

# Creek Valley Elementary Student Handbook 2010-2011 School Year

## Foreword

### Section 1 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 Creek Valley 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. 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 2 Members of the Board of Education:

Name	Contact Information
Dale Fornander	874-2201 <a href="mailto:fornanderinc@embarqmail.com">fornanderinc@embarqmail.com</a>
Mike Hansen, Secretary	874-3213 <a href="mailto:hansen1964@embarqmail.com">hansen1964@embarqmail.com</a>
Rita Bartling	483-5236 <a href="mailto:huskers@daltontel.net">huskers@daltontel.net</a>
Kevin Derry	874-3253 <a href="mailto:derrykb@embarqmail.com">derrykb@embarqmail.com</a>
Arden Anderson, President	874-2753 <a href="mailto:amander@vistabeam.com">amander@vistabeam.com</a>
Laurie Widdowson, Vice-president	483-5085 <a href="mailto:laurie@sandpointcattle.com">laurie@sandpointcattle.com</a>

### Section 3 2009-2010 Employee/School Board Assignments

Arden Anderson	President School Board Member
Rita Bartling	School Board Member
Jim Behrends	9-12 Math, Activities Director
Roger Behrends	K-4, 9-12 Physical Education
Stephanie Behrends	1 <sup>st</sup> Grade
Cindy Broderick	Special Education Para-Educator
Kelle Brott	Reading Para Educator/Housekeeping
Jessica Cabela	5th Grade, 5-8 Science, 5-8 Media Assistant
Julee Carlson	Kindergarten
Jason Cheleen	Transportation Driver
Ted Classen	District Superintendent
Julie Hornicek	9-12 Family and Consumer Science
Ann Cramer	5-12 Vocal Music, 7-12 Instrumental Music
Kevin Derry	School Board Member
Janice Dunn	9-12 Math
Jennie Dykman	3rd Grade

Kathy Ford	K-12 Guidance, 9-12 Career
Dale Fornander	School Board Member
Vicki Fornander	2nd Grade
Tessa Fraass	5 <sup>th</sup> and 6 <sup>th</sup> Grade, 7th-8 <sup>th</sup> Language Arts
Marge Freeman	4th Grade
Bob Frerichs	Transportation Mechanic
Jerry Frerichs	9-12 Head Custodian, Transportation Driver
Regina Gardner	K-4, 9-12 Cafeteria Manager
Sheila Graeff	Elementary SPED Para Educator
Trevor Korte	HS IT
Mike Hansen	Secretary School Board Member
Cyd Hanson	K-12 Media
Kathy Hardy	9-12 SPED
Joe Headley	5-8 Head Custodian, Transportation Driver
Vicki Headley	5-8 Assistant Custodian, Computer Tech
Dave Howard	9-12 Science
Kurt Huff	Transportation Driver
Mary Jeppson	5-8 Lunchroom Manager
Arnie Johnson	Transportation Driver
Mark Lane	K-4 Head Custodian, Transportation Driver
Casey Loomis	MS/HS Social Sciences
Angelena Mays	5-8 Special Education
Cory Michelman	7-8 Math, PE, Science
Syd Mickelson	9-12 Language Arts
Patrick Ningen	K-4, 9-12 Principal
Dianne Nordyke	K-6 Title I Director
Ron Nordyke	K-4, 9-12 Art
Stephanie Owen	District Business Manager
Tanya Phillips	Secondary Office manager
Erica Priest	Bus Educator/Housekeeping/Lunch Assistant/Bus Supervisor
Emily Timm	SPED Para Educator
Scott Sherman	9-12 Language Arts, 9-12 Foreign Language
Leslie Snell	5-8 Office Manger
Kelli Soucie	Reading/Elementary Para Educator
Jerame Steger	District Network Manager
Kathy Urbanek	5-8 Principal, District Assessment/Standards Coordinator, District School Improvement Coordinator
Joyce Vogt	K-4 Office Manger
Teri Vogt	Ass't Lunchroom Manager
Della Weber	9-12 Business
Todd Westover	MS, HS Social Sciences, MS PE
Sarah Whiting	9-12 Agricultural Science
Laurie Widdowson	Vice-President School Board Member
Bill Wilber	Elem, MS Music/MS IA & PE



#### **Section 4      Communication**

Communication with parents and guardians is very important to the Administration and Staff at Creek Valley Public Schools. Some means of communication that will be used include a monthly calendar to be sent home with each student, a monthly newspaper for every community member, local newspapers, radio stations, and the marquee in front of the High School. Creek Valley Public Schools also has information available to parents at all times via the internet. Announcements are posted daily on our website [creekvalleystorm.com](http://creekvalleystorm.com) and you can also find the latest schedules, sport scores, and lunch menus. There is also a link to PowerSchool, the program we use to track each students grades and attendance. The web address for PowerSchool is <http://162.127.210.95/public>. Each student will have an ID# and Password assigned to them so parents can find out their schedule, grades, lunch balance, discipline, attendance, and other information. E-mail communication with teachers is also available on this site. Parents are encouraged to use this convenient mode of communication before calling the school.

#### **Section 5      Communication in Emergency Situations**

There are times in a school day that it is very important for administrators to get in touch with a parent. This is usually due to illness or a discipline problem. Each parent has been asked to fill out an emergency form to be kept on file in the office of your student's attendance center. It is extremely important that the parent contact the office manager if there is ever a change in the information provided at the beginning of the school year. This includes a change of address or phone number, or changing the emergency contact person.

# Section 6 Projected School Calendar

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## **Article One – School Mission and Goals**

### **Section 1 School Mission Statement:**

Welcome to Creek Valley Public Schools. The mission of Board of Education, administration and staff is to prepare today's students for tomorrow's world.

### **Section 2 Goals and Objectives:**

The goals and objectives of the Creek Valley Public Schools are to provide:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extra-curricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so as a better understanding of the schools and its needs exist;
8. A staff necessary to fulfill the above objectives; and,
9. Facilities necessary for the above objectives.

### **Section 3 Mutual Respect:**

Creek Valley Public Schools expect 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 the student will not be tolerated.

