 Paid Holidays

9 month Employees will receive paid holidays for the following days: Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.

12 month Employees will receive paid holidays for the following days: Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, Memorial Day, and July 4th.

Section 4 Payroll Deductions for Absences in Excess of Paid Leave

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves called for in the negotiated agreement, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced

by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school year as the denominator.

Section 5 Leaves of Absence

An employee may apply to the Board of Education for a leave of absence from the employee's duties. The Board of Education considers such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except as may be required under applicable state or federal laws.

Section 6 Unpaid Leaves

The District complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave except as may be required by law. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Section 7 Jury Duty Leave

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The District may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Section 8 Family and Medical Leave

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Friend Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or Friend Public Schools

may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA poster (Appendix "B") or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact David Kraus, Superintendent, at (402) 947-2781.

Section 9 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Section 10 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Section 11 Subpoena to Testify Leave

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the District is not an opposing party in the legal matter.

Section 12 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty on or before 6 p.m. If not off work by 6 p.m., the employee is usually not on duty before 10 a.m.

When voting leave is available, an employee will be entitled to be absent from work on election day for such period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a classified employee's employment position.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Section 2 Arrival to Duty Assignments

Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

Section 3 Leaving School

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal or their supervisor.

Employees who leave the school during their designated lunch period or for an approved absence must check out with the Principal's office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 4 School Procedures

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Cell Phones. Employees are not to use personal cell phones for any non-school purpose during duty time.

   Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using student vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants.

2. Checking Out of Equipment. All equipment must be checked out through the Principal's office. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by Board policy or contract.

3. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the Principal's office. Employees shall not

make purchases on behalf of the District without prior approval of the Principal.

4. E-mail. Employees may be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Employees should check for e-mail throughout the duty day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

5. Employee Mail Box. Employees may be assigned a mailbox located in the teacher workroom. Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly. Employee mail boxes are to be limited to communications regarding school business.

6. Record Keeping
Duties of classified employees often involve keeping detailed records. Make sure to complete these records as directed by your supervisor.

7. Employees Meetings
Employees' meetings will be held as needed. **ALL** employees are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 5 Supervision of Students

Proper supervision of students is an important responsibility. Employees responsible for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision
   - Report to all duty assignments on time.
   - Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
   - Be vigilant while supervising students. Never leave your students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions
   - Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
   - Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
   - When you go over safety rules with students note it in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment
   - Conduct periodic inspections of equipment under your control or in your area of supervision.
   - If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
   - Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings
   - If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches

Office administration should be contacted to perform searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until administration is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Treat students fairly and consistently without consideration of race, color, religion, gender, or disability. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to "bullying." Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties.

Section 6 Role of Para Educators

Para educators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A para educator must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the para educator in a supportive role. Para educators may assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, and preparing bulletin boards. Paras' time should not be used in grading tests or class work, or calculating and recording grades. Para educators are to work only on their assigned work days and within their assigned work day. If a teacher requests a para educator to work hours other than the assigned work hours or assigned work day, the administration should be contacted prior for approval.

Section 7 Dispensing Medication

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office; with the exception of students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition, during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. School district personnel are not to administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 8 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their Principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for an employee. However, informing a Principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

Article 4 – Duties and Responsibilities

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you.

Do not talk about the matter directly with the parent or others, as that may violate confidentiality restrictions, affect the ability of authorities to investigate, create problems with relationships and create legal problems. The school administration will consider your information, conduct any further investigation needed to justify a report, and determine whether a report of child abuse or neglect is to be made. If the person who you have reported to does not make a report to the police or Child Protective Services, and you feel a report should be made, report the matter directly to the Superintendent.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards

The Friend Public School District expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee:
Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:
Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.

3. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:
The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

1. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV - Commitment to Classified Position Employment Practices:
The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

Competent Performance
Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;

4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Contractual Obligations: Employees shall adhere fully to the terms of a contract or appointment.

Section 2 Role Model

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Section 3 Professional Boundaries

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student. ~~on Facebook, or other social networking sites~~. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.

- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.

- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Employees who observe or become aware of a violation of the foregoing expectations by other employees are to report the matter to the Principal or the Superintendent.

Section 4 Relationships

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on

commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

Section 6 Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
    a. The maximum penalty for the crime equals or exceeds six months incarceration;
    b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
    c. Conviction would impact performance of employee's job responsibilities, including offenses that:
        i. Would impact the responsibility to be a role model for students or relations with other employees of the District;
        ii. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
        iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
    d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

    Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.

3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

   Further, employee must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Section 7 Evaluations

Evaluations of employees will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an as-needed basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 8 Employee Complaints or Concerns

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 9 Attire

It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual employees should that be necessary.

Section 10 Outside Employment

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sandclub, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
8. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action;
9. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet

Article 6 – Use of School Facilities and Equipment

Employees have access to the District's computer network and the Internet for the enhancement and support of student instruction and performance of their duties. Such access is subject to the following computer acceptable use policy:

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources as made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements. Use of the District's technology resources is a privilege and not a right. The Superintendent or designee may develop appropriate user agreements and require that employees sign such user agreements as a condition of access to the technology resources.

   The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

   The following are unacceptable uses of the technology resources:

   a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

   b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

      Incidental or de minimis personal use is not prohibited by this provision. This exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time.

      The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for personal use; or sending an e-mail related to one's own private consulting business.

c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Administrator or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy or any applicable law. Without limitation, this means that technology resources may not be used:

1. To access any material contrary to the District's Internet Safety Policy; or to create or generate any such material.
2. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-

mails that divulge protected confidential student information to unauthorized persons.

4. To promote or tolerate violations of student conduct rules.
5. To engage in illegal activity, such as gambling.
6. In a manner contrary to copyright laws.
7. In a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

   Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

   The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.

Sanctions. Violation of the policies and procedures concerning the use of the District's technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users

shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Section 5 Use of School Facilities

An employee who is issued school keys is expected to not lose their keys and to not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the Principal.

Section 6 Care of School Property

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

Section 8 Visitors

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on District property, including checking in. Employees are not to bring their children to work with them in lieu of taking them to childcare.

Section 9 Salespersons

Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees must not use time for which the employee is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of these restrictions will be considered to be willful insubordination.

Section 10 Security of Desks and Lockers

Offices, employee desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The District exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property employees may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 Video Surveillance

The Board of Education has authorized 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 Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the building user and may also be provided to law enforcement agencies.

Section 12 Bulletins and Web Page

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the District's activities and programs and for educational purposes related to such activities and programs. The District's communication devices are designated as non-public forums, meaning that the devices are not open for public use.

Information posted or displayed on the District's communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the District, or communications that promote activities not suitable for school-age children.

