

**CREEK VALLEY HIGH/MIDDLE SCHOOL
STUDENT CONDUCT HANDBOOK
2011-2012**

**CREEK VALLEY PUBLIC SCHOOLS
MISSION STATEMENT**

Preparing today's students for tomorrow's world.



SCHOOL PHONE NUMBERS

HIGH SCHOOL-----308-874-3310-----FAX: 308-874-2604
MIDDLE SCHOOL-----308-483-5252-----FAX: 308-483-5251
ELEMENTARY SCHOOL-----308-874-2911-----FAX: 308-874-2602

Mr. Classen, Superintendent-----308-874-2911
Mr. Ningen, Principal-----308-874-3310
Ms. Urbanek, Principal-----308-483-5252

PLEASE VISIT OUR WEBSITE: www.creekvalleystorm.com
PowerSchool Web Address: <https://creekvalley.powerschool.com/public/>

ALL SCHOOL RULES ARE SUBJECT TO THE CONSTITUTION AND LAWS OF THE UNITED STATES AND NEBRASKA. DECISIONS REGARDING THE ENFORCEMENT OF THE RULES OF CONDUCT SHALL BE MADE IN ACCORDANCE WITH APPLICABLE GOVERNING LAW. "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."

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Creek Valley High School Student Handbook 2011-2012 School Year

Foreword

Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about 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.

Members of the Board of Education

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

2011-2012 Employee Assignments

Roger Behrends	K-4 & 9-12 PE, HS VB Head Coach, HS Boys BB Head Coach
Stephanie Behrends	1 st Grade, Cheerleader Sponsor
Jennifer Blochowicz	Pre-School Director
Cindy Broderick	Special Education Para-Educator
Kelle Brott	Para Educator/Custodian
Bill Burr	Volunteer Assistant Football Coach
Jessica Cabela	5 th Grade, 5-8 Science, 5-8 Media Assistant
Julee Carlson	Kindergarten
Jason Cheleen	Transportation Driver
Nancy Classen	Kindergarten Para
Ted Classen	District Superintendent

Ann Cramer	5-12 Vocal Music, 9-12 Instrumental Music
Janice Dunn	9-12 Math, 10 th Grade Class Sponsor
Jennie Dykman	3 rd Grade
Kathy Ford	K-12 Guidance, 9-12 Career, 12 th Grade Class Sponsor
Vicki Fornander	2 nd Grade
Tessa Fraass	5-8 Language Arts, 7 Keyboarding, 5-8 Media Assistant
A'Lisa Mueller	4 th Grade/Assistant High School Volleyball Coach
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
Jennifer Graham	Elementary SPED Para-Educator
Cyd Hanson	K-12 Media, Head Golf Coach
Kathy Hardy	K-12 Director of Special Ed., NHS Sponsor, One Act Sponsor
Joe Headley	5-8 Head Custodian, Transportation Driver
Julia Hornicek	9-12 Family Consumer Sciences, FCCLA Sponsor, Speech Coach
Dave Howard	9-12 Science, STUCO Sponsor, 11 th Grade Class Co-Sponsor
Kacey Huff	District Network Support
Kurt Huff	Transportation Driver
Mary Jeppson	5-8 Lunchroom Manager
Arnie Johnson	Transportation Driver
Kerry Johnson	Transportation Driver
Trevor Korte	9-12 Industrial Technology, 7-8 PE
Mark Lane	K-4 Head Custodian, Transportation Driver
Casey Loomis	7-12 Social Science, HS Football Coach, HS Girls BB Coach
Angelena Mays	K-8 Special Education
Cory Michelman	5-8 Math/Science, 7/8 PE, Asst. HS Boys BB Coach
Syd Mickelson	9-12 Language Arts, One Act Sponsor, Journalism Sponsor
Patrick Ningen	K-4, 9-12 Principal
Dianne Nordyke	K-6 Title I Director
Ron Nordyke	K-12 Art, Art Club Sponsor, 11 th Grade Class Co-Sponsor
Stephanie Owen	District Business Manager
Tanya Phillips	Secondary Office Manager
Erica Priest	Para/SPED Para/LR Assistant/Bus Super
Scott Sherman	11-12 Language Arts, 9-12 Foreign Language
Leslie Snell	5-8 Office Manager
Kelli Soucie	Reading/Elementary Para Educator, Assistant HS Girls BB
Jerame Steger	District Network Manager
Emily Timm	High School Sped Para-Educator
Kathy Urbanek	5-8 Principal, District Assessment/Standards Coordinator, District School Improvement Coordinator
Joyce Vogt	K-4 Office Manager, TASC Leader
Della Weber	9-12 Business, FBLA Sponsor, 9 th Grade Class Sponsor
Todd Westover	5-8 Social Sciences, 7-8 PE, HS Track Coach, Asst. FB Coach
Sarah Whiting	9-12 Agricultural Science, FFA Sponsor
Bill Wilber	Elem & MS Music/MS IA, Athletic Director
Nikki Wipf	Special Education Para-Educator
Beverly Wright	Assistant Lunchroom Manager

2011-2012 School Calendar – Approved by Board of Education March 8, 2011	
Aug. 17	First Day of School for Students Friday Dismissal
Aug. 18	Friday Dismissal
Sept. 5	No School - Labor Day
Sept. 13	PTC's: 4:30 p.m. to 8:00 p.m. Friday Dismissal for Students
Sept. 15	PTC's: 4:30 p.m. to 8:00 p.m. Friday Dismissal for Students
Sept. 16	11:44 a.m. Dismissal for Students
Oct. 14	11:44 a.m. Dismissal for Students
Oct. 17	No School - Fall Break
Nov. 23	11:44 a.m. Dismissal for All
Nov. 24	No School - Thanksgiving
Nov. 25	No School - Thanksgiving
Dec. 22	End of 1 st Semester (86 Days)
	11:44 a.m. Dismissal for All
Dec. 23	Christmas Break Begins
Jan. 4	Classes Resume
Jan. 31	PTC's: 4:30 p.m. to 8:00 p.m. Friday Dismissal for Students
Feb. 2	PTC's: 4:30 p.m. to 8:00 p.m. Friday Dismissal for Students
Feb. 3	11:44 a.m. Dismissal for Students
Feb. 6	No School - Winter Break
Mar. 8	No School - Spring Break
Mar. 9	No School - Spring Break
Mar. 23	11:44 a.m. Dismissal for Students
Apr. 5	11:44 a.m. Dismissal for All
Apr. 6	Easter Break
Apr. 9	Easter Break
May 22	11:44 Dismissal for Students

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 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, 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 <https://creekvalley.powerschool.com/public/>. Each student will have an ID and Password assigned to him or her so parents can find out his or her 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.