### **Section 4 Staff Qualifications**

Parents of each student attending any school receiving Title I funds may request, and the district will provide the parents on request, in a timely manner, information regarding the professional qualifications of the student's teachers.

### **Section 5 Multicultural Policy**

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Creek Valley Public Schools it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

### **Section 6 Complaint Procedures:**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

1. Complaint procedure:

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.  
Written appeal should be made within five (5) days of the Superintendent's decision.

2. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

**Section 7 Student promotion, retention, or acceleration**

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment. Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the teachers and the principal, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities.

The principal may require remediation as a condition of promotion to the next grade level.

The parents will be requested to indicate in writing their agreement or disagreement with the recommendation for retention. The final decision will rest with the school administration. Parents may request retention if they believe it to be in the best interest of their student. The principal will confer with the teachers and parents to determine appropriate action. More than one retention during the elementary school years will receive special consideration and require the approval of the superintendent based on the recommendation of the principal, teacher and parent or guardian.

Students with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements. Acceleration ahead in a grade level should be approached with caution and should only occur with the joint approval of the superintendent, the principal and the parent or guardian.

## Article Two – The School Day

### Section 1 Elementary Bell Schedule

#### MONDAY-THURSDAY MORNING SCHEDULE

7:45-8:15 =Breakfast

8:20-8:30 =Students organizational homeroom time

8:30-9:50 =Reading (1-4), mathematics (K)

9:50 -10:05 =Recess

10:05-11:30= Reading/Language/Arts (K)

11:20-11:50= Lunch=K-2, 11:35-12:00=3-4

#### RECESS

A.M. Recess: K-4=9:50-10:05

Noon Recess: K-2=11:50-12:00, 3-4=12:00-12:20

P.M. Recess: K-2=2:00-2:15 M-TH

12:20-1:00/1:20=Mathematics (1-4), Social Studies/Science=(K)

#### FRIDAY MORNING READING AND LANGUAGE ARTS SCHEDULE

7:45-8:15 Breakfast

8:20-8:30 Students organizational home room time

8:30-9:50 Reading (1-4), Mathematics (K)

9:50-10:05 Recess

10:05-11:00 Reading (K), Language Arts (1-4)

11:00-11:35 Lunch

11:35-12:00 Recess

12:00-1:00/1:20=Mathematics (1-4), Social Studies/Science (K)

#### AFTERNOON SPECIALS

Music: Bill Wilber

Library: Cyd Hanson

Physical Education: Roger Behrends

Art: Ron Nordyke

#### PHYSICAL EDUCATION-ROGER BEHREND'S

	<u>1:00 – 1:2</u>	<u>1:25 – 1:50</u>	<u>1:50 – 2:20</u>
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Monday	Kdg	1st	4th
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Tuesday	1st	2nd	3rd
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Wednesday	Kdg	2nd	4th
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Thursday	1st	2nd	3rd
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	<u>12:30-12:50</u>	<u>12:50-1:15</u>	<u>1:15-1:35</u>
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Friday	Kdg	3rd	4th
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#### Music-Bill Wilber

	<u>1:25-1:50</u>	<u>1:50-2:20</u>	<u>2:20-2:50</u>	<u>2:50-3:26</u>
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Monday	Kdg	3rd	2nd	Prep
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Tuesday	Kdg	4th	2nd	
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Wednesday	4th	3rd	1st	
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Thursday	1st	4th	Kdg	
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	<u>12:50-1:15</u>	<u>1:15-1:45</u>	<u>1:55-2:20</u>	
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Friday	2nd	3rd	1st	
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#### Library-Cyd Hanson

	<u>1:00-1:2</u>	<u>1:25-1:50</u>	<u>2:20-2:50</u>	<u>2:50-3:15</u>
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Monday	1st	4 <sup>th</sup>	3rd	2nd
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Tuesday	Kdg	1st	4th	3rd
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Wednesday	2nd	Kdg	3rd	
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Thursday	2nd	Kdg	4th	
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	<u>12:50-1:15</u>			
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Friday	1st			
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#### Guidance-Kathy Ford Art-Ron Nordyke

<u>Thursday Only</u>	Monday 9:30-10:20 (2nd)
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9:25-9:50 (Kdg)	Tuesday 9:25-10:25 (4th)
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10:10-10:35 (2nd)	Wednesday 9:30-10:20 (1st)
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10:35-11:00 (1st)	Thursday 9:25-10:25 (3rd)
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11:00-11:30 (4th)	Friday (Kdg)
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12:25-12:55 (3rd)	
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ROOM DIMISSAL: K-4 3:26 MONDAY-THURSDAY

FRIDAY DIMISSAL: K-4 2:34

## Section 2 District Traffic Flows and District Guidelines

PLEASE CONTACT YOUR CHILD'S ATTENDANCE CENTER IF THEY WILL NOT BE RIDING THE SHUTTLE BUSES IN THE MORNING AND OR AFTERNOON AS SOON AS POSSIBLE. PLEASE DO THIS ON A DAILY BASIS.

**Middle School Attendance Center in Lodgepole (308) 483-5252**  
**Elementary School Attendance Center in Chappell (308) 874-2911**

Bus# 1 Joe Headley

Bus# 2 Mark Lane p.m. and Jerry Frerichs a.m.

(L) Lodgepole (C) Chappell

**MORNINGS:** District vehicles will carry district students and district mail. Please adjust times for all shortened day starting times.

<b><u>Bus#</u></b>	<b><u>Loading Time and Location</u></b>	<b><u>Grades</u></b>	<b><u>Unloading Time and Location</u></b>
#1	7:20am to 7:25am Middle School (L)	K-4 & 9-12th	7:40am Elementary (C)
	(K-12th that want to eat breakfast will unload at the Elementary (this bus is primarily for elementary breakfast students and any high school students))		
#1	7:45am to 7:50am Elementary School (C)	5th & 6th	8:05am Middle School (L)
#2	7:40am to 7:45am Elementary School (C)	7th & 8th	8:00am Middle School (L)
#2	8:00am to 8:05am Middle School (L)	K-4 & 9-12	8:20am Elementary (C)
	(non-school breakfast K-4th students)		

**AFTERNOONS:** District vehicles will carry district students and district mail. Friday afternoons all attendance centers will load and unload approximately 50 minutes early. Please adjust times for all shortened day dismissal times.