Any website links on the District's web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the District. The District makes no representations or warranties of any kind with regard any such links.

Section 13 Copyright and Fair Use Policy

It is the District's policy to follow the federal copyright law. Employees are reminded that, when using school equipment and when performing school duties, 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." Employees should seek assistance from administration if there are any questions regarding what may be copied.

Section 14 Lost and Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 15 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers' association. Employees can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers' association representative of the safety committee, (2) contact the President of the teachers' association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices for employees include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

Article 6 – Use of School Facilities and Equipment

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Safe Driving

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid.

Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices and are responsible for any injury or accident. Employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. When transporting students or using a school vehicle, employees are not to use cell phones or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Accidents

Every accident which results in a personal injury must be reported to the Principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Workers Compensation

Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

Friend Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights (OCR)
One Petticoat Lane
1010 Walnut St. 3rd Floor, Suite 320
Kansas City, MO 64106
(816) 268-0550 (voice)
Fax (816) 268-0599
(800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, MO 66101
(800) 669-4000; TDD: (800) 669-6820

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix "C" to this handbook.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Friend Public Schools, 501 Main Street, P.O. Box 67, Friend, Nebraska 68359; Phone: (402) 947-2781:

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent

Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent Special Services Director for student matters
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Anti-discrimination & Harassment Policy

Policy of Non-Discrimination

The policy of Friend Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission, access, or treatment with regard to its programs and activities or with regard to employment. The District and its staff shall comply with all applicable state and federal laws prohibiting discrimination.

Decisions with regard to employment, discharge, compensation, and terms and conditions of employment shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status. There shall be no discrimination against an applicant or employee because of membership or activity in an employee organization or because of protected free speech activities.

Preventing Harassment and Discrimination

Friend Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, and other employees, students or other persons is prohibited. In addition, the District will endeavor to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment:

1. In general, verbal or physical conduct relating to a person's protected status constitutes harassment when the conduct unreasonably interferes with the person's work performance or creates an intimidating work, instructional or educational environment.
2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

a. Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
b. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
c. The 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, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Grievance Procedures

1. Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.
2. If the employee's complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
3. The supervisor or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees or removal of offending students may be taken.
4. The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the

Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.

3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within 30 days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have 10 days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Employees may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. An employee who violates this restriction shall be subject to disciplinary action up to and including termination. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

Federal law requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 8 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

RECEIPT OF 2018-2019 CLASSIFIED EMPLOYEE HANDBOOK OF FRIEND PUBLIC SCHOOLS

This signed receipt acknowledges receipt of the 2018-2019 Classified Employee Handbook of Friend Public Schools. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

_____
Employee's Signature

Return to the Principal's Office

Friend Public Schools
Overtime Form

Request For Overtime Authorization

This form must be completed before overtime occurs and signed by the Superintendent before any overtime assignment will be made.

Name _____ SS# _____

Date Overtime Will Occur: _____

Reason(s) for Overtime: _____

_____

_____

_____ _____
Employee Signature Date

_____ _____
Superintendent Signature Date

This form must accompany any time sheet for overtime payment. If an emergency exists, this form can be signed after the fact.

Friend Public Schools

2018 – 2019
Classified
Employee Handbook

FRIEND PUBLIC SCHOOLS

2018 - 2019

FACULTY HANDBOOK

Friend Public Schools
2018-2019
Teacher Handbook
Table of Contents

Section 1	Intent of Handbook	1
Section 2	School Mission Statement	2

School Calendar & Schedules

Section 1	School Calendar	3
Section 2	Daily Schedule	3
Section 3	Shortened Schedule	3
Section 4	Severe Weather and School Cancellations	3
Section 5	Contract Days	4
Section 6	Make-Up Days	4

Employment, Compensation and Benefits

Section 1	Employment	4
Section 2	Assignments	4
Section 3	Personnel File	5
Section 4	Grievances and Complaints	5
Section 5	Compensation	5
Section 6	Extended Duty Pay	6
Section 7	Benefits	6
Section 8	Payroll and Payroll Deductions	6
Section 9	Expense Reimbursement	6
Section 10	403(b) Salary Reduction Agreements	6
Section 11	Overtime	7

Absences from Work

Section 1	Sick and Personal Leaves	8
Section 2	Payroll Deductions for Absences in Excess of Paid Leave	8
Section 3	Jury Duty	8
Section 4	Military Leave	9
Section 5	Family and Medical Leave Act	9

Duties and Responsibilities

Section 1	Hours of Work & Meetings	10
Section 2	Arrival to Duty Assignments	10
Section 3	Leaving School	10
Section 4	Lesson Plans	11
Section 5	Daily Class Record Book	11
Section 6	Classroom and School Procedures	11
Section 7	Supervision of Students	13
Section 8	Managing Student Conduct	14
Section 9	Dispensing Medication	15
Section 10	Reporting Child Abuse	16

Personal & Professional Conduct

Section 1	Professional Ethics Standards	16
Section 2	Evaluations	19
Section 3	Role Model	19
Section 4	Relationships	19
Section 5	Professional Attire	19
Section 6	Private Tutoring	19
Section 7	Outside Employment	19

Academic Matters

Section 1	Purpose and Goals of Academic Achievement	20
Section 2	Teaching to Student Understanding to Assure Learning	20
Section 3	Instruction in the Curriculum	20
Section 4	Measuring and Reporting Academic Achievement	20
Section 5	Parent-Teacher Conferences	22

Use of School Facilities and Equipment

Section 1	Drug – Free Workplace	23
Section 2	Smoke & Tobacco-Free Workplace	23
Section 3	Weapon-Free Workplace	23
Section 4	Use of District Computer Network & Internet	24
Section 5	Use of School Facilities	25
Section 6	Care of School Property	25
Section 7	Use of Telephone	25
Section 8	Visitors	26
Section 9	Salespersons	26
Section 10	Security of Desks and Lockers	26
Section 11	Video Surveillance	26
Section 12	Bulletins & Announcements	27
Section 13	Copyright and Fair Use Policy	27
Section 14	Lost & Found	27
Section 15	Safety	27

State and Federal Programs

Section 1	Notice of Nondiscrimination	29
Section 2	Designation of Coordinators	29
Section 3	Anti-discrimination & Harassment Policy	30
Section 4	Grievance Procedure for Persons with a Disability	31
Section 5	Confidentiality of Student Records (FERPA)	32
Section 6	Disclosure of Student Information to Military Recruiters and Colleges	32
Section 7	Disclosure of Staff Qualifications	32
Section 8	Student Privacy Protection	32
Section 9	Parental Involvement	33
Section 10	Homeless Students	34
Section 11	Breakfast and Lunch Programs	34
Section 12	Confidentiality of Protected Health Information	34

Appendixes

Appendix A	COBRA Notice	A1
Appendix B	FLSA Notice	B1
Appendix C	FMLA Notice	C1
Appendix D	EEOC Notice	D1

Friend Public Schools Teacher Handbook

Intent of Handbook

Welcome to Friend Public School. This handbook is intended to be used by teachers and other certificated staff to provide general information about Friend Public School and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Friend Public School and the Friend Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the **2018-2019** and **subsequent school years** unless replaced by a later edition.