Communication in Emergency Situations

There may be 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.

Article 1 – Mission and Goals

School Mission Statement

The mission of the Board of Education, administration and staff is to prepare today's students for tomorrow's world.

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 extracurricular 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.

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.

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.

Multicultural Policy

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

1. affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans
2. challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race
3. valuing multiple cultural perspectives; and
4. 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.

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.

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.

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.

Article 2 – School Day

High School Bell Schedule

Teachers' Bell **7:50**
Building Bell **7:55**

Periods	<u>Mon – Thurs</u>	<u>Friday</u>
<i>Tardy Bell</i>	8:00	8:00
1	8:00 – 8:46	8:00 - 8:40
2	8:49 - 9:35	8:43 - 9:23

3	9:38 - 10:24	9:26 - 10:06
4	10:27 - 11:13	10:09 - 10:49
5	11:16 - 12:02	10:52 - 11:32
Advisory	12:05 – 12:25	11:35 - 11:55
Lunch	12:25 - 12:58	11:55 - 12:28
<i>After Lunch Tardy Bell</i>	<i>1:01</i>	<i>12:31</i>
6	1:01 - 1:47	12:31 - 1:11
7	1:50 - 2:36	1:14 - 1:54
8	2:39 - 3:25	1:57 - 2:37
Teachers' Bell	3:50	

Late Start: Buses will run 2 hours later than the normal schedule. The High School will run the bell schedule as a normal day, beginning during 3rd period.

District Traffic Flows and District Guidelines

PLEASE CONTACT YOUR CHILD'S ATTENDANCE CENTER IF HE OR SHE 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.

<u>Bus#</u>	<u>Loading Time and Location</u>	<u>Grades</u>	<u>Unloading Time and Location</u>
#1	7:20 a.m. to 7:25 a.m. Middle School (L)	K-4 & 9-12 th	7:40 a.m. Elementary (C)
	<i>(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.])</i>		
#1	7:45 a.m. to 7:50 a.m. Elementary School (C)	5 th & 6 th	8:05 a.m. Middle School (L)
#2	7:40 a.m. to 7:45 a.m. Elementary School (C)	7 th & 8 th	8:00 a.m. Middle School (L)
#2	8:00 a.m. to 8:05 a.m. Middle School (L)	K-4 & 9-12	8:20 a.m. Elementary (C)
	<i>(non-school breakfast K-4 students)</i>		

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.

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

Guidelines

5 minutes will be allowed until 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 parents/guardians 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 he or she serves his or her 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 his or her 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)

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:

Middle School Student Lunch -----	\$2.50
High School Student Lunch-----	\$2.75
Adult Lunch (Staff or Special) -----	\$3.75
Extra Entrée-----	\$1.10
Extra Side Dish-----	\$1.10

Extra Milk -----\$.20

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.

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. Parents are encouraged to check their student's planner on a regular basis.

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 3rd 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. Teachers may at their own discretion mandate that a parent/guardian sign on that line after their subject matter information has been accomplished.

Any and all hall movement will involve the student carrying the planner in his or her hand, not in his or her pocket or book bag, but in his or her hand. Any student caught in the hall without his or her 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.

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. 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 (930 AM, 92.1 FM). The School District also utilizes the Code Red 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.

Student Automobiles: Open/Closed Campus

All students are required to remain on campus during the school day except for the lunch period. All student vehicles must be parked in the school parking lot. Unauthorized driving of automobiles, pickups, and motorbikes between classes is prohibited. Please consult the office before using a vehicle during the school day. Students are not to go to their vehicles or other vehicles during the school scheduled day unless they have received permission from an instructor or the office.

At times the school will offer classes or programs during the day that require the student to travel to another building, and the student will need to use his or her own vehicle. A “Liability Waiver” must be signed by the parent/guardian and kept in the student’s file before the student will be allowed to participate in this class or program.

High school students may leave the campus during the lunch period for the purpose of walking or driving for lunch. Students arriving late for the following class period will be cited for tardiness. The principal may revoke the open noon campus privilege for any student due to excessive tardiness or other violations of the student code of conduct.

Students must be of legal driving age, possess a legal driver’s license, and be attending the high school to qualify for driving during the times that school is not in session including lunch. Students that choose to eat the school lunch at the elementary school must either walk or use the district transportation provided. The school district is not liable for any accidents and/or violations during the open noon campus time period. All policies governing tardiness and absences will not be affected by the open noon campus policy.

Article 3 – Building and Grounds

Entering and Leaving the Building

Beginning of School: All students should not be on school grounds prior to 7:45 a.m. at the High School unless you have a special arrangement with a teacher, sponsor, or coach. This includes Middle School students waiting for your bus. During fair weather conditions the first bell will ring at 7:55 a.m. allowing high school students to enter the building and to proceed to their lockers and classrooms. During bad weather the entrance will be open by 7:50 a.m. for high school students to enter the building. Students are to stay in the commons area and are not to go to any other part of the building without permission. Students are allowed to enter the middle school at 8:10 on fair weather days and 8:00 during bad weather.

During the School Day: Students are to remain on campus 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 High School regular school day ends at 3:25 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. The Middle School Regular day ends at 3:37.

Visitors

All visitors must report to the office, upon entering the west entrance. Parents and other community members are welcome at all times. Any visitor 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.

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.

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.

Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock that the student may check out from the office. Students must turn in an extra key or provide the combination to the office if they choose to use their own lock. 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.

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.

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.

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.

Bicycles

Bicycles must be parked in the racks 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.

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.

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.

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.