<b><u>Bus#</u></b>	<b><u>Loading Time and Location</u></b>	<b><u>Grades</u></b>	<b><u>Unloading Time and Location</u></b>
#1	3:37pm to 3:41pm Middle school (L)	5th & 6th	3:51 pm Elementary School (C)
#2	3:26pm to 3:31pm Elem. & High (C)	K-4th & 9-12	3:41pm Middle School (L)
#2	3:41pm to 3:46pm Middle School (L)	7th and 8th	3:56pm Elementary School (C)

### **Guidelines**

All loading times will have 5 minutes, at the end of the 5 minutes window of time the vehicle will leave and not stop until reaching its destination. If your child misses the first vehicle your child may use the second vehicle unless only one vehicle is used on that route. If no other route vehicles are being used, it is up to the parent/guardian at their own expense to transport the student to the proper

attendance center. For safety reasons please do not try to stop a school vehicle once it has departed an attendance center, the drivers are instructed not to stop until they reach the next attendance center.

**Discipline**

All discipline involving detentions will involve a 24-hour notice by the attendance center to the parent/guardian. This will allow you to make arrangements for your student to find an alternative mode of transportation for the next day in which they serve their detention. No district transportation will be available due to scheduling and cost. Please talk with your student over the hardship this will cause you in finding a ride due to their behavior. Students that live in the town where the attendance center is or students that can find transportation that day, may elect to serve out their detention that day.

**District Vehicle Discipline Policy**

1. First Violation: Verbal warning by the district vehicle driver to the student.
  2. Second Violation: The district vehicle driver will notify the student's attendance center's building principal. The principal will notify the parent/guardian and assign consequences.
  3. Third Violation: The district vehicle driver will notify the student's attendance center's building principal. The principal will notify the parent/guardian and will suspend the student from all district transportation for 10 school days including athletics, field trips and all other activities, except lunch if transportation is needed.
  4. Fourth Violation: The district vehicle driver will notify the student's attendance center's building principal. The principal will notify the parent/guardian and will suspend the student from all district transportation for 30 school days including athletics, field trips and all other activities, except lunch if transportation is needed.
  5. Fifth Violation: The district vehicle driver will notify the student's attendance center's building principal. The principal will notify the parent/guardian and will suspend the student from all district transportation for the remainder of that school year, unless the violation is so serious that a larger suspension is warranted. This will include all athletics, field trips and all other activities except for lunch if transportation is needed.
- (All violations are cumulative for the year)

**Section 3 School Lunch**

Lunch is provided daily at the Elementary attendance center and the Middle School Attendance Center. High School Students will be bused from the High School to the elementary school. They can either return on the bus or they may walk back to the High School. The prices for school lunch are as follows:

Elementary Student Lunch-----	\$2.25
Student Breakfast-----	\$1.10
Adult Lunch (Staff or Special) -----	\$3.75
Adult Breakfast-----	\$1.25
Extra Milk -----	\$.25 (purchase milk card to punch)
Milk Break --- (Grades K-1-2) -----	\$.25 (purchase milk card to punch)

Parents may pay any amount at any time to be applied on their child's account. Account balances can be checked on the internet using the PowerSchool website. Parents will be notified when the balance is less than \$5.00. **CHARGING BEYOND \$10.00 WILL NOT BE ALLOWED.** Free or Reduced

priced lunches are provided to students whose parents qualify. Applications are welcome at any time during the year and may be picked up in the office.

#### **Section 4 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. Any time the school will have a late start, or be dismissed either for the day or during the day, the decision will be announced on radio stations: KSID-Sidney (1340 AM, 98.7 FM) and KOGA-Ogallala (930AM, 92.1 FM). The School District will also utilize the RapidNotify system for those who have notified the school of their contact numbers and/or e-mail addresses.

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 media will broadcast notice and **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 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.

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.** Students and staff members practice tornado safety procedures regularly. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions. Creek Valley High School and Middle School have 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.

#### **Section 5 Web site addresses and information**

Creek Valley Public Schools has information available to parents at all times via the internet. The PowerSchool web address is <http://162.127.210.95/public>. Each student will have an ID# and Password assigned to them so parents can find out their schedule, grades, lunch balance, discipline, attendance, and other information. There is also a daily bulletin available at [creekvalleystorm.com](http://creekvalleystorm.com) that lets you know what is for lunch and activities at the school. E-mail communication with teachers is also available on PowerSchool site. Parents are encouraged to use this convenient mode of communication before calling the school.

#### **Section 6 Kindergarten**

Children who are five years of age on or before October 15, may be admitted to Kindergarten. When registering your child for school please bring the following information: birth certificate, social security number, and up-to-date immunization records. The Mission of the Creek Valley Public

Schools is to provide activities and educational experiences that develop the mind, body, and spirit. We want to prepare each child to learn how to learn and to enjoy the quest for knowledge. It is important that your child feels good about learning more about his/her capabilities.

### **Section 7 Reporting to Parents**

Report cards on the student's progress are sent home with the student to give to the parents at the end of each nine-week period. Mid-term reports are sent home at the middle of each quarter. (4.5 weeks). Parents can also view their child's grades at any time via the PowerSchool website.

### **Section 8 State Standards**

State Standards assessment scores are locally compiled 1 time per semester for 4th, 8th, and 11th grades. You may go to the Nebraska Department of Education web site @ [www.nde.state.ne.us](http://www.nde.state.ne.us) to see the grade level standards. You may obtain a copy of how your student did on these assessments by contacting the office at your student's attendance center.

### **Section 9 Parent/Teacher Conferences**

Conferences are held in October and February. Parents will be notified of their scheduled conference time. Conferences are designed to inform you of your child's progress, and to give you an opportunity to ask any questions about your child's work or the school programs. We urge you to conscientiously attend these conferences. However, parents should feel free to call their child's teacher or the Principal for additional information at any time during the school year.