School Mission Statement

The mission of Friend Public Schools is "Committed to engaging all students, staff, and community to ensure a diverse education through a culture of life-long learning."

Belief Statements

- We believe each individual has value and dignity and is capable of life-long learning.
- We believe in sustaining a progressive learning environment that is physically and emotionally safe for learning.
- We believe education is a collaborative community responsibility.
- We believe every student needs to be invested in all areas of their educational experience.

An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State's academic content standards and essential learning and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:
    - Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learning in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
    - Is appropriate for the developmental level of the students;
    - Addresses diverse learning needs;
    - Instills a passion for learning and the importance of life-long learning;
    - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
    - Develops expected work ethics, as well as group participation and leadership skills;
    - Incorporates character education and multicultural education, including respect for diversity;
    - Provides for application of technology in all learning areas;

- Provides access to advanced courses; and
- Is organized in a schedule that is functional and meets student needs in all curriculum areas.

- Providing a supportive learning environment, which includes:
  - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
  - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
  - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

School Calendar and Schedules

School Calendar

The school calendar is approved annually by the Board of Education and a copy of the calendar is provided in the 2018-2019 Staff Planner & Handbook.

Daily Schedule

Please refer to the 2018-2019 Staff Planner & Handbook.

Shortened Schedule

Please refer to the 2018-2019 Staff Planner & Handbook.

Severe Weather and School Cancellations

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action Radio and television stations broadcast the information regularly. Additionally, a staff "calling-tree" is developed annually so that staff can be informed of weather related issues.

Decision to Close Schools.

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed as well as utilizing the Blackboard Connect message service.** Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts.

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via Blackboard Connect message service and media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions.

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

Emergency Conditions. Friend Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Contract Days

Teachers are contracted for 185 days (hereinafter referred to as the "contract year"). Such contract days may be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days ~~will~~ may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

Employment, Compensation and Benefits

Employment

A teacher is employed by Friend Public Schools when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment of termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Prior to May 1, teachers who wish to be released from their contract shall be

released upon written request filed with the Board. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. After May 1, and prior to July 1, a teacher will be granted a release from contract only after a satisfactory replacement has been employed. There shall be no penalty for release from a contract. After July 1, the Board reserves the right to refuse such request by authority granted by Nebraska School Law.

~~If a mid-year resignation is submitted, or a resignation for the following school year is submitted after May 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found.~~ The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-820.

Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

Compensation

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. The provisions of the negotiated agreement shall govern changes in a teacher's placement on the salary schedule. Teachers are expected to

provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 25th of the month, or the last preceding business day, if the 25th falls on a vacation or weekend day. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office~~. Reimbursements for mileage or other expenses will be considered separate from compensation.~~

Extended Duty Pay

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at 1/185 of schedule placement on a per diem basis for such teacher's extended time.

Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Payroll and Payroll Deductions

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims

for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. The District provides materials necessary for instruction. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a receipt or voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. Friend Public School is a tax-exempt entity, and thus, the school will not reimburse any sales tax incurred on purchases.

403(b) Salary Reduction Agreements

The District will cooperate with any teacher who chooses to participate in an investment program under a Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the vendor of the 403(b) Plan elected by the teacher and has entered in to a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

Overtime

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "A" to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on ~~Monday~~ Sunday through 11:59 p.m. on ~~Sunday~~ Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1.5 times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1.5 times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. The Superintendent must approve any accumulation of compensatory time over 40 hours. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An

employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Absences from Work

Paid Leave - Sick and Personal Leaves

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave

Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important.

A teacher who becomes ill and is unable to work is to make their call to the front desk secretary at home before 6:30 AM. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the same people before 3:00 PM. as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as possible.

For personal and other leaves, a Request for Leave form is to be submitted at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

Return from Leave

Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days or work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = 1/185 of total salary and fringe benefits.

Jury Duty

A teacher who is summoned for jury service shall promptly notify the Principal of such summons. The teacher's salary will continue during time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses, paid by the court for jury duty. Teachers are to notify the Principal of the amount received for such jury duty.

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the Principal of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

Military Leave

Teachers who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, "reserves"), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Teachers who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Teachers who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the teacher's regular annual leave.

When the governor of this state shall declare that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active duty base pay the teacher receives in active service of the state.

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12-month period to eligible employees in specified circumstances. A publication provided by the federal government which provides more information about FMLA leaves is attached as Appendix "C" to this handbook. Some specifics regarding FMLA leave Friend Public Schools

a. The plan year for FMLA is a rolling year. A rolling year is a 12-month period measured backward from the date an employee last used any FMLA leave.

b. Employees will be required to substitute remaining applicable paid leave prior to using unpaid leave. In other words, the total of job-protected paid and unpaid leave is 12 weeks.

If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

Duties and Responsibilities

Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher's employment position.

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Certificated employees assigned to a building are to spend eight hours on site, including the lunch break (30-minute lunch), except that duty-free lunchtime can be spent off-site. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required eight hours.

Certificated employees are required to serve on playground, lunchroom and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.
Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

Arrival to Duty Assignments

Full-time teachers have a designated on-site workday as 8:00 AM to 4:00 PM; e.g. 8 hours. Elementary school teachers are to be in the building by no later than 8:00 AM to be in their classroom no later than 8:10 AM and to remain on duty until 4:00 PM. Secondary school teachers are to be in the building by no later than 8:00 AM to be in their classroom no later than 8:00 AM and to remain on duty until 4:00 PM. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 15 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers

are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the office when leaving, and check back in with the office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Lesson Plans

All teachers are required to prepare written lesson plans on a weekly basis. Lesson plans are to be submitted electronically to the appropriate building principal. Ideally, plans should be submitted on the Friday prior to the school week for which the plans reference; however, plans are to be submitted no later than Monday afternoon. Additionally, lesson plans should be kept in a place and a format that are readily available in the teacher's absence.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress and they are able to provide meaningful classroom assignments. The lesson plans must give specific reference to other instructional sources immediately available which will enhance the instructional lesson. Assigning a "study hall" is not an example of appropriate lesson planning.

Daily Class Record

Every teacher is required to keep a complete and easily understandable written record of the attendance and achievement of every student in PowerSchool. This class record must be kept current and in conjunction with the Principals office.

