



**CROFTON ELEMENTARY
2026 - 2027
PARENT – STUDENT HANDBOOK**

Elementary School Phone: 402-388-4357

Principal's Email: shiggins@croftonwarriors.org

High School Phone: 402-388-2440

Superintendent: 402-388-2440

Bus Garage: 402-388-4968

[Leave a message. Please call if your child is not riding the bus in the A.M.]

School Website Address: www.croftonschools.com

School Day Begins: 8:10 a.m

School Day Ends: 3:40 p.m.

This handbook is intended to provide general information about the operation, practices, and procedures of the school district. It also sets forth the rules and regulations of the school and the behavioral standards for students. The student handbook does not form a contract, and the Board of Education may change the rules, regulations, or handbook provisions at any time.

CROFTON COMMUNITY SCHOOL 2026 - 2027 CALENDAR

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="7">AUGUST</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	AUGUST							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>1 NO SCHOOL</p> <p>4 Classes Resume</p> <p>8 End of 2nd quarter / 1st Semester</p> <p>11 NO SCHOOL - Teacher Inservice</p> <p>21 HS Open House 6:30 - 8:30</p> <p>10 Start of Fall Practice</p> <p>20 New Student Orientation. HS 6:30 pm</p> <p>17,18,19,20,21,24 Teacher Inservice</p> <p>24 ES Open House (5:30-7:00)</p> <p>25 Classes Begin. 12:50/1:00 Dismissal</p> <p>28 Picture Day</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="7">JANUARY</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	JANUARY							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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- No School K-12
- Teacher Inservice / No School
- Early Dismissal
- Parent Teacher Conferences



High School: 402-388-2440
Elementary: 402-388-4357

#WarriorWay

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STAFF

Elementary School Phone: 402-388-4357

Staff	Job Title
Mark Wragge	Superintendent of Schools
Sarah Higgins	E.S. Principal
Johnnie Ostermeyer	H.S. Principal
Angie Connot	Kindergarten
Michelle Thoene	Kindergarten
Crystal Steffen	1 st Grade
Taylor Sage	2 nd Grade
John Connot	3 rd Grade
Brooke Schroeder	4 th Grade
Chelsea Wagner	5 th Grade
Monique Stubbs	6 th Grade
Ben Hegge	Elementary School Counselor
Lauren Melena	Title One
Laurel Lackas	Resource
Nancy Schieffer	Resource
Karla Drotzmann	SLP
Katie Kleinschmit	Vocal Music
Ashley Leader	Instrumental Music
Tyler Slate	PE
Lisa Pack	Technology Instructor / Instructional Technology Coach
Teresa O'Brien	Media Specialist
Holly Pedersen	School Psychologist
Cassie Johnson	Nurse
Julie Moon	Secretary
Nancy Steffen	Paraeducator
Shellie Anderson	Paraeducator
UPDATE	Paraeducator
Bailey Neuhalfen	Paraeducator
Courtney Goble	Paraeducator
Kelsay Kleinschmit	Paraeducator
UPDATE	Paraeducator
UPDATE	Custodian
Roger Yates	Custodian

WELCOME.....

Dear Parents / Guardians and Students:

Welcome to the beginning of a new and exciting school year! We look forward to working with you and your child, and to providing an educational experience that will meet the needs of each child. This handbook has been prepared in order to provide you with an easy reference to pertinent information, as well as to share with parents and students the expectations of the school. All policies in this handbook are implemented to ensure a positive learning process occurs. Please review this handbook with your child (ren) throughout the year in order to help alleviate potential misunderstandings.

This handbook cannot cover every situation that may arise during the year. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

A successful educational experience for children may best be accomplished through the cooperative efforts of the home and school. Parents and students have an open invitation to contribute your valuable ideas, ask questions, and offer constructive criticism. You are encouraged to initiate communication with any school personnel and particularly with the administration as we all stand ready to serve you. Please feel free to contact us whenever questions may arise.

Parents and Guardians please note that forms at the back of this handbook need to be completed and signed to help us communicate with you, address your child’s needs, and determine if we are getting the school policy information to you. Please return the sheets to your child’s teacher before the end of the first week of school. Thank you.

Educationally,

Sarah Higgins
Principal
Crofton Elementary School

ELEMENTARY SCHOOL DAY SCHEDULE

- 7:30 a.m.** Office is open
- 7:40 a.m.** Staff is on duty and supervision for students is available
- 8:10 a.m.** School-wide recitation of the Pledge of Allegiance
- 8:10 a.m.** Classes begin and students may enter their classrooms
- 8:20 a.m.** Tardy Bell rings
- 3:40 p.m.** School dismisses
- 4:00 p.m.** Staff is off duty and office closes and no more supervision is available for students

LUNCH SCHEDULE

Grade	Lunch	Recess
K, 1 st , 2 nd , 3 rd	11:20 – 11:45	11:45 – 12:05
4 th , 5 th , 6 th	11:45 – 12:10	12:10 – 12:30

MISSION STATEMENT OF CROFTON COMMUNITY SCHOOLS

The mission of the Crofton Community Schools is to provide opportunities for all students to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in a safe, positive environment.

BUS TRANSPORTATION

Please contact the Bus Manager at 402-388-4968, if you have questions about bus transportation for the upcoming school year.

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact the bus barn if their child will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be required to meet at a designated pick-up and drop-off site, chosen by the district, and within the district.

SCHOOL CLOSING

The decision to close schools due to extreme weather or malfunction of school facilities or extreme illness is made when the safety or welfare of the students is in jeopardy. The school will use the following media outlets to notify parents of school closings. Parents who do not believe it is safe to transport their child(ren) to school may keep their child(ren) home after contacting the school office.

- **POWERANNOUNCE** All Parent/Guardian phone numbers that are shared with the school will be entered into our PowerAnnounce system. Parents/Guardians have the ability to create a log-in and password into the PowerAnnounce system. Then parents can choose what phone numbers they wish to receive alerts, as well as text messages, and email.

REQUIREMENTS FOR ENROLLMENT AT CROFTON COMMUNITY SCHOOL

The State of Nebraska and the Crofton Community School Board of Education each have specific required information that each student must submit prior to the initial entrance into Crofton Community School:

- Birth Certificate.
- Written evidence of a health examination and a vision examination by a qualified physician and administered within six months prior to entrance. This includes all incoming kindergarteners and all students transferring from out of state.
- A record of immunization as determined by state law and the Nebraska Department of Health regulations.
- Parents and Guardians can waive immunizations for medical or religious reasons. Medical waivers require a doctor signature and religious waivers require a notarized signature.
- Prior school records and grades, when applicable.
- A copy of Court Order of Guardianship if the child is not with a legal parent.