School Parties, Dances, or Activities

The school sponsors these activities for the benefit of the students; therefore, the following guidelines have been established:

1. There shall be at least two faculty chaperones at every dance.
2. All dances are to end at 12:00 Midnight.
3. Once you leave a dance, you may not come back in.
4. Junior High Students may not attend Senior High dances and vice versa.
5. All school rules apply at dances
6. All out of town dates must be registered in the Principal's office prior to event. There is a form for them to fill out.
7. Sponsoring organizations must place the activity date on the school calendar with administrative approval.
8. Sponsoring organizations must clean up the premises afterward.
9. Participants are expected to exhibit their best behavior.
10. Standard school dress code applies.

Laboratory Safety Glasses

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does offer a program to parents to take out a small private insurance policy to cover their students during school hours or all hours and additional coverage for extracurricular activities such as High School Football. This program is offered by a private insurance company. Forms are passed out to students on the first day of school.

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 and adhesives are removed within 48 hours after the event.

Copy Machines

Students are not allowed to use the office copy machine unless directly supervised by office personnel or a staff member. Instructors/office personnel may run "personal" copies for students at a cost of 25 cents per copy at their discretion. Students are not to run copies of tests, quizzes, and class notes.

Copyright and Fair Use Policy

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Article 4 - Attendance

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 that will result in regular and punctual student attendance.

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 8:00 a.m. When the student returns after an absence, he/she should report to classes as usual. If he/she is going to arrive after 8:00 a.m., he/she must check into the office before reporting to class.

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.

Excessive absenteeism. Students who accumulate five (5) days of absence per quarter shall be deemed to have excessive absences. If the child is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which such person resides. The county attorney may file a complaint against a person violating section 79-201 before the judge of the county court of the county in which such person resides charging such person with violation of section 79-201 or may file a petition under the Nebraska Juvenile Code alleging the person violating section 79-201 is a juvenile described in subdivision (3)(a) or (3)(b) of section 43-247.

Excessive absenteeism in a class.

Each student is allowed a maximum of eight periods per class per semester--to include excused or unexcused without loss of credit. If a student goes over the eight- period limit, he/she will receive credits proportionately on the following scale:

<u>Classes Missed</u>	<u>Credits</u>
0-8	5 hours
9-11	4 hours
12-14	3 hours
15-17	2 hours
MORE THAN 17	0 hours

Not counted as absences against this eight-period limit will be any school time missed because of school sponsored activities in which you are a participant, medical appointments, or attendance at a funeral.

Perfect attendance

Students are given a reward for perfect attendance at Creek Valley Public Schools. A student is considered to have “perfect attendance” if he or she misses four periods or less per year. An “outstanding attendance” award is given to students that miss five to eight periods in a year. Participation in a school activity, approved college visits (seniors only), funerals for immediate family members, and orthodontic appointments do not count as missed periods for this award.

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. The student will be counted as absent if the tardy is more than 10 minutes into the class period.

Tardy to Class: Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

Excessive Tardiness: If a student is tardy three times for the same period, it will be reported as an absence. Students will be required to serve detention on the third tardy and for each tardy after the third. Detention will be thirty minutes and may be served before or after school. Continued instances of unexcused tardiness will result in more severe disciplinary action as deemed by the Principal.

Leaving School

Students who must leave school for any reason during the school day must check out at the office 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.

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 two school days or determined by mutual agreement between the student and teacher. A maximum of ten (10) days is 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.

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.

Make up work during in-school and out-of-school suspension: students may receive full credit for their school assignments, tests, quizzes, and graded work while serving a suspension. Student work is due upon their return to school and/or at the instructor's discretion as per any other absence with the exception that 2 days need not be allowed per day absent. Students will receive grades as are appropriate in all school assignments while serving a suspension.

Attendance Is Required to Participate in Activities

Students must attend school for one half (4 periods) the school day of the activity or the school day immediately preceding the scheduled school activity in order to attend or participate in the activity. This includes sports contests, scholastic contests, practice and dances. The principal retains the right to grant participation should exceptional circumstances prevail.

Periodically there is a conflict in activities. "Recognized activities" for the purpose of this directive are defined as ones in which the student is registered as an eligible participant, and that are NSAA sanctioned or that involve a school recognized state-wide competition. All other activities are considered "non-recognized activities." Unfortunately conflicts arise when one or more students have to make a choice between activities. The activities director and the building principal will make every effort when scheduling activities far in advance to minimize possible conflicts in activities offered at Creek Valley School. This will be done through the use of the school calendar, activities schedule, school recognized state-wide competition calendar and the NSAA sponsored activities that have been published.

There are times, however, when activities will create a conflict due to the scheduling being out of our control. When there is a conflict in activities being held at the same time, the student and parent/guardian will have the choice of determining in which activity the student will participate. If grades are involved in the activity that the student does not attend, the following administrative directive will take effect.

- 1) If a student is involved in a recognized activity that conflicts with another recognized activity, the student will not be penalized by having to make up work or time for the activity that he or she missed.
- 2) If a student misses a recognized activity due to a conflict with a non-recognized activity, the student will be subjected to making up time or work following his or her handbook rules that are specific to his or her activity. The sponsor of that said activity will develop an activity handbook (as part of his or her paid duty) specific to his or her sponsoring or coaching duties in advance of the school year. The handbook will set forth rules for dealing both with missing an activity one time, and two or more times that are reasonable and will be approved by the activity director and the building principal.

Example of this situation

If the eligible student has a golf tournament and he or she also has a parade to participate in, the eligible student and the parent/guardian has the choice of which activity he or she would like to participate in to resolve the conflict. There will not be consequences formal or informal from the sponsor or coach of the activity concerning the student, due the fact that the student and parent/guardian generated the decision. Provided the activity was a NSAA sanctioned activity or school recognized state-wide competition activity.

If the eligible student decides not to attend an activity because of another activity (such as working) other than the NSAA sanctioned activity or school recognized state-wide competition activity, the student will be subjected to the consequences of the sponsor's or coach's specific activity handbook.

A student who represents our school in an activity should not be penalized by doing make up work for the programs that use grades in their activities. It is clearly stated now in the student handbook, sponsor's and coach's specific activity handbook that if there is a conflict between two school activities or athletic contest there will be no penalty to that student.