A grade book that shows two grades for every five days of class can be defended as sufficient. Any information relating to other students should not be allowed to be seen by other students or parents.

Because the entries in the class record constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to deliver the teachers' class record books to the Principal at the close of the school year for filing in the permanent records. Teachers who return to Friend Public School and who wish to refer to the previous year's class record book may request the return of the class record book. Such books shall again be brought to the office for permanent filing when the teacher is finished with them, or at the close of the current term.

Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Bulletin Boards

Each teacher shall be responsible for completing appropriate bulletin board regarding curriculum related matters in their primary classroom. Bulletin boards are to be completely changed no less than quarterly.

2. Text Book and Room Inventory

All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

3. Use of Cell Phones

Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.

4. Use of Teacher Aides

Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teacher aides may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards. Teacher aides are to work only on their assigned workdays and within their assigned workday. If the teacher desires the aide to work hours other than the assigned work hours or assigned workday, contact the administration prior for approval.

5. Use of Student Assistants

Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

6. Checking Out of Equipment

All school equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.

7. Requisition of Equipment and Supplies

Books and supplies, which are needed for instruction, should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

8. E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail throughout the day, and should timely respond to e-mails which require a response, but should avoid

checking and responding to e-mails during instructional time. Use of the District's e-mail computer system for personal communications should be limited (personal use of school computers is a violation of the universal service funds act), and is subject to the rules governing overall computer usage found in Board policy and this handbook.

9. Teacher Mail Box
   Each teacher will be assigned a mailbox located in the Teacher Workroom. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communicate regarding school business.

10. Teachers Meetings
    Teachers' meetings are scheduled on the school calendar. **ALL** teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements with administration.

Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at Friend Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with your language. You should not use profanity or abusive language. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.

- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

3. **Proper Maintenance of Buildings, Grounds, and Equipment**
   - Conduct periodic inspections of equipment under your control or in your area of supervision.
   - If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
   - Check your communication devise (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. **Proper Warnings**
   - If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others. Refer to policy 5406.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student might not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the

classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Reporting Child Abuse

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term "promptly" means "within a 24-hour period."

~~Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect.~~ According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

(a) Placed in a situation that endangers his or her life or physical or mental health;
(b) Cruelly confined or cruelly punished;
(c) Deprived of necessary food, clothing, shelter, or care;
(d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
(e) Sexually abused; or
(f) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

~~Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.~~

~~It is vital that the report be made as accurately and as soon as possible~~. To assure accuracy, you are encouraged to document, by committing to writing, the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. ~~Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other~~

~~marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.~~

Personal and Professional Conduct

Professional Ethics Standards

The Friend Public Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.
The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
B. Shall not discriminate on the basis of race, color, creed, gender, marital status, age, national origin, ethnic background, or handicapping condition.
C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
F. Shall not sexually harass students, parents or school patrons, employees, or board members.
G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.

H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
In fulfillment of the obligation to the student, the educator:

A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

A. Shall apply for, accept, offer, or assign a position of responsibility on the basis of professional preparation and legal qualifications.
B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
C. Shall give prompt notice to the employer of any change in availability of service.
D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
F. Shall permit no commercial or personal exploitation of his or her professional position.
G. Shall use time on duty and leave time for the purpose for which intended.

Evaluations

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board polices, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Professional Attire

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not

be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Academic Matters

Purpose and Goals of Academic Achievement

The Friend Public Schools Board of Education is committed to providing a quality education for all Friend Public Schools students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

Measuring and Reporting Academic Achievement

Grades and Grading

Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is highly recommended that the teacher record at least two grades per five class periods. It is generally preferable to give numerical grades for tests, quizzes, and daily work.

GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.

Recording Grades.

Each teacher shall record grades in Power School. A sufficient number of grades must be recorded in Power School to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales.

Teachers are to use only the grading scales set forth below. The building principal must approve any deviation from the approved grade scales.

STUDENT EVALUATION SCALE:

The grade scales to be used for reporting student progress in 7 through 12 are as follows:

94 - 100	A	4.0
90 – 93	B+	3.5
86 – 89	B	3.0
82 – 85	C+	2.5
77 – 81	C	2.0
73 – 76	D+	1.5
70 – 72	D	1.0
0 – 69	F	0.0

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).
4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event parents or students question a grade, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The Superintendent will not change the grades designated by teachers unilaterally unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credit.

Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be recorded on a "Reduced Credit/Error Summary" form and be approved by the Principal.

Transfer Grades.

A student transferring into Friend Public School at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. The Principal must approve grades for credit.

Reports to Parents.

Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

Grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Mid-Quarter Progress Reports To Parents.

Mid-quarter progress reports are prepared at or near the middle of the fourth and the thirteenth weeks of each semester. These reports will be mailed to all parents.

Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, quarterly Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school year is found on the school calendar

Teachers are expected to be prepared for Parent-Teacher conferences. Being prepared includes having completed grade books, which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

Use of School Facilities and Equipment

Drug-Free Workplace

Smoke and Tobacco-Free Workplace

Smoking shall be prohibited in the Friend Public Schools buildings. Private, enclosed offices are not exempt from this policy. There shall be no designated smoking areas within any of the Friend Public School buildings, for employees, students, visitors to the schools, and/or the general public. Smoking shall also be prohibited in the stands and bleachers at the football field and near the entry of school buildings. This policy shall apply all times whether school is in session or not.

Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
b. The frame or receiver of any object described in the preceding example;
c. Any firearm muffler or silencer;
d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
e. Any bludgeon, sandclub, metal knuckles, or throwing star;
f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocketknife with a blade of 2-1/2 inches or more is a prohibited weapon. A switchblade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a

knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
h. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than are typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
i. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
j. Any other objects that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Use of District Computer Network and Internet

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, teachers are agreeing to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, teachers are prohibited from placing such information on the Internet.
4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.

7. Teachers will not attempt to login to the system as a system administrator.
8. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
9. Teachers will not waste or take supplies~~, such as paper, printer ribbons, toner, and diskettes~~ that are provided by the District.
10. Teachers will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services, apps, or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training by the on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

Use of School Facilities

Teachers will be issued keys and/or a (key fob) to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Use of Telephone

Personal telephone calls shall not be made during instructional time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:05 a.m. and 3:30 p.m. any day school is in session. If you are required to be at work earlier than 8:05 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Video Surveillance

The ~~Superintendent~~ Administration may use video cameras in locations as deemed appropriate.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures ~~a student~~ an individual ~~or other building user~~ violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the ~~student or other building user~~ individual and may also be provided to law enforcement agencies.

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

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 statue 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.

Lost and Found

Teachers who find lost articles are asked to take them to the office, where the owner can claim the articles.

Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. Representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the Superintendent. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: contact the President of the teachers association, or contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.