Upon entering the Crofton Community Schools, parents and students will be given forms and a Student Handbook. The forms should be returned to the school upon the requested date.

- This handbook outlines the policies and procedures of the district.
- In addition, these programs are offered: Title 1, free and reduced lunch, transportation, speech and language services, and a special education program for students with learning disabilities.

ACADEMICS

CULTURE and CLIMATE

Crofton Community Schools strives to create a community within the walls of our school that represents how we want our world to be. To that end, an environment of excellence, personal responsibility, and continuous learning is fostered within the Crofton School district. Teachers, administrators, and staff also promote a climate of caring and safety. Character education is taught and reinforced.

MULTICULTURAL EDUCATION PHILOSOPHY

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

SCHOOL COUNSELOR

It is the belief of the Crofton Community Schools that the function of the school counseling program is to assist the student in obtaining the maximum benefit from his/her school experience. Counseling is the primary service. It is a student - counselor relationship in which the student has the freedom to express his/her ideas and feelings. Students are encouraged to use the school counselor as a resource. School based counseling seeks to help students assume responsibility for making plans and decisions related to school. The counselor gathers and organizes information about students from conferences with parents, teachers, students, grades, standardized test scores, and information forms.

SPECIAL EDUCATION

All children with disabilities, including children with disabilities attending nonpublic schools, regardless of the severity of their disabilities, and who are eligible for special education and related services, are eligible for these services.

PROMOTION and RETENTION

Promotion from grade level to grade level, or retention of a student for a grade level will be based upon a joint collaboration between the professional educators of our school system and parents/guardians. When a student is having difficulties and is being considered for the possibility of retention, parents will be notified prior to the end of the school year. The actual decision regarding retention of a student will be determined after a conference with the principal, parents, teacher(s), and/or counselor. If a mutual decision cannot be reached, the principal shall render a decision on or before the end of the school year.

REPORT CARDS and MID-TERM REPORTS

Report cards are sent home at the end of each quarter. Mid-term reports are sent home in the middle of each quarter. Please keep the report and return the envelope with your signature and date.

PARENT-TEACHER CONFERENCES

Parent - teacher conferences are held twice each school year. Parents are encouraged to attend both conferences. Participation in your child's education sends a strong message to your child.

MISSED WORK / PLANNED ABSENCES ASSIGNMENT POLICY

When parents can foresee their child's absence, they should arrange with their teacher for make-up work in advance. When an absence is not foreseen, make-up work can be arranged when the child returns to

school, or work may be picked up after school. Two days will be given for make-up work to be completed for every day the student is absent.

LATE WORK POLICY

Work that is 1 day late may be deducted 5 points. Work that is 2 or more days late may be deducted 10 points. The maximum deduction is 15 points. Work not completed will be assigned an “Incomplete” and a 0 will be input for a grade until the work is complete.

HOMEWORK POLICY

The assignment of homework is an accepted and encouraged procedure at the elementary school level.

GRADING SCALE

The following grading scale will be used at Crofton Elementary School in grades 2nd – 6th.

A+	99-100	C+	84-85
A	95-98	C	79-83
A-	93-94	C	77-78
B+	91-92	D+	75-76
B	88-90	D	72-74
B-	86-87	D-	70-71
F	Below 70		
I	Incomplete		

Incomplete: A student may earn an incomplete grade when he/she fails to complete classroom assignments. Any student in grades 2nd – 6th who receives an incomplete will have it recorded on his/her permanent record until the required work is completed to the teacher’s satisfaction. Before advancing to the next grade level, a student will need to remove a grade of incomplete by completing the minimum classroom assignments.

The following grading scale will be used at Crofton Elementary School in grades “K” – First.

E = Excellent	(100 – 93)
S = Satisfactory	(92 – 80)
I = Improving	(79 – 70)
N = Needs Improvement	(Below 70)

CURRICULUM

The Nebraska Department of Education has written academic state standards for all Nebraska students in grades Kindergarten through 12th grade in the subject areas of math, reading, writing, speaking, listening, science, and social studies. Nebraska school districts are required to follow these academic standards. Crofton Community School teachers and staff provide instruction that follows these academic state standards. In subject areas where Nebraska state standards are not available, local or national standards are followed.

STANDARDIZED TESTING

MAP Growth Testing is administered annually in grades 3 - 6 to determine the students’ achievement. Tests are administered in the fall and may also be administered in the winter.

MEDIA CENTER

Our media center is available to all students. Books may be checked out and renewed. Books that are lost or destroyed will be paid for by the family.

PLANNED VACATION OR TRIP

If a vacation or trip is planned during the school year (this is discouraged), please inform your child’s classroom teacher at least a week in advance, and arrange for make-up work to be completed.

ARRIVAL AND DISMISSAL

ARRIVING AT SCHOOL

The school day begins at 8:15 a.m. Students should arrive no earlier than 7:40 a.m. Supervision is provided beginning at 7:40 a.m.

- Parents/Guardians can accompany their child into the school in the morning by checking in at the office first.
- Students should cross streets using marked crosswalks.
- Parents should instruct their children to cross the streets at corners and not to cross in the middle of a block or street.
- Bicycles should be parked in the bike racks. Bikes are not to be ridden on the sidewalk while school is being dismissed.

DISMISSAL PROCEDURES

- Students will exit the building, at dismissal time, from the front door.
- Staff can provide supervision until 4:00 p.m.
- Students remaining on school property, after 5 minutes, are escorted into the elementary building to make a phone call or wait for their ride.

“UNPLANNED” EARLY DISMISSAL

In the event of an unplanned early dismissal, contact with a parent/guardian/caregiver will be made for students in grades K – 4 before a student is allowed to leave.

CLOSED CAMPUS

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office.

AFTER SCHOOL PLANS

Parents and Guardians indicate their child's after school plans on the Crofton Elementary Student Enrollment Form at the beginning of each school year. Any change to the after school plan (basketball practice, dentist appointment, walk to a family member's home in town, etc.) will require a note or phone call or some type of electronic communication to the school. We will attempt to make contact with the parent/guardian if a child informs us that there is change in their after school plan and we did not receive any communication to that effect.