Article 5 - Scholastic

Grading System

The Superintendent shall develop and implement student grading guidelines. The objectives of grading guidelines shall be to quantify, report and record the academic progress of each student. Grades should fairly reflect the level of student achievement in the knowledge and skills specified by grade level or course objectives and outcomes.

All graded student work will be treated as education records and will not be disclosed to anyone, but authorized personnel, without written permission from parents or eligible students. Creek Valley High School and Middle School will use the letter grading system as follows:

A	94 - 100	Excellent
B	86 - 93	Good
C	78 - 85	Satisfactory
D	70 - 77	Needs Improvement
F	Below 70	Failing/No Credit
INC	Incomplete	No Credit if not made up

Each teacher should define for students the grading procedures to be used in his or her classes.

Graduation Requirements

Students must successfully complete the courses required by the board and Nebraska Department of Education in order to graduate. It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete **240** credits prior to graduation. The following credits will be required:

Language Arts	45 Hours
Computer Education	5 Hours
Mathematics	30 Hours
Social Studies	30 Hours
Foreign Language and/or	
Vocational Education	30 Hours
Science	20 Hours
Visual or Performing Arts	10 Hours

Personal Health and Fitness	10 Hours
Electives	<u>60 Hours</u>
TOTAL HOURS FOR GRADUATION:	240 Hours

The required courses of study will be reviewed by the board annually.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

Class Rankings and Grade Point Average

The official grade point average (GPA) of graduating students is based on a minimum of 8 semesters of studies in order to allow students sufficient opportunity for demonstrating achievement. Temporary GPA's will be sent to colleges and universities who request information for admission. The official GPA will be furnished to post-secondary institutions upon request.

The District will name a Valedictorian based solely upon class rank. The Valedictorian shall be the student earning the highest GPA, with enrollment in the following coursework: English- 40 credits including English IV and speech, math and science-70 credits including 1 year of chemistry and/or physics and 1 year of advanced math and/or pre-cal./calculus, foreign language-20 credits, social sciences-20 credits including American History and government, and arts-30 credits; also having a minimum of four semesters of enrollment in the district. The salutatorian shall be the student with the second highest class rank in the same criteria.

Early Graduation

A student who wishes to graduate from high school in less time than the ordinary eight (8) semester, grade 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule.

A student who graduates early must complete all graduation requirements established by the board. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies. In all other school activities the early-out graduate will be treated as a graduated student.

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.

When it becomes apparent a secondary student will be unable to meet the minimum credit requirements for the year, both the student and parents will be informed. Teachers must notify

the principal of these students, make a recommendation to the principal concerning their promotion or retention, and hold a conference with parents.

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.

Schedule Changes

Students will have opportunity to change their schedule each semester. The time for this change will be determined each semester by administration based on the current schedule. The procedure is to contact the Counselor who will give you a drop and add form which will require the signature of a parent/guardian, the Principal, and both teachers involved. The student is to return the form to the Counselor who gives final approval. Students may not be allowed to drop a class after the first week of that semester is completed.

Down List Policy

Students who are not doing the kind of work expected of them will be noted on this list on a weekly basis starting the end of the second week of each quarter. Teachers will use a cumulative grade of "F" (below 70%) to determine who goes on the Down List. The teacher will turn into the office a list of grades the failing student has earned in that class by 10:00 a.m. Friday. The office will send this list(s) and a progress report with all the student's classes to the parent. If the student is down in more than one class, he/she will be considered ineligible for student activities planned in the following week (Sun.–Sat.). The Ineligible List will be released by the office at 1:30 on Fridays. If there is no school on a Friday, the Ineligible List will be released on the last school day of the week. Teachers are encouraged to make personal contact with parents if a student is down in that subject for two consecutive weeks. Parents may also communicate their concerns to the teacher through the e-mail program in PowerSchool.

Testing

ALL 9-12 students will take a final comprehensive exam in each class at the completion of the first and second semesters. Final exams will count 10% of the final semester grade.

Other tests administered by the district are the Terra Nova Achievement Tests in grades 3-11, the PLAN test for all 10th graders, the PSAT (pre-SAT) for the 11th graders, and the Armed Services Vocational Aptitude Battery (ASVAB) in grade 11. We participate in State Standards Assessments per Language Arts, Math, and Science class in grades 3-12 at this time. Results are reported to the NDE and included in our annual report to the public. State Standards assessment scores are locally compiled one time per year for 4th, 8th, and 11th grades. You may go to the Nebraska Department of Education web site @ 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.

Report Cards

Report cards are issued at the end of each quarter or nine-week sessions. Percentage grades are used to designate a student's progress. Incompletes shall be designated by an "INC." Students have five school days after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to the appropriate letter grade earned. No incompletes will be

given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter. Progress reports will be given to all students at mid-term. Parents may check their student's progress at anytime using the PowerSchool Program.

Parent-Teacher Conferences

Parent-teacher conferences will be held mid-1st quarter and mid-3rd quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed or contacting the teacher through the e-mail program in PowerSchool.

Honor Roll

An Honor Roll will be announced after each nine-week grading period. The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized accordingly:

1. Eligibility for the Superintendent's Honor Roll requires an average of 94.5%.
2. Eligibility for the Principal's Honor Roll requires an average of 89.5% .
3. All class grades are figured the same for honor roll status.
4. Honor roll lists are published in the *Chappell Register* and *Sidney Telegraph* each quarter.

High Ability Learners (HAL)

Students scoring at or above the 95th percentile in any composite area on a standardized assessment shall be identified as a learner with high ability. The standardized assessment instruments used are the Terra Nova, PSAT, ACT, and/or SAT.

Knowledge Master

Those students identified as HAL participate in Knowledge Master. The high school team is made up of 10th, 11th, and 12th graders. The junior high team is made up of 7th, 8th, and 9th graders.