10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

State and Federal Programs

Notice of Nondiscrimination

The Friend Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a

disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights
8930 Ward Parkway
Suite 2037
Kansas City, MO 64114
816-268-0550
FAX: 816-823-1404; TDD: 800-437-0833

The U.S. Equal Employment Opportunity Commission (EEOC)
1801 L Street, N.W.
Washington, D.C. 20507
(800) 669-4000; TDD: (800) 669-6820

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix "D" to this handbook.

Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Friend Public Schools, 501 Main St., PO Box 67, Friend, NE 68359-0067, 402.947.2781.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Anti-discrimination & Harassment Policy

Elimination of Discrimination

The Friend Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: Friend Public School is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Friend Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The 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, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Friend Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District’s policies under FERPA are found in Board policy and in the student handbook.

Disclosure of Student Information to Military Recruiters and Colleges

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Disclosures of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Student Privacy Protection

The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
    2.1. Political affiliations or beliefs of the student or the student's parent;
    2.2. Mental or psychological problems of the student or the student's parent;
    2.3. Sex behavior or attitudes;
    2.4. Illegal, anti-social, self-incriminating or demeaning behavior;
    2.5. Critical appraisals of other individuals with whom the student has close family relationships;
    2.6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    2.7. Religious practices, affiliations, or beliefs of the students or the student's parent;
    2.8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.

4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Parental Involvement

General - Parental/Community Involvement in Schools

The District's policy is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents timely information about their child's progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student's academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents upon request;
3. permit parents access to their child's records according to law and school policy;
4. encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance is educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. permit parents to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents to express their concerns, share their ideas and advocate for their child's education.

Title I Parental and Family Involvement

Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

Formatted: Indent: Left: 0.5", First line: 0", Tab stops: Not at 0.5" + 1" + 1.5"

Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

~~The District has a separate policy established pursuant to the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.~~

Homeless Students

The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

Notice of COBRA Continuation Coverage Rights

**** Continuation Coverage Rights Under COBRA****

Introduction

You are receiving this notice because you have recently become covered Friend Public Schools health plan (the "Plan"). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.** This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan's Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is in the Superintendent's Office. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA Continuation Coverage

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

1. Your spouse dies;
2. Your spouse's hours of employment are reduced;
3. Your spouse's employment ends for any reason other than his or her gross misconduct;
4. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;
2. The parent-employee's hours of employment are reduced;
3. The parent-employee's employment ends for any reason other than his or her gross misconduct;
4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to

the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

If You Have Questions

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's web site at **www.dol.gov/ebsa**.

Keep Your Plan Informed of Address Change

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Please check with Blue Cross/Blue Shield of Nebraska before going on COBRA.

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

FEDERAL MINIMUM WAGE

$7.25 PER HOUR

BEGINNING JULY 24, 2009

OVERTIME PAY At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least **16** years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.

Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

No more than

- **3** hours on a school day or **18** hours in a school week;
- **8** hours on a non-school day or **40** hours in a non-school week.

Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from June 1 through Labor Day, when evening hours are extended to **9 p.m.** Different rules apply in agricultural employment.

TIP CREDIT Employers of "tipped employees" must pay a cash wage of at least $2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least $2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

ENFORCEMENT The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Employers may be assessed civil money penalties of up to $1,100 for each willful or repeated violation of the minimum wage or overtime pay provisions of the law and up to $11,000 for each employee who is the subject of a violation of the Act's child labor provisions. In addition, a civil money penalty of up to $50,000 may be assessed for each child labor violation that causes the death or serious injury of any minor employee, and such assessments may be doubled, up to $100,000, when the violations are determined to be willful or repeated. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Act.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
- Some state laws provide greater employee protections; employers must comply with both.
- The law requires employers to display this poster where employees can readily see it.
- Employees under 20 years of age may be paid $4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

For additional information:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

WHD U.S. Wage and Hour Division

U.S. Department of Labor | Wage and Hour Division

WHD Publication 1088 (Revised July 2009)

EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements
Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections
During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities
Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division

WHD Publication 1420 · Revised February 2013

Equal Employment Opportunity is
THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN
Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY
Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE
The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)
In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS
Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION
All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED
There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:
The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Students

Anti-Bullying Policy

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.

Legal Reference: Student Discipline Act, Neb. Rev. Stat. '' 79-254 to 79-296;
NDE February 2003 State Board Action;
Reaffirmed December 2006 State Board Action

Date of Adoption: November 12, 2007
Board Reviewed: June 2017

Friend Public School
School Nutrition Program
June 7, 2018

The National School Lunch Program requires that all schools ensure sufficient funds are provided to the Nutrition Fund for meals served to those students NOT eligible for free or reduced meals. Funding can be made in two ways: by meal prices paid by full-price students, or by contributing non-Federal sourced General Funds to the Nutrition Fund.

Our school must do an annual review of our paid lunch revenue to assure compliance with the Paid Lunch Equity Requirement (PLE). Since our average Paid price (17-18: $2.70) is lower than the targeted weighted price established by the USDA ($2.92) , we are considered noncompliant. We now have to increase our average meal price by a minimum of ten cents, and/or contribute General Funds to the Nutrition Fund.

I discussed our current lunch prices with a Nutrition Services representative. She indicated that she thought our prices were rather low, and a 10 cent increase would not be out of line. She also mentioned that many schools supplement their Nutrition Fund revenue by selling Smart Snacks to students during the lunch period. We may want to consider this.

We served approximately 18,000 full-price lunches and 1,600 full-price breakfasts last year. The proposed increases would raise an additional $1,880 next year.

I propose the following prices for the 2018-19 school year:

Friend Public School - Nutrition Program

Proposed 2018-19 Prices		Breakfast		Lunch
Elementary	$	1.75 (1.70)	$	2.70 (2.60)
Secondary	$	1.75 (1.70)	$	2.95 (2.85)
Adult	$	2.00 (1.75)	$	3.55 (3.45)
Reduced (all)	$	0.30	$	0.40
Extra Entrée			$	1.00
Extra Milk			$	0.35

- Last year's prices are in parenthesis if different than 18-19 proposed.