PARENT INVOLVEMENT

It is a well known belief that when parents take an active role in their child's education, children have a greater probability to reach their potential as a student. Being an active participant in your child's education means, taking an interest in what they are learning about in school, talking to them about school in a positive way, keeping in contact with your child's teacher, and helping your child develop good study habits.

CHAIN OF COMMAND / CONCERNS

Crofton Elementary School has a chain of command to follow when dealing with problems/concerns. Should there be a concern about something that may have happened or is happening, curriculum or any non-curriculum matters, please follow these steps:

1. Contact the child's teacher first. Discuss the problem and search for possible solutions together. If it cannot be resolved at this level, then...

2. Contact the principal, 402-388-4357, shiggins@croftonwarriors.org If you do not feel the situation has been given proper consideration or resolved after this step, then you may seek further recourse by contacting the superintendent of schools.

HOME/SCHOOL COMMUNICATION:

When you have information to share, a question that needs answered, or a problem that needs to be resolved, please feel free to contact your child's teacher or other school personnel. Please communicate with the person who is most directly involved with your comment, or question. If you have a complaint, begin by talking to the person whom you have a complaint for or about. Try to work through the problem with them first. If your issue has still not been resolved, then contact the immediate supervisor of the staff member you spoke to first. We believe questions can be answered completely, and problems resolved sooner, if we communicate in this manner.

ELEMENTARY PARENT ADVISORY COMMITTEE (E.P.A.C.)

All parents of students enrolled at Crofton Elementary School are encouraged to be an active member of the Elementary Parent Advisory Committee. This committee meets on a regular basis, and meetings last less than 1 hour. Our goal is to support the school and its students in a positive way. Information about the school, including its policies, curriculum, and changes is shared at these meetings.

RIGHTS OF CUSTODIAL and NON-CUSTODIAL PARENTS

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

SCHOOL FEES / GENERAL SCHOOL SUPPLIES

Crofton Community Schools has a student fees policy that allows for the collection of fees for various classes and extracurricular activities. A list of fees is available from the building principal. Students who qualify for free or reduced lunch according to the federal hot lunch program guidelines may apply for a waiver of certain fees.

SCHOOL LUNCH PROGRAM

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from the 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, S.W., Washington, D.C. 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer. **PLEASE PAY FOR MEALS AND MILK IN ADVANCE.**

Extra Milk and Extra Entrée

K - 6 students may order an extra entree and/or milk. It is a cash sale unless the office has parental permission. The account must also have a positive balance.

Energy Drinks and Soda

Energy drinks and sodas with extra sugar are not allowed with sack lunches or hot lunches.

SCHOOL SAFETY

EMERGENCY DRILLS

Severe Weather, fire, evacuation, and lock-down drills will be held periodically throughout the year to ensure proper procedures in case of emergencies. Each classroom will have exit routes posted. Crofton Community School uses the "I Love U Guys" standard response protocol.

CHILD ABUSE and NEGLECT

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

REPORTING THREATS OR VIOLENCE

Every student has the responsibility to report immediately any threat of violence, suicide or abduction to the building principal or a teacher. Any student having knowledge of such information without reporting it shall be subject to disciplinary consequences. Any student, upon receiving information that a person is threatening to commit an act of violence, shall: 1. assume the threat is serious; 2. immediately report the threat to a teacher or principal; 3. be available and cooperative in providing information; 4. the source (student) will remain anonymous to the greatest extent possible.

SEARCHES OF STUDENT'S PROPERTY

An administrator or the administrator's designee may search a student's property (including, but not limited to, the contents of the student desk, locker, automobile, pockets, purses, or backpacks) when there is reasonable cause to believe that search will disclose evidence of violation of a law, statute, board policy, or school rule. The district does not assume responsibility for lost items. Materials found in the halls will be placed in the lost and found located in the administrative office. Money and other valuables should be checked into the Administrative Office for safekeeping.

POLICE QUESTIONING AND APPREHENSION

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being

questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

STUDENT ATTENDANCE

Crofton Elementary has taken steps to ensure the accounting and safety of all students. In order to accomplish this we must have the support of the home. Therefore...

The day of the absence, parents are to contact the school at 402-388-4357. Inform the office of the nature of the absence, and how long you anticipate your child to be out of school.

- These calls should be made between 7:30 a.m. and 8:45 a.m. so we can check on the safety and whereabouts of our students.
- The school will contact parents at numbers listed on the registration form, i.e. home phone number, work numbers, and emergency numbers when prior notification has not been received. If homes do not have phones, it still becomes the parent's responsibility to notify the school of the absence.
- When parental/guardian or emergency contact for the phone numbers listed on the registration form cannot be made, the school will contact the Local Police and/or the County Sheriff's Office to do a Wellness Check at the child's residence.
- Students who want to leave at any time during the day must have permission from their parents. This permission may be obtained by having the parent call the school or by bringing a note. Any other request will be denied.
- Truancy: A student is considered truant if he/she is not in their assigned classroom and does not have permission for the absence. Students who are determined to be truant from school will be subject to consequences.
- **Compulsory Attendance Law:** Any child who will reach six (6) years of age prior to January 1st of the then-current school year is required to attend school.
- If a student is absent from school or leaves school during the day because of illness, the student may not attend school activities that day or night.
- Students must check out of school at the office if leaving school during the school day.

ATTENDANCE POLICY and PROVISIONS

School is a full time job; therefore, students are expected to be in attendance for all classes throughout the year. Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their potential.

NE Statute 79-209 states that a student may not acquire more than five (5) absences per quarter or the hourly equivalent.

In any case where a student has acquired more than five (5) absences (including both excused and unexcused absences) in a quarter, or the hourly equivalent, then a series of steps will be initiated by the building principal or his designee to determine if a case of truancy or excessive absenteeism exists. Such a process may include educational counseling, an educational evaluation, an investigation, and a meeting(s) held between school officials and a parent/guardian of the student, and if necessary, the student. If the determination is made that a case of truancy or excessive absenteeism exists then the building principal or his designee will attempt to work with the student and their family to bring about an acceptable resolution to the problem. In cases where a student's attendance continues to be an issue beyond the attempted resolution of the problem, the building principal or his designee shall notify the county attorney's office and request that the issue be investigated.

If the child is absent more than twenty days per year or the hourly equivalent and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person resides. If the child is absent more than twenty days per year or the hourly equivalent and any of such absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person resides on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.