### **Section 10 Parties**

Each class will have parties throughout the year to celebrate holiday such as Halloween and Valentine's Day. Some mothers might be asked to assist as room mothers for class parties. Please check with your child's classroom teacher for further information and scheduling. Parents/guardians may also bring treats to school with special permission in advance from the teacher.

### **Section 11 Planners**

Planners can be one of the greatest communication and organizational tools outside of personal contact. This can also be a great stepping-stone into the real world for our students whether they go on to post secondary school or the workforce or both.

The planners will be handed out the first day of school. Each planner will have the students name written on the front cover. If the cover is removed or altered so that the name is changed or is not legible, that student will pay \$5.25 for each additional planner at the office. If the student forgets his planner he may get a copy of the page from the office for a \$.25 copy fee. The first planner will be provided free of charge. If used correctly, the planner should last the entire school year.

There is a line for each subject on each day of the school year in the planner. Each day every student should write his or her assignments for the day on the corresponding line in the planner. For example, if they have English 3<sup>rd</sup> period the student would write the assignment for English on the third line. The ninth line on each day is to be used for hall passes. Only three passes per day may be used. If a staff member asks a student to run an errand to the office, that pass does not count towards the student's three personal passes. The teacher will write next to their name "professional" to designate this option.

Any and all hall movement will involve the student carrying the planner in their hand, not in their pocket or book bag, but in their hand. Any student caught in the hall without their planner at any time, will be sent to the office, where the infraction will be recorded in the student's record. Repeated offenses will result in consequences designated by the principal.

Parents are encouraged to check their student's planner on a regular basis. Teachers may at their own discretion mandate that a parent/guardian sign on that line after their subject matter information has been accomplished.

### **Article Three - Use of Building and Grounds**

#### **Section 1 Entering and Leaving the Building**

Beginning Of School: All students should not be on school grounds prior to 7:55 a.m. at the Elementary School unless you have a special arrangement with a teacher. Students who wish to eat breakfast may enter the building at 8:00. Students who chose not to eat breakfast should not be on school grounds before 8:20. During bad weather the entrance will be open by 8:20 a.m. for students to enter the building. Students are to stay in the hallway nearest their classroom and are not to go to any other part of the building without permission. The class day starts at 8:30.

During the School Day: Students are to remain at school unless excused in accordance with school policies. Upon return to school during the day students are to report to the school office.

End of School: The Elementary regular school day ends at 3:26 p.m. Make-up work, special help, detention after school, club meetings, and other school activities begin at 3:30 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

#### **Section 2 Visitors**

All visitors must report to the office, upon entering the east entrance. Parents and other community members are welcome at all times. Any request to be on school property for any purpose deemed by the administration to be disruptive of the educational process will be denied permission to remain. If a visitor refuses to leave the school grounds, creates any disturbance, or attempts to disrupt the educational process, the Superintendent or Principal is directed to request aid from the local law enforcement agency. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

#### **Section 3 Smoke-Free Environment**

Creek Valley Public Schools declares all of our school's buildings and grounds to be smoke-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 remember that our grounds are smoke- and tobacco-free and abide by our District's policy.

#### **Section 4 Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

### **Section 5 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. Students are expected to keep all books, book bags, and school supplies in their assigned locker. Students are required to leave their book bags in their lockers during the school day. Book bags will not be allowed in the classroom. 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 6 Searches of Lockers and Other Types of Searches**

The school owns student lockers, desks, computer equipment, and other such property. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

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 a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

### **Section 7 Safety Devices**

The Board of Education has authorized the use of safety devices 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 motion detectors are on District property. The devices will be active when school is closed and no activities are scheduled. If they detect someone in the school during hours when there should be no activity, an alarm will sound in the school and local law enforcement will respond immediately.

### **Section 8 Use of Telephone**

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. The phone IS NOT to be used during class time unless given permission from your teacher and the office. Use of the phone is not an excuse to be tardy to class.

### **Section 9 Bicycles and Skateboards**

Students may ride their bicycles to school. The school may revoke the privilege if safety violations occur. Please enter the alley to the WEST of the school and place your bike in the rack provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property. Leave the school grounds by the WEST end of the alley to avoid traffic. Skateboards are not allowed on school property at any time. This includes any school provided transportation.

### **Section 10 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 and safekeeping. 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 11 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

### **Section 12 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 13 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District encourages all students to have insurance coverage. The district does offer a program to parents to take out a small private insurance policy to cover their students during school hours or all hours. This program is offered by a private insurance company. Forms are passed out to students on the first day of school. A waiver must be signed that you do not need this insurance because you already have obtained adequate insurance from your own provider. This waiver must be signed before any student will be allowed to participate in PE or recess.

## **Section 14    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. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

## **Article Four – Attendance**

### **Section 1    Attendance Policy**

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

### **Section 2    Attendance and Absences**

Absence Procedure. If your child is absent because of an emergency or illness, please call the school office and inform the office manager by 8:15am. When the student returns after an absence he/she should report to classes as usual.

Unexcused Absences: An absence without BOTH parental & administrative permission is unexcused.

- a. The student will receive a grade of zero for any graded work missed. The student will not be allowed to make up any quizzes or tests taken on the day that was missed and will be expected to take any quiz/test given upon their return to school
- b. A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Students skipping school will be required to make up two hours for every hour missed from the school day. Frequent occurrences of skipping school may result in suspension or expulsion.
- c. A student may be suspended from school for refusal to make up time for unexcused absences.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. Assignments, quizzes, or tests made prior to your absence are due as required. After the allotted days have passed, failure to hand in the makeup work will result in a grade of zero for the class missed.

Excessive absenteeism. Students who accumulate five (5) days of absence per quarter shall be deemed to have excessive absences. If the student continues to have excessive absences, the principal shall attempt to notify the person violating Neb.Rev.Stat. § 79-201, (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that statute. If within one week after the time such notice is given such person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

Perfect attendance. Students are given a reward for perfect attendance at Creek Valley Public Schools. A student is considered to have "perfect attendance" if they miss four periods or less per year. An "outstanding attendance" award is given to students that miss five to eight periods in a year.