Friend Public School

Trial Balance Report NUTRITION FUND

Fund	Fund Description	Expenses	Receipts	Expenses	Receipts	Expenses	Receipts	Expenses	Receipts	Expenses	Receipts
06	Lunch Fund	17-18 to date	17-18 to date	16-17	16-17	15-16	15-16	14-15	14-15	13-14	13-14
Account Code	**Account Description**	**Debit**	**Credit**	**Debit**	**Credit**	**Debit**	**Credit**	**Debit**	**Credit**	**Debit**	**Credit**
06-1720-000-0-00	SALE OF LUNCHES/MILK - STUDENTS		$60,069.49		$57,231.57		$54,137.93		$54,687.49		$54,597.32
06-1721-000-0-00	SALE OF LUNCHES - STAFF		$1,991.55		$3,431.90		$2,733.35		$2,676.32		$929.03
06-1990-000-0-00	VENDING SALES		$506.14		$674.60		$1,500.37		$2,726.70		$5,629.84
06-3150-000-0-00	STATE REIMB - NUTRITION		$47,927.39		$46,048.95		$38,498.17		$40,187.26		$42,932.58
06-5690-000-0-00	OTHER REVENUES - Refunds		$244.93		$255.80		$0.00				
06-2210-000-0-00	Nutrition Services - ESU Receipts				$0.00		$367.68				
	Sales/reimbursement		$110,739.50		$107,642.82		$97,237.50		$100,277.77		$104,088.77
06-5500-000-0-00	TRANSFER FROM GEN FUND		$20,500.00		$30,576.35		$29,000.00		$29,400.00		$28,054.10
			$131,239.50		$138,219.17		$126,237.50		$129,677.77		$132,142.87
06-2100-140-0-00	School Nutrition - Wages	$55,632.11		$60,056.03		$56,133.87		$58,077.10		$59,738.17	
06-2100-210-0-00	School Nutrition - FICA	$4,268.77		$4,609.64		$4,295.54		$3,863.83		$10,056.68	
06-2100-220-0-00	School Nutrition - Retirement	$4,850.78		$5,098.62		$5,043.09		$4,920.33			
06-2100-240-0-00	School Nutrition - Workers Comp	$1,791.36		$1,949.03		$2,647.71		$2,664.00			
06-2100-290-0-00	School Nutrition - LTD	$168.66		$200.31		$18.07		$87.65			
06-2100-410-0-00	School Nutrition - Supplies	$3,235.94		$3,906.44		$2,127.61		$2,308.81		$2,805.65	
06-2100-470-0-00	School Nutrition - Food	$49,051.43		$48,310.03		$46,597.10		$48,922.30		$50,499.99	
06-2100-471-0-00	School Nutrition - Commodities	$11,519.47		$12,167.45		$10,581.27		$8,354.75		$6,270.65	
06-2100-490-0-00	School Nutrition - Vending	$213.95		$381.00		$1,211.88		$1,769.96		$3,854.63	
06-2100-670-0-00	School Nutrition - Training, Travel, Dues			$77.26		$176.97					
		$130,732.47		$136,755.81		$128,833.11		$130,968.73		$133,225.77	

STUDENT MEALS SERVED	17-18	16-17	15-16	14-15	13-14
Lunch					
Paid	18,483	18,043	17,701	16,363	17,344
Free	7,729	7,946	5,551	5,139	7,035
Reduced	2,576	2,099	2,700	4,937	3,381
	28,788	28,088	25,952	26,439	27,760
Breakfast					
Paid	1,601	1,918	1,881	1,584	2,910
Free	2,966	3,156	2,239	1,460	2,590
Reduced	976	471	694	1,220	1,224
	5,543	5,545	4,814	4,264	6,724

Community Relations

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Legal Reference: Neb. Rev. Stat. § 86-290
Letter to Anonymous, 40 IDELR 70 (OSEP 2003)

Date of Adoption: [Insert Date]

Business Operations

ESSA

It is the policy of the District to comply with the Every Student Succeeds Act ("ESSA") and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent's discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.

2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.

3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.

4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.

5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District's written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I and IDEA shall be used only for children participating in the program.

6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.

7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.

9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.

10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.

11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
(A) Whether the student's teacher—
(i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
(ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
(iii) is teaching in the field of discipline of the certification of the teacher.
(B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
(A) the subject matter assessed;
(B) the purpose for which the assessment is designed and used;
(C) the source of the requirement for the assessment;
(D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
(E) the time and format for disseminating results.

13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
(A) be involved in the education of their children; and
(B) be active participants in assisting their children to—
(i) attain English proficiency;

(ii) achieve at high levels within a well-rounded education; and
(iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following "suspension and disbarment" language:

> To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy.
>
> The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: ESSA

Date of Adoption: [Insert Date]

Business Operations

Insufficient Funds

When a check is returned for insufficient funds or payment on a credit or debit card is rejected, the Superintendent's designee shall attempt to contact the person a minimum of two times to collect the amount that remains due and owing. At least one attempt shall be in writing, either via letter or email.

In the event that an individual's method of payment is rejected, such person shall be required to pay the amount that remains due and owing by cash, cashier's check or money order, plus a returned check fee of $10.00 to cover the administrative expense of having to address the matter. In addition, whenever said person wishes to make a payment in the future, said person may be required to pay only by cash, cashier's check or by money order.

Notice of this returned check fee policy will be given annually to students and parents via the school website, and may be included in newsletters, student handbooks, or postings.

Any individual who attempts to pay any amount to the District by check or credit card agrees to the terms of the Policy and the returned check fee. In the event that an individual does not agree with this Policy or is unwilling to pay the returned check fee, then such individual must pay by cash, cashier's check or money order.

Date of Adoption: [Insert Date]

Personnel - All Employees (& Students)

Anti-discrimination, Anti-harassment, and Anti-retaliation

A. Elimination of Discrimination.

The [Name] Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The [Name] Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (___) ___-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (___) ___-____ ([Email Address]).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The [Name] Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere

with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

a. Name-calling,
b. Teasing or taunting,
c. Insults, slurs, or derogatory names or remarks,
d. Demeaning jokes,
e. Inappropriate gestures,
f. Graffiti or inappropriate written or electronic material,
g. Visual displays, such as cartoons, posters, or electronic images,
h. Threats or intimidating or hostile conduct,
i. Physical acts of aggression, assault, or violence, or
j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

a. Unwelcome sexual advances or propositions,
b. Requests or pressure for sexual favors,
c. Comments about an individual’s body, sexual activity, or sexual attractiveness,
d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person’s will or where a person is incapable of giving consent due to the victim’s age, intellectual disability, or use of drugs or alcohol,
f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in

the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):
Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

a. Providing the parties with the opportunity to present witnesses and provide evidence.
b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct

was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

a. A summary of the facts,
b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated

compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):
If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:
The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:
The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
j. Recommending changes to this policy and grievance procedure.
k. Performing other duties as assigned.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.
Neb. Rev. Stat. § 79-2,115, et seq

Date of Adoption: [Insert Date]

Students

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 students, 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 nexus 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 on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. 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 then 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. 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.

3. 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. 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. 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.

c. 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 law.

d. 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.

e. 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.