Nothing in this section shall preclude a county attorney from being involved at any stage in the process to address excessive absenteeism.

Types Of Absences

The principal reserves the responsibility to judge the validity of all excuses and to categorize according to the 5 categories outlined (Excused, Unexcused, School Activity, Tardy, Early Dismissed):

EXCUSED: Excused Absences are absences for which it is deemed necessary for a student to miss school. Such absences might include absences caused by illness, injury, appointments, family bereavement, family emergencies, court appearances, meetings with a probation officer, justified 4-H or State Fair activities, and observance of religious holidays of the student's own faith. A reason for the absence must be provided by a parent/guardian no more than 2 school days after the day of the absence in the form of a signed note or direct phone call.

UNEXCUSED: Absences by choice are when a decision is made to miss school when it is not necessary, even if those absences are approved by a parent/guardian. Such absences will be recorded as unexcused by the principal's office.

TARDY / EARLY DISMISSAL: The tardy bell rings at 8:20. Students are considered tardy until 8:20. Students are considered tardy if they are not in their assigned classrooms when class begins at 8:20 a.m. Students leaving between 2:40 and 3:40 are considered "early dismissed." Beyond tardy and early dismissal, any other absence will count as a $\frac{1}{4}$, $\frac{1}{2}$, or $\frac{3}{4}$ day or full day absent.

SCHOOL ACTIVITY: School approved activities.

STUDENT RIGHTS, CONDUCT, RULES, and REGULATIONS

GENERAL DISCIPLINE PHILOSOPHY

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

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

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each

instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.

4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

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

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

STUDENT DISCIPLINE

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, 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, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a Parent to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

"Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her Parent.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 onto school grounds, into a vehicle owned, leased, or contracted by a school being used for a school purpose or into a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations (“makeup work”). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a Parent at the time of suspension. Suspended students may not be required to attend the school’s alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

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

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

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to present evidence of the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's Parent, describing:
 - a. The student's conduct, misconduct or violation of the rule or standard;
 - b. The reasons for the action taken;
 - c. The actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension;
 - d. Resources the school is able to provide or recommend to assist the student; and
 - e. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.
4. An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition

to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.

5. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

Emergency Exclusion

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

Weapons and/or Firearms

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. *Definition of Weapon.* The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. *Definition of Firearm.* The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms and Weapons. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's Parent. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students, or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;

3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;

- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violations of the district's acceptable computer use policy;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

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

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. Resources the school is able to provide or recommend to assist the student;
 - d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
 - e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the

student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;

- f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - h. A form on which the student, the student's Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, the student's Parent, or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, the student's Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted June 2026

ADDITIONAL STUDENT CONDUCT EXPECTATIONS and GROUNDS FOR DISCIPLINE

DRESS CODE

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandannas during the school day or at school-sponsored events
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, biker shorts, or cutoffs
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Clothing that is torn, ripped, or cut
9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
13. Pants and shorts worn below the waist so as to expose undergarments
14. Pants that drag on the floor
15. Chains hanging or attached to pants or shorts
16. Coats during school hours unless the student has permission from a faculty member
17. Clothing with tears or holes that expose flesh or underclothes

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to

make up the time away from school. Repeated dress code violations may result in more severe consequences.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Crofton School Administration reserves the right to take action when a student's attire or personal appearance begins to become a distraction.

ACADEMIC INTEGRITY: CHEATING, PLAGIARISM, and ACADEMIC DISHONESTY

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion, as well as academic sanctions including a reduced or failing grade for dishonest work.

BULLYING

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

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

REPORTING BULLYING

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

BULLYING INVESTIGATIONS

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are not allowed to use electronic devices at any time during the school day or anywhere on school grounds or in school vehicles during the school day.

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

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

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

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

INAPPROPRIATE DISPLAYS OF AFFECTION

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students who violate this policy may, at the discretion of the school's administration, be subject to discipline, up to and including suspension or expulsion.

VIDEO SURVEILLANCE, RECORDINGS, and PHOTOGRAPHS

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

- **Recordings Made by Parents/Guardians and Patrons.** Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school

property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

- **Recordings Made by Students.** This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

ADDITIONAL SPECIFIC RULE ITEMS

The following additional student conduct rules are established. Failure to comply with such rules, including repeated violations, is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

THE 3 B's: BE RESPECTFUL BE RESPONSIBLE BE SAFE

We expect all people in the elementary buildings to know and follow these expectations. We believe that when these expectations are being met, our schools can provide an excellent environment for learning to take place. When rules are not followed there will be consequences that deal directly with the behavior. School personnel will give consequences that are fair and appropriate for each individual.

DAMAGE TO SCHOOL PROPERTY

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

LOCKERS AND OTHER SCHOOL PROPERTY

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

WATER BOTTLES

Students in all grades are allowed and encouraged to bring water bottles to school to use throughout the day. Water is the only drink allowed in your child's water bottle. Water bottles with a flavor or caffeine or any type of cartridge in them, such as the Cirkul water bottles, are not allowed.

HALLWAY RULES

Always walk, do not run. Talk softly so other classes are not interrupted.

PLAYGROUND RULES

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

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

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

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

LUNCHROOM RULES

1. No yelling
2. Use proper table manners
3. Clean up the area where you ate lunch
4. No cutting in line or saving spots in a line for a classmate
5. Walk, do not run when entering or leaving the lunchroom
6. All food must be consumed in the areas designated by the school

BUS CONDUCT

Students who ride buses are expected to observe the rules established by the Board of Education, the bus transportation company, and the bus drivers, as they are in charge of the bus and students.

FIELD TRIP CONDUCT

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities, and/or celebrations of accomplishments. Field trips are a privilege. Decisions to exclude a student from a field trip are based on attendance, grades, late/missed work, behavior, conduct, or any combination of reasons, or any other reason deemed appropriate by the principal. Students will be held to the same rules they follow when regular class is in session.

ADULT VISITORS TO SCHOOL

Visitors are asked to use the front doors to enter the elementary building. During the school day all other entrances will be locked. Visitors must sign in at the office and will be asked to wear a visitor's badge. We encourage family members to stop in and visit our school at any time throughout the school year. We do ask that we be notified in advance of your visit.

Please keep in mind that short visits are best because they do not distract students who need the structured routine of a normal school day. Visitors coming for the sole purpose of observing will keep their visits to a length of 1 hour or less (this does not include staying for lunch). Visitors are not allowed to bring their children under school age with them to school for the visit.