Jr. High Quiz Bowl

Approximately eight students are selected from each of the 7th and 8th grades. The 7th and 8th teams together make up the Junior High Team for Thinking Cap Quiz Bowl. The selection process for the Junior High Quiz Bowl team consists of the three following components: 1) Terra Nova test scores, 2) Try-out Test Scores, 3) Teacher Ballot

National Honor Society

The National Honor Society Chapter of Creek Valley High School is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Creek Valley Public Schools follows the selection procedures in line with the "System A" procedure recommendation of the national association as per Article IX, Section 2 of the constitution. Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative average of 90%. Those students who meet this criterion are then evaluated on the basis of service, leadership, and character. The Faculty Council assigns value to each candidate's service, leadership, and character using a three-point scale, three being high, one being low. These scores and

additional comments are confidential and shared only with the Faculty Council who then determine selection or non-selection.

Article 6 – Support Services

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.

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. Passes are required for visits to the Career Planning Office. The counselor will notify a teacher in advance of working with a student when the student is taken from an assigned class period.

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 for during school administration is available in the 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. Physicals are also required for any student participating in an athletic activity or cheerleading.

Immunizations

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.

Summary of the School Immunization Rules and Regulations 2011-2012

3-008 IMMUNIZATION STANDARDS: Each student must be protected by immunization against the following diseases, unless otherwise exempted from this requirement under the provisions of 173 NAC 3-010:

Measles	Diphtheria	Invasive pneumococcal disease
Mumps	Tetanus	Varicella
Rubella	Pertussis	Hepatitis B
Polio	Haemophilus Influenzae type b (Hib)	

3-008.01 For the purposes of complying with the requirement of immunization against the diseases listed above:

3-008.01A Students 2-5 years of age enrolled in a school-based program not licensed as a child care provider are considered to be immunized if they have received:

- 3 doses of hepatitis B vaccine;
- 4 doses of DTaP, DTP, or DT vaccine;
- 3 doses of polio vaccine;
- 1 dose of MMR vaccine given no earlier than 4 days before the first birthday;
- 3 doses of hib vaccine or 1 dose of hib vaccine given at or after 15 months of age;
- 1 dose of varicella vaccine; and
- 4 doses of pneumococcal vaccine or 1 dose of pneumococcal vaccine given at or after 15 months.

3-008.01B Students enrolling for the first time (kindergarten or 1st grade, depending on the school district's entering grade), enrolling in 7th grade, and all transfer students from outside the state regardless of the grade they are entering are considered immunized if they have received:

- 3 doses DTaP, DTP, DT, or Td vaccine with at least 1 dose given no earlier than 4 days before 4 years of age;
- 3 doses of polio vaccine;
- 2 doses of MMR vaccine with the first dose given no earlier than 4 days before the first birthday and the 2 doses separated by at least 28 days;
- 3 doses of pediatric hepatitis B vaccine, or, if the alternate hepatitis B vaccination schedule is used, 2 doses of a licensed adult hepatitis B vaccine specified for adolescents 11-15 years of age; and
- 1 dose of varicella vaccine given before the 13th birthday, or 2 doses of varicella vaccine with the first dose given on or after the 13th birthday and the second dose given no less than 28 days later. **Beginning July 1, 2011 and thereafter, 2 doses of varicella vaccine.**

Beginning July 2010 and thereafter, students enrolling in 7th grade must provide evidence of having 1 booster dose of a tetanus, diphtheria, and pertussis (Tdap) vaccine, given on or after 10 years of age.

3-008.01C All other students are considered immunized if they have received:
3 doses of DTaP, DTP, DT, or Td vaccine, with at least 1 dose given no earlier than 4 days before 4 years of age;
3 doses of polio vaccine;
2 doses of MMR vaccine given no earlier than 4 days before the first birthday and the 2 doses separated by at least 28 days;
3 doses of hepatitis B vaccine; and
Beginning July 1, 2011 and thereafter, 2 doses of varicella vaccine.

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 7—Drugs, Alcohol, and Tobacco

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 program. 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 8 – Student Rights, Conduct, Rules, and Regulations

Student Conduct and Discipline Policies

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.

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:

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.

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 his or her out of school suspension.

Long-Term Suspension

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

Expulsion

Meaning of Expulsion.

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.

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.

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.

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 that will not be considered appropriate:

1. Clothing or jewelry that is gang related
2. Clothing that shows an inappropriate amount of bare skin or underwear including midriffs, spaghetti straps, sagging pants, and pants with holes between the fingertips and waist. All tops should cover entire torso, while all pant lengths need to be at fingertip length or longer.
3. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs
4. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play"
5. Head wear including hats, caps, bandannas, hoods and scarves
6. Clothing or jewelry which exhibits nudity, makes sexual references or carries double meanings

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.

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 provided proper clothing 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.

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 Board Policy 504.20, Neb SS 79-2,137 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.).

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. 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.

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.

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.

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.

Level I: The guidelines for a Level I placement are listed below.

1. The length of the assignment will be for a minimum of two weeks.
2. The student will report to the office no later than 8:50 a.m. each morning.
3. The student will eat on campus at an assigned table.
4. 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.

Level II: The guidelines for this level are listed below.

1. The length of the assignment will be for a minimum of four weeks.
2. The student will report to the office no later than 8:50 a.m. the morning.
3. The student will eat on campus at an assigned table.
4. The student will report to an assigned room at the end of the day, and remain until 3:40.
5. 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.

Level III: This is a long term assignment. The guidelines are listed below.

1. 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.
2. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

Dating Violence Prevention

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

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

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. Board Policy 504.21, Neb. Statute 79-2,141 approved 8-10-10.

Network, E-Mail, Internet and Other Computer Use Rules

General Rules:

1. 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 students is a privilege and not a right.
2. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Students will comply with district rules and will honor the agreements they have signed.
3. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications. Students 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.
4. Students shall not make purchases of goods and/or services via the district's network.
5. 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.

Student 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 students. The Superintendent has hereby delegated all authority to be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

1. Students 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.
2. Students shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
3. Students shall not use or try to discover another user's account or password.
4. Students shall not use the computers or network for non-educational purposes (e.g., games or activities for personal profit).
5. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
6. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
7. Students 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.
8. Students shall not use the computer to annoy or harass others with language, images, or threats. Students shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
9. Students 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 :

1. First offense – Student will be denied access for a 2-week period.
2. Second offense – Computer access will be denied for at least 1 month.
3. Third offense – Access will be denied for 90 days from the date of the offense.
4. 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.