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 meet 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. Emergency Exclusion: A student may be excluded from school in the following circumstances:

a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. 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 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 receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. 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. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. 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, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or 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.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. 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.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school

employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. 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.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

    a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

    Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

    a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
    b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
    c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
    d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
e. Head wear including hats, caps, bandannas, and scarves.
f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
g. Clothing or jewelry that is gang related.
h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to

learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for

another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy,

such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that

the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.

9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

   The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, 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 the officer and regarding 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, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3.

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296

Date of Adoption: [Insert Date]

Students (& Employees)

Anti-discrimination, Anti-harassment, and Anti-retaliation

A. Elimination of Discrimination.

The [Name] Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The [Name] Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (___) ___-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (___) ___-____ ([Email Address]).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The [Name] Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

a. Name-calling,
b. Teasing or taunting,
c. Insults, slurs, or derogatory names or remarks,
d. Demeaning jokes,
e. Inappropriate gestures,
f. Graffiti or inappropriate written or electronic material,
g. Visual displays, such as cartoons, posters, or electronic images,
h. Threats or intimidating or hostile conduct,
i. Physical acts of aggression, assault, or violence, or
j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

a. Unwelcome sexual advances or propositions,
b. Requests or pressure for sexual favors,
c. Comments about an individual's body, sexual activity, or sexual attractiveness,
d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt

and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity if the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

a. Providing the parties with the opportunity to present witnesses and provide evidence.
b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

a. A summary of the facts,
b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):
If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):
If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board,

designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
j. Recommending changes to this policy and grievance procedure.
k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: [Insert Date]

Students

Child Abuse and Neglect

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term "promptly" means "within a 24-hour period."

Legal Reference: Neb. Rev. Stat. § 28-711
34 U.S.C. § 20341

Date of Adoption: [Insert Date]

Students

Married Students

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

Legal References: Neb. Rev. Stat. §§ 79-2,114 to 79-2,124
20 U.S.C. § 1681 (Title IX)

Date of Adoption: [Insert Date]

Students

Search and Seizures

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.

2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.

3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.

4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.

5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

6. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.

2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Legal Reference: Neb. Rev. Stat. § 28-1204.04 (firearms)

Date of Adoption: [Insert Date]

Homeless Education Program

HOMELESS STUDENT ENROLLMENT INFORMATION & PLACEMENT REQUEST

Child's Name: _____ Birth Date:_____ Grade_____
(Last Name) (First Name) (M.I.)

Parent/Guardian Name_____ Unaccompanied Youth_____
(Last Name) (First Name) (M.I.) ("Yes" or "No")

Current Address _____

Telephone Number:_____
(If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status
   a. Do you live in any of these following situations?

   ____ sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
   ____ in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
   ____ in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
   ____ have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
   ____ in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
   ____ None of the above.

   b. How long do you anticipate living in current location? _____

2. School Most Recently Attended
   School: _____
   (School Name) (City) (State)
   Dates of Attendance:_____ to _____
   Grade level when last attended: _____

3. Eligible for any of these educational and school related activities and services?
   □ Special Education (IDEA) If yes, please identify disability and special education services previously provided :_____
   _____

□ English Language Learners (ELL) □ Gifted □ Vocational Education
□ Other_____

4. Possible Barriers to Education
□ No Birth Certificate □ No immunizations or other medical records
□ No School Records □ Transportation □ School Selection
□ Other issues/barriers_____

5. Requested Services and Activities to be Provided by Homeless Student Program
□ Obtaining or transferring records necessary for enrollment
□ Emergency assistance related to school attendance
□ Expedited evaluations
□ Transportation □ Clothing to meet a school requirement □ School supplies
□ Early childhood program □ Tutoring or other instructional support
□ Before/after-school, mentoring, summer programs
□ Referrals for medical, dental, or other health services
□ Referral to other programs/services
□ Assistance with participation in school programs
□ Parent education related to rights/resources
□ Coordination between schools and agencies
□ Counseling □ Addressing needs related to domestic violence
□ Staff professional development/awareness
□ Other _____

6. Placement
a. School placement requested by parent/guardian or unaccompanied youth:
_____
b. Reason(s) for Request: _____
_____
c. Name of "School of Origin"_____
(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).
Enrollment Date_____
Has student been withdrawn?_____
If so, what was the withdraw date?_____
d. Distance from:
i. Residence to the school of origin (miles): _____
ii. Residence to the school requested (if not school of origin): _____

_____ _____
Parent or Guardian or Unaccompanied Youth's signature Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact the Homeless Coordinator with any questions.

WRITTEN NOTIFICATION OF
ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT

Child's Name: _____

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:
Parent/Guardian _____Unaccompanied Youth_____
(Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

Homeless student program eligibility:
_____ Child does not qualify under the homeless student program.
_____ Child qualifies under the homeless student program. This determination was based upon: _____
_____

Placement (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: _____
(Name)
Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): _____
_____
_____

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

Notices:
- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the Nebraska Commissioner of Education
  Nebraska Department of Education
  matt.blomstedt@nebraska.gov
  Telephone: (402) 471-5020
- You may seek the assistance of advocates or attorneys.

_____ _____
Administrator Date

Written Notification Form was given to parent/guardian or unaccompanied youth on _____ (Date).

Homeless Education Program

DISPUTE RESOLUTION FORM

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: _____
Person completing form: _____
(Name) (Relation to Student)
I may be contacted at (address/phone/e-mail): _____

I wish to dispute the following decision: _____
_____
The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): _____
_____
_____
_____
Persons who have information to support my position (include contact information):
_____
_____
I request that the following action be taken on this dispute: _____
_____

_____ _____
Parent or Guardian or Unaccompanied Youth's signature Date

----------For School Use----------
Date received by Homeless Coordinator _____

----------Determination of Homeless Coordinator----------
In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:
Parent/Guardian _____Unaccompanied Youth_____
(Name) (Name)
After reviewing the information relevant to your dispute my determination is as follows:
_____
_____
Explanation for this determination: _____
_____
_____

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact:

Nebraska Commissioner of Education
Nebraska Department of Education
matt.blomstedt@nebraska.gov
Telephone: (402) 471-5020

_____ _____
Administrator Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on _____ (Date).

Instruction

Assessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education ("State Board"). The adoption of the academic content standards includes the:

Language Arts standards that were adopted by the State Board in September, 2014;
Mathematics standards that were approved by the State Board in September, 2015;
Science standards that were adopted by the State Board in September, 2017; and
Social Studies standards that were adopted by the State Board in December, 2012.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Date of Adoption: [Insert Date]

Instruction

Reading Instruction and Improvement

The District shall develop its curriculum to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. In doing so, the District will ensure that all teachers for kindergarten through grade three should be effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement. Each student and his or her parents or guardians will be informed of the student's reading progress. It is the District's intent that each student in the District be able to read at or above grade level by third grade.