PARENT HELPERS/VOLUNTEERS

Parents who come as “helpers” can stay as long as the teacher they are working with decides is an appropriate length of time. This will always be 1 hour or less. Parents who are helping or supervising students are not allowed to bring their children under school age with them (this includes to school and on field trips).

CHILDREN VISITING SCHOOL

Visitations by school age children, who are not enrolled in Crofton Elementary, are restricted to the lunch time and lunch recess of the student they are visiting. Permission will always be granted or denied on a case-by-case request.

LOST and FOUND

Lost items should be reported to the elementary principal's office. The office will seek to return each article found to its rightful owner. Any articles unclaimed will be disposed of in a manner determined by the principal throughout the school year. It is not permissible to leave bags, books, or articles of clothing in the gym or hallways for extended periods of time.

MEMORIALS

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed. Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

INSURANCE

Student insurance will be available to all students.

STUDENT REGISTRATION FORMS

Student enrollment forms provide us with important information. Please contact the school in regard to any changes throughout the year.

BULLETIN BOARDS, POSTERS, and SIGNS

All posters and signs designated to be posted must have the approval by the principal before being posted. Failure to do so will result in the removal of the posting and may include disciplinary consequences.

TEXTBOOK USAGE

Textbooks are the property of the school and are given to students to use throughout the school year. Normal wear and tear is expected. A textbook returned with excessive wear and tear, and/or abuse, as determined by the principal, may result in compensation from the student. Examples of excessive wear and tear may include, but are not limited to: ripped pages, pencil or pen markings, and damaged covers or bindings.

ACCIDENTS

Students are required to report any accident occurring in school that results in an injury. Students should report to a school staff member. When a child is injured or is ill at school and it is deemed necessary that treatment is beyond that which can be administered, the parent is contacted and asked to come for the child. In case of emergency, the procedures designated by the parents on the Student Registration Form will be followed. Unless parents or guardians expressly forbid, in case of dire emergency the school will call a physician or the Crofton Rescue Squad for assistance. Please inform the school of any changes in procedure that arise.

APPROPRIATENESS OF ITEMS AT SCHOOL

It is difficult to make a blanket policy on small items that children bring to school to show to their teacher and classmates. We will permit children to bring those items if they serve a school purpose. It must be understood that it is the responsibility of the child to bring and return these items safely. The school or teacher cannot accept the responsibility for such items becoming broken or stolen. Generally speaking

pets are not allowed at school. Should an occasion arise when a child wishes to show a pet to the class, arrangements should be made with the teacher ahead of time. The school is not responsible for lost, stolen, or damaged personal items.

SCHOOL PARTIES / BIRTHDAY PARTIES / BIRTHDAY INVITATIONS

The classroom teacher will organize room parties. Usually we honor 3 room parties a year – Halloween, Winter break, and Valentine’s Day. Birthday treats are welcomed on the celebrated days and if treats are to be passed out, all must have a choice of taking one or not. Birthday invitations that include every boy or every girl in your child’s classroom are allowed to be distributed at school. Invitations that do not invite every boy or girl in your child’s classroom are not allowed to be passed out at school. Invitations inviting every student in your child’s classroom are also allowed.

GUM – CANDY – FOOD – DRINK – HEALTHY SNACK

Neither gum nor candy is accepted during school hours unless provided by the classroom teacher due to a special occasion (or outlined in an individualized student plan). Food and drink are allowed for special occasions (birthdays, classroom parties). Students are encouraged to bring a daily, simple, healthy snack, and water bottle.

CLASSROOM/TEACHER ASSIGNMENTS

Any pupil may be assigned, at the discretion of school officials, to the grade level, class, or teacher most appropriate for the academic, social, and emotional development of the pupil. Judgments about the appropriateness of pupil assignment are the prerogative of the professional employees of the district.

BICYCLES

Bicycles should be parked in the bicycle rack.

TELEPHONE USE

Office personnel will gladly cooperate with parents or guardians in getting messages to students during school hours, but only at times which do not disturb class instruction time, unless it is an emergency. We seek your understanding and support in limited use however. We feel that calls relating only to school needs and extensions of school functions are legitimate uses.

STUDENT HEALTH

IMMUNIZATIONS

The state of Nebraska requires that students be immunized against the following diseases **prior to enrollment**, and any student not in compliance **shall not be permitted to continue in school**.

- measles, mumps, and rubella (MMR) 2 times
- poliomyelitis 3 times
- diphtheria, pertussis, tetanus (dpt) 3 times
- Hepatitis B 3 times
- Chicken Pox 2 times
- Instead of a chicken pox vaccination, the state of Nebraska and Crofton Community Schools will also accept written verification that your child has had chicken pox. The school nurse has a form available for this written verification.

Students may be provisionally enrolled in a Nebraska school if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible.

A nurse is available on a limited basis at the school. Professional review of immunization, health recording, as well as health screening will be handled through the nurse.

In cases that warrant more than first aid treatment, the parent will be contacted for further action. Under state law, our nurse is required to update immunization reports, and all new students entering our school

either as a kindergarten student or a transfer student will need to furnish the nurse an immunization form (furnished by her office).

School health services are intended to support, not substitute for, the health care that should be provided by parents.

HEALTH SCREENINGS

A physical inventory (height, weight, vision, hearing, dental) will be done on each Kindergarten, 1st, 2nd, 3rd, and 4th grade student during the school year and the findings recorded in their permanent file. Parents will be notified by phone or mail of the results or recommendations only if concerns arise.

ASTHMA & ALLERGIC REACTION PROCEDURES

A new state regulation became effective on October 1, 2003. This regulation requires that our school be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a **life threatening** asthma attack or systemic allergic reaction (anaphylaxis). The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications.

If you know that your student has asthma or a known allergy, it is **critically important** that you communicate this information to our school staff. You may contact the school nurse, or any building principal. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician (using the school's medication form). In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.

If you have questions or concerns about the protocol or your student's health issues, please contact our school nurse or any building principal.