### **Section 3 Tardiness**

**Tardy to School:** Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

**Excessive Tardiness:** Students will be required to serve detention on the third tardy and for each tardy after the third. Detention will be fifteen minutes and may be served before or after school or during a recess. Continued instances of unexcused tardiness will result in more severe disciplinary action as deemed by the Principal.

### **Section 4 Leaving School**

Students who must leave school for any reason during the school day must be checked out at the office by a parent or guardian before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to check in at the office. Students who leave without permission and without signing out in the proper manner will be considered truant.

### **Section 5 Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by mutual agreement between the student and teacher. If you know that you are going to be absent or tardy for any reason, all work must be handed in before the day of the absence or tardy. No exceptions will be made. The student has the responsibility to contact teachers, initially, regarding make-up assignments. For extended absences such as chicken pox, hospitalization, or other prolonged illnesses, arrangements can be made with the office to have homework sent to the student. Students may also contact their teachers for assignments through the e-mail system provided in PowerSchool.

### **Section 6 Notes required from parent/guardian**

#### **Requests for a child's early dismissal:**

When a child needs to be excused for a doctor, eye, or dental appointment or for some family emergency, either a note brought to school that day or a call to the school will be honored. However, except for emergencies, all pre-scheduled appointments should be made after school hours. Appointments should not be made at the expense of your child's school work. Dismissal to watch siblings in athletic or other 7-12 events is discouraged unless it creates a hardship for you to supervise or pick up your child after school.

#### **Requests to stay indoors at recess:**

Recess is an important part of the child's development. If a child is well enough to come to school, usually the child is well enough to participate in the daily school program. Special arrangements may be made for children with health problems. We also take into consideration weather and chill factors in planning outdoor activities.

#### **Requests to be excused from P.E. Classes:**

When the health of a child is involved, a **physician** should submit in writing a request to have the child excused from these classes and for re-admittance to these classes.

## **Article Five – Support Services**

### **Section 1 Special Education Identification And Placement Procedures**

### What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

### How are Students With Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a

Student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

### Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

### 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 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 shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

### Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services that will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of a service agency if the child is receiving services from an approved service agency; and

8. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with 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). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. 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.

#### Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

#### Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

#### Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

#### Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

#### Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

#### Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Creek Valley district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Creek Valley Public Schools District Offices.

## **Section 2      Guidance Services:**

Creek Valley Public Schools employs a guidance counselor for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. Teachers having students who they feel need to be referred for counseling are encouraged to do so. It will sometimes be necessary for students to be excused from classes for counseling or testing purposes. The counselor will notify a teacher in advance of working with a student when the student is taken from class.

## **Section 3      Health Services:**

### Student Illnesses

School office will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school administration that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment form so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

### Guidelines for Administering Medication

School personnel cannot administer medication, including over-the-counter pain relievers, to students without permission from the parent/guardian. There are no exceptions to this requirement. *Whenever possible your child should be provided medications by you outside of school hours. A consent form is available at the school health office.*

Prescribed medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. Please limit the amount of medication provided to the school to a two-week supply.

### School Health Screening

Children in Kindergarten through twelfth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file.

### Immunizations

Immunizations against the following diseases are required for every child:

- measles • mumps • rubella • poliomyelitis • diphtheria • pertussis • tetanus

All students in all grades will be required to present evidence of:

- 3 doses of DTP, DTaP, DT, or Td vaccine
- 3 doses of Polio vaccine
- 2 doses of MMR vaccine given on or after 12 months of age and separated by one month or more.

In addition to these requirements, the following groups also are required to present evidence of three doses of Hepatitis B vaccine and a DTP or equivalent given on or after the fourth birthday:

- kindergarten or beginning grade
- seventh grade
- all out-of-state transfer students to any grade

Students must show proof of immunization upon enrollment in Creek Valley Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Creek Valley Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to

head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for head lice and/or nits.
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice.
3. With proper treatment, a child should be able to return to school within a few days. ALL LICE AND NITS MUST BE GONE.
4. A child who has been sent from school due to head lice must come to the office for inspection before returning to class.
6. Families are encouraged to report head lice to the school office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

## **Article Six – Drugs, Alcohol and Tobacco**

### **Section 1 Drug Free Schools**

The District implements regulations and practices that will ensure compliance with the Federal 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.

#### **Education and Prevention:**

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

#### Drug and Alcohol Use and Prevention.

By this handbook, 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 age appropriate, developmentally based drug and alcohol education and prevention programs. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

#### Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor. In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that 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 short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

**Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:**

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any 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 on school grounds or during an educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational

function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

**Authorized Use:**

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

**Disciplinary Sanctions:**

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

**Intervention:**

The Creek Valley School 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 climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

**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.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: 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 School 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.

**Article Seven – Student Rights, Conduct, Rules and Regulations**

The common goal of students, parents, faculty and administration of Creek Valley Public Schools is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Creek Valley Public Schools continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE CREEK VALLEY PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

## **Section 1 Student Conduct and Discipline Policies**

### **Part 1 Forms of School Discipline**

#### **Short-Term Suspension:**

The Principal or his designee may exclude students 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 Creek Valley Public Schools 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.
3. **Out of school suspensions:** Student is not to be on school grounds or attend any school sponsored activities (on campus or off campus) during the duration of their out of school suspension.

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.
4. 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.
5. 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.

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 the 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 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.

## **Part 2 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 Creek Valley Public Schools, 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);
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 Creek Valley 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; or
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.
16. In addition, a student who engages in the following conduct occurring 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.
17. 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.

### **Additional Student Conduct 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.

### **1) STUDENT APPEARANCE POLICY:**

Students at Creek Valley 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. 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 or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants);
- c. Clothing or jewelry that advertises 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";
- e. Head wear including hats, caps, bandannas, and scarves;
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries double meanings.
- g. Ear piercings are the only piercings allowed

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 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 disciplinary actions under the Student Code of Conduct above. 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.

## 2) **Bullying Policy:**

The board recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as 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 his or her designee, or at school sponsored activities or school-sponsored athletic events.

Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district's student discipline and due process procedures.

It shall be the responsibility of the superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention.

It is the policy of Creek Valley Public Schools that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment, harassment of students with disabilities, race harassment, etc.).

- (i) **Step One:** The first time school personnel become aware of a possible bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of bullying behavior is severe, the school may move immediately to any of the four steps in the bullying policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions, which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- (ii) **Step Two:** The second time school personnel become aware of a bullying incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has bullied another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the bullying behaviors. If it is determined that there is no basis for the bullying accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) **Step Three:** If the school authorities determine that the student continues to bully another student or the student fails to agree to not bully in the future, the school may

assign the student to the Bullying Program level set forth below which the school authorities determine to be appropriate.

- (iv) Step Four: If a student fails to respond positively to the corrective measures of the Bullying Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

### **Bullying Program—Levels:**

Purpose: All students have the right to attend Creek Valley Public Schools free from verbal and physical bullying. The purpose of the Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

1. Level I: The guidelines for a Level I placement are listed below.
  - a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later than 8:50 a.m. each morning.
  - c. The student will eat on campus at an assigned table.
  - d. The student will report to an assigned room at the end of the day, and will remain until 3:40 p.m. This will allow all other students to leave the school grounds in safety.
2. Level II: The guidelines for this level are listed below.
  - a. The length of the assignment will be for a minimum of four weeks.
  - b. The student will report to the office no later than 8:50 a.m. the morning.
  - c. The student will eat on campus at an assigned table.
  - d. The student will report to an assigned room at the end of the day, and remain until 3:40.
  - e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
3. Level III: This is a long term assignment. The guidelines are listed below.
  - a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
  - b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

### **3) PUBLIC DISPLAYS OF AFFECTION:**

Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

- a. 1st Offense: Student will be confronted and directed to cease.

- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Students will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator (s) and counselor.
- d. If this type of behavior continues, the student could face long-term suspension or expulsion.

**4) SPECIFIC RULE ITEMS:**

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.

- a. Students need a pass (locker, restroom, telephone, office) to leave a classroom or study hall unless special circumstances arise.
- b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms without permission from the classroom teacher.
- c. Assignments for all classes are due as assigned by the teacher.
- d. Students are not to operate the windows.
- e. 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.
- f. Students are to be in their seats and ready for class on the tardy bell.
- g. Special classes such as Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- h. Students are encouraged not to bring items to school that are not required for educational purposes as they may be stolen from your locker and will not be allowed in the classroom. These items are classified as “nuisance items” and include, but are not limited to: a) personal stereos, b) cell phones, c) beepers, and d) laser pointers.
- i. 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.
- j. Students must stay out of the “red zone” when waiting for a bus.
- k. Students are not to bring any type of sexually explicit material (pornography) to school.
- l. Snow handling is prohibited.
- m. Students are expected to help keep the grounds looking good. Work together to keep the floors free of paper, the lockers neat and clean, and the walls and furniture free from writing and marking. **DO NOT THROW TRASH DOWN IN THE PARKING LOT.**

**5) Network, E-Mail, Internet and Other Computer Use Rules:**

(a) 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.
  - (vi) **WEB SITE POLICY** – The school website will be used to temporarily display student photos, artwork, or other projects. When signing this handbook parents and students are agreeing to this provision.
- (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.

**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 will result in the following disciplinary action :

- a. First offense – Student will be denied access for a 2-week period.
- b. Second offense – Computer access will be denied for at least 1 month.
- c. Third offense – Access will be denied for 90 days from the date of the offense.
- d. Subsequent offenses may result in the permanent elimination of access.

The administration of Creek Valley Public Schools reserves the right to penalize a student by skipping steps in this order should the severity of the offense dictate a longer period of denied access.

Students will only be allowed use of Creek Valley Schools Technology after signing this handbook. It will serve as your computer use agreement.

## **6) Technology Device Rules:**

Any technology devices visual in a class (all encompassing) including ipods and cellular phones, including all features of the cell phone, such as the calling, texting, camera, movie making, movie watching or any and all features, or just having it visual, will not be allowed in class or when you are in the lunch line at the cafeteria.

### **Penalties for Violations of the Rule:**

1. First Offense – Verbal reprimand

2. Second Offense – 5 hour detention
3. Third Offense – 10 hour detention
4. Fourth Offense – Out of school suspension for each of the following offenses that would occur

### **Part 3 Specific consequences of Student Conduct Violations**

It is near impossible to provide for every major or minor behavior infraction which might occur within the walls or on the grounds of a school. However, the information included in this policy is intended to inform students of inappropriate behavior and its consequences. In most circumstances, this list will be an effective guideline and the order of the offenses and consequences will be appropriate.

HOWEVER, by its very nature, a policy/list cannot be complete and ALL inclusive. The severity of an infraction may require a consequence more severe than the one indicated on the list. Therefore, the administration will judge each infraction individually. When, in its discretion, the administration determines that the severity of an infraction requires a consequence more or less severe than the one indicated on the list, it may deviate from the list and impose the consequence it deems most appropriate.

#### **GROUP ONE OFFENSES**

- 1.1 Littering on school grounds or building
- 1.2 Consumption of food in school without permission.
- 1.3 Profanity
- 1.4 Disturbance of class, study area, cafeteria, school function or while traveling in a school vehicle.
- 1.5 Inappropriate display of affection.
- 1.6 Inappropriate behavior.
- 1.7 Disrespectful to other students. (*teasing, bullying, minor harassment, name calling*)
- 1.8 Leaving the classroom without a hall pass or planner

#### **CONSEQUENCES**

- 1.1 First Offense - Oral reprimand, detention, teacher/student conference.
- 1.2 Second Offense - Long term detention, notification of parents.
- 1.3 Third Offense - Office referral. In-school suspension short term-(1-2 days) Parent / student / teacher / Principal conference.
- 1.4 Fourth Offense - Office referral. In-school suspension short term-(2-4 days). Parent/principal conference. School counselor/student counseling sessions and parent contact.
- 1.5 Fifth Offense - Short term out-of-school suspension. Parent/principal conference. A parent may choose to accompany the student to in-school suspension for the same length of time.
- 1.6 If more offenses occur, consequence 1.5 will be repeated.