Technology Device Rules

This rule applies to all technology/electronic devices, visual or audio, including iPods and cellular phones, including all functions of these devices. These technology/electronic devices will not be allowed in class, passing between classes, passing between classes in other buildings, during school hours. You may access your cell phone over the lunch period if you participate in open campus, unless you are eating in the school cafeteria. You may use the device outside the elementary building after lunch between the building and the lunch bus. You may not use the device on the lunch bus (unless you have permission from the sponsor). The school buses and school vans are an extension of the classroom, and due to that interpretation, cell phones will not be allowed to be used in any school transportation vehicle including athletic and academic activity vehicles (unless you have permission from a coach or a sponsor). The shuttle buses between the Chappell attendance centers and Lodgepole attendance center are an exception to the above rule, but only if the student is contacting a parent/guardian or another adult to pick him/her up, due to a conflict, or to make last minute arrangements. Permission of the shuttle bus driver must be obtained before the student makes any calls or uses any device on the shuttle bus. Use of the devices on the shuttle buses should be kept to a minimum.

Penalties for Violations of the Rules:

First Offense-The school employee will take the technology/electronic device from the student and turn into the office to hold until the end of the day. The student will not be allowed to pick up the device until after the last student bell rings at the end of the day. No parent/guardian contact is made.

Second Offense - The school employee will take the technology/electronic device and will turn it into the office. Under the supervision of the office manager or principal, the student will call his/her parent/guardian, or an adult not attending Creek Valley Schools, explain the situation to them, and make arrangements for the parent/guardian/adult to pick up the technology device in person, by the end of the school day (last student bell). If the device is not picked up the same day as the violation occurs, the parent/guardian/adult may pick the device up any school day between the hours of 8:00 a.m. and 3:50 p.m. (2:30 p.m. on Fridays), at the school office.

Third Offense - The school employee will take the technology/electronic device, turn it into the office. Under the supervision of the Principal, the student will call his/her parent/guardian or an adult not attending Creek Valley Schools, explain the situation to them and make arrangements for the parent/guardian/adult to pick up the device in person, at the office, during school hours 8:00 a.m. to 3:50 p.m. (2:30 p.m. on Fridays). The Principal will inform the parent/guardian that the student will serve a suspension for the chronic violation of the “device rule.” This will be the same procedure for each violation following, for the remainder of the school year.

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

The first two offenses will be handled by the classroom teacher or by whoever sees and files 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.

- 1.1 Littering on School grounds or building.
- 1.2 Consumption of food or chewing gum in school
- 1.3 Drinking pop during school day anywhere on campus other than the commons area.
- 1.4 Disturbance of class, study hall, cafeteria, school functions or while traveling in a school vehicle.
- 1.5 Inappropriate display of affection.
- 1.6 Inappropriate behavior.
- 1.7 Skipped detention.
- 1.8 Violation of Lunch policies
- 1.9 Continued (more than 3 per semester) unexcused tardies
- 1.10 Not carrying planner in hallway.

Group One 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 disciplinary referral, in-school suspension, a conference involving the parent, student, teacher, and principal.
- 1.4 Fourth Offense - Short-term out-of-school suspension, parent/principal conference. ** A parent may choose to accompany the student to class for the same length of time.
- 1.5 Fifth Offense - Long-term out-of-school suspension, parent/principal conference. **A parent may choose to accompany the student to in-school suspension for half the suspension time.
- 1.6 Sixth Offense - Recommendation to the Superintendent for expulsion.

Group Two Offenses

- 2.1 Truancy (skipping class or part of class).
- 2.2 Use of profanity.
- 2.3 Possession of forbidden look-a-likes, snuff cans, drug paraphernalia on school grounds or within the school building or during school sponsored activities.
- 2.4 Insubordination (disobedience to authority)
- 2.5 Cheating, lying, stealing.

Group Two Consequences

- 2.1 First Offense - Office disciplinary referral, long term detention, notification of parents. A student who is truant or caught cheating will also receive a grade of "0" for the period or periods in which the truancy or cheating occurred.
- 2.2 Second Offense - Office referral, in-school suspension, parent/student/teacher/principal conference, school counselor/student counseling sessions and parent contact.
- 2.3 Third Offense - Short-term out-of-school suspension, parent/principal conference. **A parent may choose to accompany the student to class for the same length of time.
- 2.4 Fourth Offense - Long-term out-of-school suspension, parent/principal conference. **A parent may choose to accompany the student to in-school suspension for half the suspension time.
- 2.5 Fifth Offense - Recommendation to the Superintendent for expulsion.

Group Three Offences

- 3.1 Damages to property of substantial value. The administration will determine what constitutes "substantial value." Financial restitution will be required of the student in all cases of damage, defacing or destruction. If damage is over \$100.00, it will be turned over to the appropriate law enforcement agency.
- 3.2 Fighting or causing to 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. (May include threatening to fight, or threatening to beat up others or shoving, hitting, pushing, hurting.)
- 3.3 Trespassing and minor acts of vandalism.
- 3.4 Verbal abuse, harassment (to include "sexual harassment), profanity towards, disrespect for other school personnel, other adults and or other students to include hazing, bullying, continued teasing.
- 3.5 Possession of a pocket knife (a single edge blade no longer than two and a half inches).
- 3.6 Possession of pornography on school grounds or producing sexually explicit material in a class or activity (via artwork, crafts, or media production).

Group Three Consequences

- 3.1 First Offense - Office referral, in-school suspension, parent/student/teacher/principal conference.
- 3.2 Second Offense - Short term out-of-school suspension, parent/student/principal conference, counselor/student counseling sessions. **A parent may choose to accompany the student to class for the same length of time.
- 3.3 Third Offense - Long term out-of-school suspension, parent/principal conference. **A parent may choose to accompany the student in in-school suspension for half the suspension time.
- 3.4 Fourth Offense - Recommendation to the Superintendent for expulsion.