MEDICAL EXCLUSION FROM SCHOOL

It is for the well being of your child's health and his/her classmates that we have certain school policies on when a child should not be in school exposing other students, but at the same time we do not want a child absent from school so often or for such an extended period of time that they get behind on their class work. Our school policies are:

1. Parents of sick children will be contacted and the school expects the child to be picked up within 1 hour of notification.
2. Exclusion of children with a temperature of 100 degrees or above, symptoms of vomiting, diarrhea, or a suspicious contagion.
3. Any pupil with a rash must be excluded until the disappearance of the rash. If the physician recommends that the child be readmitted, with a written notice to that effect, the admittance is acceptable.
4. Some contagious infections require treatment and the student may return to school 24-48 hours after verified treatment has been started and/or when the physician permits return in writing.

These diseases include but may not be limited to: Pinkeye, Impetigo, Intestinal Worms, Ringworm, Scabies, Scarlet Fever, and/or Strep infections.

5. Contagious infections such as Chicken Pox, CMV, (Cytomegalo Virus), Infectious Mononucleosis, Influenza (Flu), Fifth's Disease, Hepatitis, and Tuberculosis require that the student's symptoms be altered or absent before they are readmitted to school unless we have a physician's statement, in writing, stating otherwise.
6. Life threatening contagious infections without known treatment may require exclusion from regular school attendance. These diseases include but may not be limited to: AIDS, Chronic Hepatitis, etc.
7. Students may be excluded from school under "Emergency Exclusion" for a dangerous communicable disease that is transmissible by normal contact and/or poses an imminent threat to health. Students can be excluded from school and school functions for up to five (5) school days.

COMMUNICABLE AND INFECTIOUS DISEASES

It shall be the responsibility of the Crofton Community Schools principal(s) to assist in meeting the provisions of the State Health Department covering communicable and contagious diseases by promptly reporting to the school nurse and superintendent the presence of such diseases. Parents are requested to inform the principal and superintendent if their child has contracted a contagious or communicable disease. The principal shall not reenter any such student except under circumstances described below.

Students will be excluded from school for the following communicable diseases and prescribed periods of time:

1. Measles (Rubeola): A student may return to school the fifth day after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.
2. Three day measles (Rubella): Students may return to school four days after the onset of a rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.
3. Fifth Disease / Hand Foot and Mouth: A student may attend school while a rash is still present if there is no fever, excessive itching, sore throat and other discomfort.
4. Mumps: A student may return nine days after the onset of parotid swelling. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease.
5. Chicken Pox (Varicella): A student may return to school after one week if symptom free and pox are dried.
6. Shingles (Herpes zoster): A student may return to school after all lesions are dried. Rare in students - May return with lesions covered or as doctor advises.
7. Streptococcal infection: A student may return to school 24 hours after the start of antibiotic therapy and afebrile (no fever).
8. Ringworm, impetigo, scabies, and pinkeye (conjunctivitis): A student must remain out of school at least one day and until treatment has begun. Children with mild scabies, lice, impetigo, tinea corporis and conjunctivitis can be sent home with instructions not to return until under a physician's care.
9. Head lice: Students with live bugs and/or nits within a quarter of an inch from the scalp will be sent home. Students with nits further from the scalp will be allowed to remain in school as these nits are not active.
10. Hepatitis: A student will be readmitted upon approval of a family physician.
11. Scarlet Fever: A student may return to school 24 hours after starting antibiotics.
12. Elevated Body Temperature: Students with temperatures over 100 degrees will be sent home. They may return after fever free for 24 hours.

MEDICATION

Crofton Community Schools recognizes that at the present time, many children are only able to attend school because of the effective use of medications in the treatment of chronic disabilities or chronic and acute illnesses. Any student who is required to take medication during the regular school day must comply with the following school regulations. **Medication must be brought into the school by an adult and picked up by an adult.**

1. All medications, including cough drops, over-the-counter, prescription, and Epi-Pens, must be turned in to the office.
2. Written authorization signed by the parent will be required for prescription medicine and will include:
 - a) child's name
 - b) name of medication
 - c) time to be administered
 - d) dosage
 - e) duration
3. Prescription medications **must** be in the prescription bottle from a pharmacy otherwise they will **not** be administered at school.
4. Parents should check with the physician on the timing of medications. It may be possible to eliminate the need to give medications during school hours.
5. Over-the-counter medications brought from home will only be dispensed if in original container and a written authorization has been signed by the parent containing the same information as under #2 of this policy.
6. The parents of the child must assume responsibility for informing the school of any changes in the child's health or change in medication.
7. The school district retains the discretion to reject requests of administration of medicine.
8. Medication will only be dispensed by the school nurse or those appointed to do so by the school principal.
9. Do not send prescription medication on the bus to school with your child. This can create a safety hazard for your child and others.

ALCOHOL AND ILLICIT DRUG USE PROHIBITED

The Crofton Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity: further, any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Moreover, the Board authorizes and directs school administrators, or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy.

Discipline for employees may extend to a recommendation for dismissal. While the Board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment. Discipline for any adult volunteers may include suspension, expulsion and/or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from the school counselor.

The Board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs.

SMOKING PROHIBITED

It shall be the policy of Crofton Community Schools that in order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, it is the Board's policy that there will be no smoking in any school building or any school owned vehicle at any time.

STATE AND FEDERAL PROGRAMS

TITLE I PARENTAL INVOLVEMENT POLICIES

General - Parental/Community Involvement in Schools:

Crofton Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

CROFTON COMMUNITY SCHOOLS TITLE I PARENT AND FAMILY ENGAGEMENT POLICY

Crofton Community Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

TITLE I SCHOOL AND PARENT COMPACT

This Title I School-Parent Compact has been jointly developed with parents and 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 academic standards. At the annual parent teacher conferences the compact shall be discussed as it relates to the individual child's achievement.

Teacher/School:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
2. Regularly communicate with parents on their child's progress.

Parent / Caring Adult:

1. Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
2. Support your child's learning--volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless he/she is ill.
4. Provide a quiet place and time to do school work and encourage my child to complete school work.

Student:

I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:

1. Be at school every day on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.

5. Return completed school work on time.

CIVIL RIGHTS NOTIFICATION

The Crofton Community Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

Title: Superintendent.
Address: 89048 N. Hwy 121. P.O. Box 429.
Crofton, NE 68730
Phone #: (402) 388-2440

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

Office of Civil Rights
816-268-0550
Fax: 816-823-1404; TDD: 800-437-0833

NOTICE OF NONDISCRIMINATION

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity that it operates.

Section 504: Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Superintendent, Mark Wragge (402-388-2440), mwragge@croftonwarriors.org (e-mail address) or in person at school.