For school year 2019-20 and each school year thereafter, the District shall administer an approved reading assessment three times during the school year to all students in kindergarten through grade three, except for any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years, any student receiving special education services for whom such assessment would conflict with the individualized education plan, and any student receiving services under a plan pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act, for whom such assessment would conflict with such section 504 or Title II plan. The first administration of such assessment for each such school year shall occur within the first thirty days of the school year.

Any student in kindergarten, grade one, grade two, or grade three shall be identified as having a reading deficiency if such student performs below the threshold level determined pursuant to the Reading Intervention Act. A student who is identified as having a reading deficiency pursuant to the Reading Intervention Act shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act shall prohibit the District from identifying any other student as having a reading deficiency.

The District will provide a supplemental reading intervention program for the purpose of ensuring that students can read at or above grade level at the end of third grade. The District may work collaboratively with a reading specialist at the State Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program shall:

(a) Be provided to any student identified as having a reading deficiency;

(b) Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and

(c) Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. Such summer reading

program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

(2) The supplemental reading intervention program may also include:
(a) Reading intervention techniques that are based on scientific research and best practices;
(b) Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
(c) Intensive intervention using strategies to match the weaknesses identified in the diagnostic assessment:
(i) Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
(ii) Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
(iii) Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
(d) Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
(e) Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

The school of any student who is identified as having a reading deficiency shall notify such student's parents or guardians either in writing or by electronic communication no later than fifteen working days after the identification of the reading deficiency that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Any student who is identified as having a reading deficiency shall receive an individual reading improvement plan no later than thirty days after the identification of such reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program pursuant to this Policy. Each such student shall receive reading intervention services through the supplemental reading intervention program pursuant to this Policy until the student is no longer identified as having a reading deficiency.

Legal Reference: Nebraska Reading Intervention Act

Date of Adoption: [Insert Date]

Instruction

Title I Parental and Family Engagement Policy

The written District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: [Insert Date]

Internal Board Policies - Board Members

Coffee Act Policy (Reimbursable Expenses)

A. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:

1. Board members as a result of this policy are hereby given prior approval by this school Board and upon approval by the Superintendent or the Superintendent's designee are specifically authorized to attend such functions without additional or further approval by the school Board unless otherwise so determined and the school district shall pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.

2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee and the school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.

B. Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.

C. Since it is hereby determined to be important and in the best interest of this school district to recognize service by Board members, employees and volunteers, the school Board hereby authorizes the President, Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted provided that no such plaque, certificate, flowers or other item of value to be awarded shall cost more than $50.00.

D. School Board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to School Board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.

E. That non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of this school district.

F. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the School Board.

G. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed $50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.

H. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the School Board to the designated officials so indicated herein.

I. Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: Neb. Rev. Stat. §§ 13-2201 to 13-2204
Neb. Rev. Stat. §79-546

Date of Adoption: [Insert Date]

Personnel - Non-Certificated Employees

Contract and Benefits

All non-certificated employees may be required to sign an "at will" employment contract with the school district as a condition precedent to employment or continued employment with the school district. Regardless of whether a non-certificated employee signs an employment contract or not, every non-certificated employee is an "at will" employee. The non-certificated "at will" employee contract may be in the form as proposed by the Superintendent and approved by resolution of the Board of Education.

Nine-month employees, or employees appointed to fill temporary jobs, shall not be entitled to the benefits provided twelve-month employees, such as vacations.

Health insurance is available for non-certificated staff working 1,850 hours or more per school fiscal year.

Date of Adoption: April 16, 2007
Board Reviewed June 18, 2018

Instruction

Curriculum Review Cycle

EVALUATION	IMPLEMENTATION	SUBJECT
2018-2019	2019-2020	Art, Music, PE, Health, and Journalism
2019-2020	2020-2021	Industrial Technology, FCS, Life Skills
2020-2021	2021-2022	Spanish, FFA
2021-2022	2022-2023	Language Arts
2022-2023	2023--2024	Science
2023--2024	2024-2025	Math and Accounting
2024-2025	2025-2026	Social Studies

- Computer tests will be purchased as needed due to the constant changing of technology.

Disclaimer: Textbook adoption or purchases are not necessarily needed or followed depending on the information gained during a curriculum review for each subject area. A practice of replacing or updating materials and curriculum will be done on a review of curriculum guided by data research. Administrative and/or Board permission may be granted to purchase and update textbook adoptions.

Date of Adoption: July 11, 2011
Board Reviewed December 2018

FUSION BOILER WORKS, INC

Remit to: P.O. Box 540481
Omaha, NE 68154

16201 Fort St. - Ste #8
Omaha, NE 68116
(402) 934-6485
Fax (402) 934-6486
www.fusionboilerworks.com

Mr. David Kraus and Mr. Justin Kirchhoff
Friend Public Schools
501 S. Main Street
Friend, Nebraska 68359

June 6, 2018

Dear David & Justin,

In reference to you request for quotation, I am pleased to submit the following proposal for your review and consideration. Fusion Boiler Works, Inc (FBWI) will furnish all labor, material, and equipment to:

INSTALL NEW BURNER ON EXISTING KEWANEE BOILER. The work will consist of the following:

1. Remove the existing burner and gas train components and remove them from the boiler room and premises.
2. Seal off the existing burner opening as necessary.
3. Fill in firebox base and pour new castable refractory floor at proper elevation.
4. Install new burner refractory mounting plate in the right hand firebox door of the boiler.
5. Provide and mount new Webster Burner, Model# JB2G-30 with the following specifications:
    - Natural Gas Fired – 2 PSI Inlet Pressure
    - Capacity of Burner: 3822 MBH Input
    - Supply Voltage: 240/3/60
    - Full Modulation Firing
    - CSD-1 Approved 2" ASCO Gas Train (left hand configuration)
    - Control Panel: Back Mounted and Inverted on burner, Honeywell RM7840L Flame Safeguard, 4 Light Package (Power On, Fuel On, Call for Heat, Alarm)
6. All electrical wiring and new gas piping for new burner will be included and installed.
7. Provide Start-up, Commissioning, Programming, and Friend Public Schools Operator Training on new burner.
8. Broom sweep clean all work areas and demobilize.

The cost of the above proposal with no applicable taxes included is **$25,890.00** (TWENTY FIVE THOUSAND EIGHT HUNDRED NINETY and 00/100 Dollars). This price is good for 30 days. Payment Terms: 30% due upon bid acceptance (Net 10 Days) and 70% due upon project completion (Net 10 Days)

Thank you for the opportunity to quote and be of service to you and your school district. If you have any questions or comments, please feel free to contact me at any time. My cell number is (402) 682-1547.

Sincerely,

Randal A. Rhoads
President
Fusion Boiler Works, Inc.