Group Four Offenses

4.1 Unlawfully possessing, consuming or being under the influence of any drug, narcotic, or alcohol; unlawfully possessing or consuming any "look alike" 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 sponsored events.

4.2 Smoking, chewing tobacco, and/or possession of tobacco on school grounds or within the school building or during school sponsored activities.

Group Four Consequences

4.1 & 4.2 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 the Superintendent for expulsion.

OPTIONS

5 day out-of school 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 him or her. 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.

*An out-of-school suspension for 10 days is to be made when a student has been proven to have violated 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 acquired the liquor for him or her, can receive no less than a 10-day suspension.

*A 19-day out-of-school 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.

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

Group Five Offenses

5.1 Assault and/or battery on an employee or student of the Creek Valley School.

5.2 Threatening (Weapons) or causing bodily harm to school personnel or students.

5.3 Pulling fire alarms.

5.4 Making bomb threat.

5.5 Possession of fireworks/other explosives.

5.6 Engaging in any activity forbidden by law which interferes with school purposes.

5.7 Verbal abuse, harassment, profanity towards school personnel.

Group Five Consequences

5.1 First Offense - Long-term out-of-school suspension, parent/principal conference.

5.2 Second Offense - Recommendation to the Superintendent for expulsion.

Group Six Offenses

6.1 Possession of a weapon other than a firearm as defined by local law enforcement and/or school policy.

Group Six Consequences

6.1 First Offense - Recommendation to the Superintendent for expulsion.

Group Seven Offenses

7.1 Possession of a firearm as defined by section 921 of Title 18, United States Code. Firearms may be possessed by a student receiving instruction and who is under the immediate supervision of an adult instructor and must have prior approval from the administration.

Group Seven Consequences

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

IMPORTANT FACTS

On group 2 & 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 45 school days without an office referral. 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.

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.

Due Process Procedure

There are procedures in place for Long-Term Suspension, Expulsion or Mandatory Reassignment. You may contact the Principal's office to get the specifics.

Article 9 – Extracurricular Activities

Extracurricular Programs

Extracurricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Creek Valley Public Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

Activity Philosophy

Activities are considered an integral part of the school's program of education which provide experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety

The District's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type.

Activity Code of Conduct

This activity code of conduct is supplemental to the Creek Valley Public Schools student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Attendance and Academics:

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.

3. Attendance, for four periods, the day of a contest is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

Academic Grade Standard for Activities Participation

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must therefore maintain passing grades in all required courses. Any student that is failing (less than 70%) in two or more subjects on Friday cannot participate the following week. (See down list policy in Article 5 Section 6.)

Eligibility requirements shall not apply to:

- (A) Instructional field trips which are a part of the scheduled course learning experience; and
- (B) Activities or events which are a part of the student's grade requirements.

Student Fees Policy

The Board of Education of Creek Valley Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies: This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

Guidelines for Clothing Required for Specified Courses and Activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

Personal or Consumable Items: Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property. While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

Materials Required for Course Projects: Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project

becomes the property of the student. Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy; however, the District is not required to provide for the use of a particular type of musical instrument for any student.

Extracurricular Activities: Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

Post-Secondary Education Costs: Students are responsible for post-secondary education costs. The phrase "post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution. For a course in which students receive both high school and post-secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

Transportation Costs: Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

Breakfast and Lunch Programs: Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. For a complete list of lunch prices charged at Creek Valley please see Article 2 Section 4. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a school store, a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

Waiver Policy: The District's policy is to waive certain fees in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or

reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) materials for course projects, and (3) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

Distribution of Policy: The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to students of the District at no cost.

Student Extracurricular Eligibility and Conduct Code Policy

Policy: JP

Title: Student Eligibility and Conduct Code

Original Approval Date: September 12, 1995
Revised Approval Date: November 11, 1997
Revised Approval Date: August 11, 1998
Revised Approval Date: August 10, 1999
Revised Approval Date: August 8, 2000
Revised Approval Date: August 14, 2001
Final Reading Date: August of 2002--*No Changes other than dates.

Approval Date: August 12, 2003

1. Students of the Creek Valley Public Schools who choose to participate in extracurricular activities are expected to follow certain guidelines and standards of behavior. Acceptable conduct is required at all times of students who represent Creek Valley Public Schools in school sponsored activities.

2. Policy JP applies to students enrolled in the Creek Valley Middle/High School (grades 5-12) and becomes effective on August 17, 2011, as approved following the final reading by the Board of Education. This coincides with the NSAA published START OF FALL PRACTICES. This policy is in effect until the final day for school dismissal in May of 2012. Students who continue to be involved in NSAA or other school extracurricular activities, as defined in this policy, are expected to continue to adhere to the guidelines of this policy until the completion of their activity and until they are officially checked out of school by their sponsor(s), their teachers, their coaches, and the Administration.

3. ACADEMICS ELIGIBILITY

- A. Students on the Down List are ineligible per Board Policy.
- B. The NSAA requires that students earn a minimum of twenty semester hours of credit the preceding semester to be eligible for participation the current semester.