Title IX: Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Elementary Principal, Sarah Higgins (402-388-4357), shiggins@croftonwarriors.org (e-mail address) or in person at school.

Title VI: Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Superintendent, Mark Wragge (402-388-2440), mwragge@croftonwarriors.org (e-mail address) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the principal, Sarah Higgins at 402-388-4357 (phone number), shiggins@croftonwarriors.org (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

DESIGNATION OF COORDINATORS

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

<u>Anti-Discrimination Law</u>	<u>Designated Coordinator</u>
Title VI Discrimination or harassment	Superintendent
Title IX Discrimination or harassment	Elementary Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Superintendent
Homeless Student Laws	Superintendent
Safe and Drug Free Schools and Communities	Superintendent

The Coordinator may be contacted at: Superintendent of Crofton Community Schools; PO Box 429; Crofton, NE 68730. 402-388-2440.

ANTI-DISCRIMINATION AND HARASSMENT POLICY

Elimination of Discrimination. Crofton 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: Crofton Community Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Crofton Community Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

- In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment. Sexual harassment may exist when:
 - Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
 - Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures: Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Crofton Community Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education. The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

HEALTHY, HUNGER-FREE KIDS ACT OF 2010

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing evidence-based strategies.*

1. Goals for Nutrition Promotion and Education
 - a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
 - b. The health curriculum will include information on good nutrition and healthy living habits.
 - c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
 - d. The district will collaborate with public and private entities to promote student wellness.
 - e. Water will be made available to students throughout the school day.
2. Goals for Physical Activity
 - a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
 - b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
 - c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
3. Goals for Other School-Based Activities Designed to Promote Student Wellness
 - a. The district will participate in state and federal child nutrition programs as appropriate.
 - b. The district will provide professional development, support, and resources for staff about student wellness.
 - c. Students will be provided sufficient time in which to eat school-provided meals.
 - d. The district's lunchrooms will be attractive and well-lighted.
 - e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
 - g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
 - h. The district will use evidence-based strategies to develop, structure, and support student wellness.
4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day
- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
 - b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.
5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

7. Public Participation

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

- a. Definitions. “Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, “school day” means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours,

weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

- These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) [found at https://api.healthiergeneration.org/resource/2](https://api.healthiergeneration.org/resource/2).

NOTICE CONCERNING STAFF QUALIFICATIONS

The Every Student Succeeds Act of 2015 gives parents the right to acquire information about the professional qualifications of their child's teachers. Upon request, Crofton Community Schools will give parents the following information about their child's classroom teacher:

Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under an emergency or provisional teaching certificate.

The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner.

Finally, Crofton Community Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

STATE-WIDE WEB BASED SPECIAL EDUCATION STUDENT RECORD SYSTEM (SRS)

In order to help make student records for Special Education students more accessible to parents and school personnel, we are using the statewide Student Record System (SRS). SRS is an online system that utilizes a secure site on a UNL server. The site is secure and will only be accessible to the child's parents, case manager, and building supervisors. At your child's next IEP meeting you will be given the site address, your assigned user name and single-use password. If you do not have access to the internet, you will still receive paper copies of your child's IEP and other forms as in the past. Please contact the Elementary School Office if you have questions or concerns.

NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

STUDENT RECORDS (FERPA)

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

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

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information: name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1st of the current school year.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs

for the benefit of students and/or the district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a “legitimate educational interest” if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

Transfer of Records Upon Student Enrollment

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

Complaints

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

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

NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT

The District designates the Knox County Sheriff’s office, Cedar County Sheriff’s office, and the Nebraska State Patrol as the District’s “law enforcement unit” for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

COPYRIGHT AND FAIR USE

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created. The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their teacher or building principal, review the school district’s copyright compliance policy, and review Copyright for Students found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site:

<http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

PROTECTION OF PUPIL RIGHTS

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district’s website or upon request from the district’s administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

TITLE IX POLICY

As required by Title IX of the Education Amendments of 1972, it is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district’s programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district’s Title IX Coordinator, who can be contacted at 1301 W 5th St. [Office](#)

Address], shiggins@croftonwarriors.org [Email Address], 402-388-4357 [Telephone Number]. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

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

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Formal complaint** means a document or electronic submission filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity.
- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.
- **Sexual harassment** means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the district's education program or activity; (3) An individual experiences a sexual assault, dating violence, domestic violence, or stalking as further defined below. Any report of conduct not meeting these definitions will not require the grievance procedure described in this policy.
- **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
 - Sex Offenses—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
 - Rape—(Except Statutory Rape) Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
 - Criminal Sexual Contact—The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
 - Unlawful Sexual intercourse
 - Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent

- **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
 - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship.
 - The type of relationship.
 - The frequency of interaction between the persons involved in the relationship.
- **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - fear for his or her safety or the safety of others; or
 - suffer substantial emotional distress.
- **Supportive measures** are non-disciplinary, non-punitive individualized services offered without fee that do not unreasonably burden the parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the district’s Title IX Coordinator. district personnel will not retaliate against any individual based on any report of suspected sexual harassment. Any district employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

Response to Sexual Harassment

General Obligations. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s ability to impose discipline for off-campus misconduct does not necessarily constitute “substantial control” over the respondent and the context. The district’s response to an allegation of sex harassment will treat complainants and respondents equitably.

Limitations on Discipline. No respondent will have disciplinary sanctions imposed upon him/her until the conclusion of the formal grievance process described below.

Emergency Removal. Disciplinary sanctions do not include removal on an emergency basis where the respondent is an immediate threat to the health or safety of another as a result of allegations of sexual harassment. The district also may place any employee on administrative leave during the pendency of the grievance process below.

Grievance Process for Formal Complaints of Sexual Harassment

General Obligations. All Title IX team members and individuals carrying out district obligations will comply with the regulatory requirements of objective evaluations, avoiding conflict of interest or bias, training, and protection of legally privileged information.

Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Grievance Procedure

Time Frames. The district will resolve grievances in a time frame that is reasonably prompt. Good cause for delay may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Range of Possible Sanctions and Remedies. At the conclusion of the grievance process, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion and/or immediate discharge from employment.

Separation of Roles. The decision-maker cannot be the same person as the Title IX Coordinator or the investigator(s).