For group one offenses the first two offenses will be handled by the classroom teacher or by whoever sees the offense. After a student reaches the 1.3 status they will progress to 1.4 regardless of what class or by whom they are referred. On group 1 offenses, students will be able to move back one step (i.e. move from 1.4 to 1.3) if the student can go 25 school days without an office referral.

## **GROUP TWO**

### **OFFENSES**

- 2.1 Truancy (skipping class, or part of class).
- 2.2 Skipped detention.
- 2.3 Smoking, chewing tobacco, and or possession of tobacco on school grounds or within the school building or during school sponsored activities.
- 2.4 Insubordination (disobedience to authority).
- 2.5 Cheating or lying.
- 2.6 Use of Profanity
- 2.7 Possession of a pocket knife. (A single edge blade no longer than two and a half inches)
- 2.8 Hitting, shoving, or with intent to hurt.

### **CONSEQUENCES**

- 2.1 First Offense - Office referral. Long term detention, notification of parents.
- 2.2 Second Offense - Office referral. Short term (1-5 days in school suspension. Parent / student / teacher / principal conference.
- 2.3 Third Offense - Office referral. Short term (1-3 days) out-of-school suspension. Parent/principal conference. School counselor / student counseling sessions and parent contact.
- 2.4 Fourth Offense - Short term out of school 3-5 days with Saturday assignment possible.
- 2.5 Fifth Offense - Long term out-of-school suspension. Parent/principal conference.
- 2.6 If more offenses occur, consequence 2.5 will be repeated.

## **GROUP THREE**

### **OFFENSES**

- 3.1 Damages to property. (Financial restitution will be required of the student in all cases of damage, defacing or destruction.) Damages over \$100.00, will be turned over to the appropriate law enforcement agency.
- 3.2 Fighting or causing to fight or provoking a fight in school, on school property, or during a school sponsored activity. A student would not be considered to have violated the policy if the student participated in the fight but does so only in self-defense. (Not retaliation or reaction, but an attempt must be made to avoid a fight to be self-defense.)
- 3.3 Trespassing
- 3.4 Verbal abuse, harassment, profanity towards other students or school personnel. (May include threats to hit, beat up or to physically injure.)
- 3.5 Stealing. (Depending on the intent and value, the consequences may be more severe) Thefts of substantial values will be turned over to the proper law enforcement agency. (\$100.00 or more)
- 3.6 Possession of a pocket knife (a single edge blade no longer than two and a half inches).
- 3.7 Disrespect for teachers or other staff.
- 3.8 Intentionally pulling or setting off fire alarms.
- 3.9 Possession of pornography on school grounds or producing sexually explicit material in a class or activity (via artwork, crafts, or media production)

### **CONSEQUENCES**

- 3.1 First Offense - Office referral. Short term 1-5 days in-school suspension. Parent/student/teacher/ principal conference.
- 3.2 Second Offense - Office referral. Short term 1-2 days out of school day in-school suspension. Parent / student/teacher/ principal conference. School counselor/student counseling session with parent contact.
- 3.3 Third Offense - Short term 3-5 out-of-school suspension. Parent/principal conference. A parent

- may choose to accompany the student to out-of-school suspension for the same length of time.
- 3.4 Fourth Offense - Long term out-of-school suspension. Parent/principal conference. Non-school counseling at parent expense.
- 3.5 Fifth Offense -Recommendation to Superintendent for expulsion.  
On group 2 and 3 offenses, students will be able to move back one step (i.e., move from 3.4 to 3.3) if the student can go 25 school days without an office referral.

#### **GROUP FOUR OFFENSES**

- 4.1 Assault and/or battery on an employee or student of the Creek Valley School.
- 4.2 Threatening or causing bodily harm to school personnel or students. (May include weapons threats.)
- 4.3 Making bomb threat.
- 4.4 Possession of fireworks.
- 4.5 Engaging in any activity forbidden by law which interferes with school purposes.
- 4.6 Verbal abuse, harassment, profanity towards school personnel.

#### **CONSEQUENCES**

- 4.1 First Offense - Long term out-of-school suspension. Parent/principal conference and non-school counseling at parent expense.
- 4.2 Second Offense - Recommendation to Superintendent for expulsion.

#### **GROUP FIVE OFFENSES**

- 5.1 Possession of a firearm as defined by section 921 of title 18, United States Code. Firearms may be possessed by a person receiving instruction and who is under the immediate supervision of an adult instructor. [Ref. 28-1204.04 (1) (a)]

#### **CONSEQUENCES**

- 5.1 First Offense - Expulsion for a period of not less than one year.  
Title VIII-Gun Free Schools. Sec. 8001. Gun-Free Requirements.

#### **GROUP SIX OFFENSES**

- 6.1 Unlawfully possessing, consuming or being under the influence of any drug, narcotic, or alcohol; unlawfully possessing or consuming any "look a like" drug, or drug paraphernalia; or the abuse of over the counter drugs at school, at school sponsored events, or prior to attending school or school events.

#### **CONSEQUENCES**

- 6.1 First offense - Out-of-school suspension up to 19 days, notification of parents, notification of law enforcement personnel, recommendation drug/alcohol assessment at the expense of the student or his/her parents, or possible recommendation to Superintendent for expulsion.

#### **OPTIONS**

##### 5 day suspension

\*The student has been proven to be in violation of a school policy on drug/alcohol use.

\*The student has agreed to a drug alcohol assessment.

\*The student has revealed the source of their chemical to the proper school official after having been informed this information will be passed on to the appropriate law enforcement official for their further handling of the matter. Under no circumstances will a student be told that nothing further will

happen to them. Since the matter has been referred to law enforcement officials, the issue is now in their hands and must be dealt with according to their policies and procedures.