4. Students shall report for all practice sessions and complete the season during the period of ineligibility.

5. It is the responsibility of the coach and/or activity sponsor to maintain an eligibility status check on all students involved in their respective activity and to inform their participants of any ineligibility status.
6. If an offense is committed late in a sports season and/or semester activity and not enough time remains to complete the penalty appropriately or if a student chooses to discontinue participation or chooses not to participate in the immediate next sports or activity season, the penalty for the offense(s) shall be held over until the student does participate in another activity/sports season and the penalty can be completed.
7. Offenses do not accumulate over a student's grade 5-12 career. Each student begins each school year with a clean record as long as the imposed penalties have been fully served as stated in Paragraph VI.
8. If a student leaves the school district under penalty and returns at a later date, the student will fulfill the remainder of the penalty.
9. TRANSFERS AND OPTION ENROLLMENTS
 - A. Transfer or option enrollment student's status of eligibility or ineligibility will be determined by their behavior record / status prior to enrollment at Creek Valley Schools, and the penalty will be upheld and apply to their participation in extracurricular activities in the Creek Valley Public Schools.
 - B. NSAA guidelines must be met.
10. GENERAL PARTICIPANT GUIDELINES
 - A. Students under penalty are to attend all practices, games, and activities unless previously excused by the Head Coach, Sponsor, or Administration. Attendance at games, meetings, and activities will be of a non-participatory status. Students are to participate in all practice sessions.
 - B. For purposes of this policy, the following activities are subject to the application of Policy JP: participants in Middle School and High School football, volleyball, basketball, track, golf, music performances, pre-season public performances or scrimmages, class or organizational trips outside Chappell or Lodgepole, and FFA, FCCLA, 1-act play, school sponsored clubs, organizations, scholastic contests or other school sponsored competitions, and Homecoming coronation/bonfire/dance, Winter Ball, Prom coronation/banquet/dance, and all student manager "duties." Exceptions to any consequences of ineligibility are game helpers, track helpers, clock keepers, scorers, hurdle setters, litter-getters, class and/or organizational meetings. Any eligibility question should be referred to the administration.
11. EXTRACURRICULAR ACTIVITY OFFENSES
 - A. When there is reasonable cause to believe that a student has: unlawfully purchased, possessed, consumed or transmitted alcohol, drugs or tobacco, or has been under the influence of alcohol or drugs, the consequences will be as set forth in this policy.
 - B. When there is reasonable cause to believe that a student has performed or been an accessory to an unlawful act, (minor traffic violations excluded) and/or performed or been an accessory to illegal acts against school employees and their possessions.
 - C. Possession or use of drugs, alcohol, or tobacco will be considered as equal violations.

D. As used in this policy, the term "reasonable cause" shall be any belief on the part of any school district official that is not arbitrary and capricious. A report of prohibited conduct by any person the school district may believe to be a reliable reporter (excluding students), any criminal charge filed, any citation issued, any report from law enforcement, any indictment or conviction in any court or administrative agency, may constitute "reasonable cause."

12. EXTRACURRICULAR ACTIVITY CONSEQUENCES

A. FIRST OFFENSE: Suspension from three (3) activities and contests.

*OPTION "B": First time offenders, who qualify, may elect to enroll and satisfactorily complete the "Step Forward" program, or the "ADD" Program, or a similarly administration approved program at their own expense. Any suspension consequences would be in effect until notification of satisfactory completion of the class from the proper authorities is received by the Administration. Once notification is received, the consequences would be dismissed. (Continues to count as a 1st offense for the school year)

B. SECOND OFFENSE: Suspension from six (6) activities/contests. *Option "B" not available.

C. THIRD OFFENSE: Student will be ineligible from all activities for 365 calendar days.

D. On the first and second offenses, breaks and vacations scheduled on the school Master Calendar will NOT be counted as calendar days for purposes of suspension from activities. If a school activity would fall during a vacation or break period, the following conditions would apply:

1. The suspended student could not participate.

2. The day of the activity would count as one of the calendar days.

E. If a student has been charged with or has committed any of the above violations, said student shall report the charge to the Activities Director, the Head Coach, or the High School Principal within five (5) school days of the time the violation took place. If said student so charged does not report the incident within the five day period of time and it is later discovered through investigation, or becomes a matter of public record, the ineligibility penalties stated above automatically shall be doubled. If said student so charged does come forward and admits to or reports an infraction to the Coach, Activities director, Principal, or Superintendent within the time allotted, the extracurricular suspension may be lessened by one (1) activity for the first offense and two (2) activities for the second offense. *Appeals may be made by personal contact with the Superintendent of schools and then in writing to the Board of Education.

F. Prior to being allowed to participate in scheduled school extracurricular practices or activities, students and parents/guardians are to:

1. Provide proof of insurance or waiver of insurance to the coach or sponsor.

2. Provide a satisfactory physical signed by a licensed physician to be kept on file in the office.

3. Sign, date, and return the signed portion of this JP Policy to their coach or sponsor.

Article 10 – State and Federal Programs

Notice of Nondiscrimination

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the 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.

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

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.

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.

Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The intent of the law is for qualifying students with disabilities 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.

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.

NOTICE CONCERNING DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, states in part that **Creek Valley Public Schools** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the **Creek Valley Public Schools** to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed. ⁽¹⁾

If you do or do not want **Creek Valley Public Schools** to disclose directory information from your child's education records you must notify the District by filling in the appropriate information on the form on the backside of this page. Creek Valley Public Schools has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**

- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**

The school district disclosing personally identifiable information from its student records to the Nebraska Department of Education (NDE) for the Nebraska State Student Records System understands that NDE may re-disclose such information to another school to which the student transfers on its behalf. In addition, Neb Rev. Stat. **Section 79-776** required the State Board of Education for the NDE to enter into a memorandum of understanding with the Board of Regents of the University of Nebraska, the Board of Trustees of the Nebraska State Colleges, and the Board of Governors of Each Nebraska community college area to share student data. Pursuant to Section 79-776, the aforementioned organizations have signed a memorandum of understanding to share student data for the purposes of evaluation of, and research related to, public prekindergarten, elementary, secondary, and postsecondary education, with NDE being the warehouse for such student data, to improve education in Nebraska. The school district understands that NDE may make any student data, whether previously submitted or submitted herein, available to any of the aforementioned organizations for purposes of evaluation and improving education in Nebraska.

The school district understands that it is responsible for requirements regarding notification of parents or eligible students concerning the re-disclosure by NDE of this information in accordance with the Family Educational Rights and Privacy Act (FERPA).

Notice Concerning Disclosure of Student Recruiting Information

The No Child Left Behind Act of 2001 requires Creek Valley Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Creek Valley Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Creek Valley Public Schools will comply with any such request.

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 information about their child's classroom teacher.

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 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.

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.”

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.

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.

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.

Homeless Students Policy

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

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:

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 2011-2012 PARENT-STUDENT HANDBOOK
CREEK VALLEY HIGH SCHOOL/MIDDLE SCHOOL SIGN-OFF

Return to: High School Office

This signed receipt acknowledges receipt of the 2011-2012 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 1-6
2. Computer/ Technology Conduct
3. Student Discipline, Offenses and Consequences – Articles 7-8
4. Article 9 – Policy JP
5. 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