#### 10 day suspension

\*A suspension for 10 days is to be made when a student has been proven to have been violating the Creek Valley Public School drug and alcohol rules and who has agreed to formal drug and alcohol assessment, but who has refused to reveal the source of the chemical. In other words, a student who has been drinking, but refuses to tell who got the liquor for them, can receive no less than a 10 day suspension, assuming that he/she is agreeable to a chemical assessment.

#### 19 day suspension

\*A 19 day suspension is to be given to all students who refuse a chemical assessment or who for severity of infraction or other extenuating reasons do not fall into the first time suspension given for 5 to 10 days.

6.2 Second Offense - Notification of law enforcement personnel and possible recommendation to the Superintendent for expulsion.

### **IMPORTANT FACTS**

Regardless of the offense within a given group, the student will progress to the next level of consequences. Furthermore, if a student receives an offense in a different group than what he/she has previously obtained; the most severe consequences will be administered.

Students may receive full credit for their completed school assignments while serving in-school or out-of-school suspensions if work is completed on time and satisfactorily. Students will receive grades as completed and appropriate while serving an expulsion. Students / Parents are responsible for acquiring school work to be made up at the teacher's discretion.

When there is reasonable cause to believe that a student has been in possession of or has consumed alcohol or drugs in violation of school rules while in school, on school grounds, or while participating in a school sponsored activity, or while in attendance at a school sponsored activity; the student will lose all privileges to participate in any academic organization or to receive special awards for the remainder of the current school year. Any such award which may already have been received during the current school year shall be revoked.

### **IN-SCHOOL SUSPENSION**

The following guidelines will be enforced during in-school suspension.

1. Student will report to the Principal or Superintendent's office as directed at 8:00 a.m. Student will be under the direct supervision of the Principal or an individual appointed by the Principal.
2. All assignments are to be obtained from the student's teachers for the upcoming day and/or work must be made up by the student.
3. Student may be detained after school has as late as 3:50 p.m.
4. While in assigned working area the following regulations will be adhered to:
  - a. Student(s) will need to complete 75% of their work to be dismissed.
  - b. Students will work and behave appropriately to be dismissed.
  - c. Students may be assigned additional time/days for inappropriate behavior.

5. Student(s) will eat hot lunch at their own expense or may bring their lunch and will eat in the assigned area.

**Short Term suspension:** Up to 5 days.      **Long Term Suspension:** More than 5 days, less than 20 days. \*During the duration of an out-of-school suspension, student(s) are not to be on school grounds or in attendance at any school sponsored activities. This rule applies to on campus or off-campus activities.

#### **Part 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 Creek Valley Public Schools 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.

#### **Part 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 Creek Valley Public Schools 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 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.

## **Article 8 – State and Federal Programs**

### **Section 1 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 Creek Valley Public Schools, and all others who interact with Creek Valley Public Schools are hereby notified that the Creek Valley Public Schools 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.

### **Section 2 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: Creek Valley Public Schools, PO Box 608, Chappell, NE 69129 (308) 874-2911.

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

### **Section 3 Anti-discrimination & Harassment Policy:**

**Elimination of Discrimination.** The Creek Valley 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:** Creek Valley 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, co-workers, students or other persons is prohibited. In addition, the Creek Valley 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, 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, 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 Creek Valley 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 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).
  10. File a local grievance.

### **Section 5 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.

#### **Section 6 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, Creek Valley Public Schools 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, Creek Valley Public Schools 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.

#### **Section 7 Student Privacy Protection Policy:**

It is the policy of Creek Valley 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 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 data 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 policies.

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 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 8 Parental Involvement Policies:**

### **A. General - Parental/Community Involvement in Schools:**

Creek Valley Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Creek Valley Public Schools’ 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:

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Creek Valley Public Schools 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 Creek Valley Public Schools 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 Creek Valley Public Schools 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, 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 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.

## **Section 9 Homeless Students Policy:**

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education

which may exist in district policies or practices. The designated liaison for identification of homeless children and for tracking and monitoring programs and activities for these children is Creek Valley Schools Superintendent or his/her designee.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Are migratory children living in conditions described in the previous examples.

**District Residency:** To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

**Placement:** If the school district is unable to determine the grade level of the student because of missing or incomplete records, the school district will administer tests or utilize other reasonable means according to district policy to determine the appropriate grade level for the child.

**School Records:** For students transferring out of the district, records may be provided directly to the student or the student's parents. In addition, students transferring into the school district may provide cumulative records directly to the district. The school district will not require that such records be forwarded from another school district before that student may enroll. The school will then request the official records from the previous school.

**Immunization Requirements:** Homeless students will not be denied enrollment for lack of immunization records. The school district will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations. Permanent exemptions for homeless students from the immunization requirement in this policy will be allowed only for medical, military or religious reasons recognized under the law.

Students defined in state law as homeless children shall be admitted without payment of tuition.

Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency.

Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child.

#### **Section 10. Breakfast and Lunch Programs:**

The Creek Valley Public Schools 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 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 accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C.

20250-9410 or call (202) 720-5964 (voice and Tdd). USDA is an equal opportunity provider and employer.

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 the 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. A publicly-announced, simple method for making an oral or written request for a hearing.
  - b. An opportunity to be assisted or represented by an attorney or other person.
  - c. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - d. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
  - e. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
  - f. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
  - g. 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.
  - h. 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 attachments 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 2008-2009 PARENT-STUDENT HANDBOOK OF CREEK VALLEY ELEMENTARY SCHOOL**

This signed receipt acknowledges receipt of the 2008-2009 Parent-Student Handbook of Creek Valley Public Schools. This receipt acknowledges that the recipient understands that the handbook contains student conduct and discipline rules. 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 specific complaint and grievance procedures, exist in the handbook and should be used when responding to harassment or discrimination.

This receipt acknowledges that the recipient understands the contents in these specific areas:

1. General School Information, School Policy and Student Conduct – Articles 1-5
2. Computer/ Technology Conduct - Page 30-32
3. Student Discipline, Offenses and Consequences – Article 7
4. Parent Involvement Policy

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING CREEK VALLEY PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST 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 AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

\_\_\_\_\_  
Parent or Legal Guardian's Signature

Return to: Elementary School Office