Notice of Allegations. Upon receipt of a formal complaint, the district will provide notice of this policy and the allegations to all parties. The notice will include sufficient details known by the district at that time to provide sufficient time to prepare a response before any initial interview. Sufficient details, if known by the district, include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The district will provide notice of additional allegations revealed during an investigation to the parties.

Dismissal of Formal Complaint. The district must dismiss a formal complaint if the conduct alleged in the formal complaint, would not constitute sexual harassment even if proven; did not occur in the district's education program or activity; or if the conduct alleged did not occur against a person in the United States.

The district may dismiss the formal complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled in or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint. The district may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

The district will bear the burden of gathering evidence sufficient to reach a determination regarding responsibility. All parties will have an equal opportunity to present witnesses, including fact and expert

witnesses, and other inculpatory and exculpatory evidence. The district may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

All parties will have the same opportunity to be accompanied by the advisor of their choice in any meeting or grievance proceeding. This policy does not relieve the advisor of choice of any other applicable legal obligations or limitations. The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

The district will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

All parties will have an equal opportunity to inspect and review evidence obtained as part of the investigation if that evidence is directly related to the allegations raised in a formal complaint. The parties will have no less than 10 calendar days to review the evidence and submit a response. The investigative report will fairly summarize the relevant evidence and the investigator will send the finalized report to all parties and their advisors.

Determination Regarding Responsibility. Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a question because it is not relevant, he/she will explain the basis for that decision.

The decision-maker will issue a written determination regarding responsibility no sooner than ten days after the parties receive the final investigative report. The decision-maker will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the district's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- The district's procedures and permissible bases for the complainant and respondent to appeal.

The district will provide the written determination to the parties simultaneously. If neither party timely appeals, the determination becomes final. If a party appeals, the determination will become final on the date that the district provides the parties with the written determination of the result of the appeal.

Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools no later than 5:00 pm on the fifth calendar day after the written determination is issued. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of

the specific grounds upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal.

Grounds for Appeal. Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The district will notify other parties in writing when an appeal is filed; implement appeal procedures equally for all parties; and ensure that the decision-maker for the appeal is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

The district will give both parties a reasonable, equal opportunity to submit a written statement that supports or challenges the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

Informal Resolution. The district may informally resolve allegations without completing the grievance procedure with the written consent of all parties. The process may not be used when allegations involve an employee harassing a student. As part of this process, the district will provide to the parties in writing a notice stating:

- the allegations;
- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Recordkeeping. The district will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed, and any remedies provided;
- Any appeal and its result;
- Any informal resolution and its result; and
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website, then the district will make these materials available upon request for inspection by members of the public.

The district will also create records documenting any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken. The district will maintain these records for a period of seven years.

Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title

IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

NEBRASKA EARLY DEVELOPMENT NETWORK (Child Find)

What is the NEBRASKA EARLY DEVELOPMENT NETWORK?

Crofton Community School works with ESU#1 to bring support to children and their families within the school district. One of these supports is through the Early Development Network (EDN).

Is your infant or toddler not talking yet or not hitting some developmental milestones, and you feel he/she should be? We can help!

The Early Development Network (EDN) helps families of children find services to meet developmental needs, educational needs, as well as other needs.

Who is eligible?

Eligible families are those with an infant or toddler or child below age 5. Once a child is referred, we will determine if the child has a developmental delay or disability. If there is a developmental delay or disability, the child will be eligible for free services from highly qualified teachers.

What does it cost?

There is no cost. It is free. All services are free.

When is it available?

Year around service is provided.

How do I get some help for my young child?

To request services for your child or to refer a child, call one of the phone numbers listed below.

Contact:

Sarah Higgins
Crofton Community School, Crofton, NE
402-388-4357
shiggins@croftonwarriors.org

OR

Educational Service Unit #1 [ESU #1]
211 10th Street
Wakefield, NE 68784
402-287-2061

COMPUTER NETWORK USE BY STUDENTS

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.

7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on

- a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

CROFTON ELEMENTARY SCHOOL 2025 – 2026



PARENT – STUDENT HANDBOOK FORMS TO BE COMPLETED AND RETURNED TO YOUR CHILD’S TEACHER

FORMS AND RECEIPTS DUE **FRIDAY, AUGUST 28th, 2026**

Elementary School Phone: 402-388-4357
Principal’s Email: shiggins@croftonwarriors.org
High School Phone: 402-388-2440
Superintendent: 402-388-2440
School Website Address: www.croftonschools.org
Bus Garage: 402-388-4968 Leave a message.
Please call if your child is not riding the bus in the A.M.

The entire parent / student handbook is available for review on the school website. www.croftonschools.org A paper copy of the parent / student handbook is available from the school at your request, and at no cost.

KEEP THIS COVER PAGE AT HOME



CROFTON COMMUNITY SCHOOL

PO Box 429, North Highway 121
Crofton, Nebraska 68730
Jr./Sr. High (402) 388-2440 Elementary (402) 388-4357
FAX # (402) 388-4265

MARK WRAGGE
Superintendent

JOHNNIE OSTERMEYER
Secondary Principal

SARAH HIGGINS
Elementary Principal

INSURANCE

Dear Parent/Guardian:

We wish to emphasize that the school district does not provide any type of health or accident insurance for injuries incurred by your child at school.

Since children are particularly susceptible to injuries, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate. If you do not feel your insurance is adequate because of a deductible or coinsurance clause, or if you do not have insurance, we encourage you to review the student insurance program. This plan will provide benefits for medical expenses incurred because of an accident.

An explanation of the cost and benefits can be found by going to the following website: www.sas-mn.com and locating K-12 Students on the home page. Follow the prompts to Search for Crofton Community Schools . You can then access information to look at a brochure, purchase coverage or file a claim. You can also access their website through Crofton School Website. Click on the "Resources" tab and then "Student Accident Insurance." This insurance is NOT purchased through the school. It is purchased directly through Student Assurance Services.

The program is underwritten by Ameritas Life Insurance Corp. located in Lincoln, Nebraska and administered by Student Assurance Services, Inc. of Stillwater, Minnesota.

Please contact the school office if you are needing help in accessing the on-line insurance information. All questions regarding the coverage however, should be directed to Student Assurance Services, Inc., Stillwater, Minnesota at 1-800-328-2739.

PLEASE SIGN AND RETURN IF YOU ALREADY HAVE ADEQUATE INSURANCE

Student's Name _____

We, the undersigned, feel we have adequate insurance protection for our son/daughter.

Parent/Guardian Signature _____ Date _____

PLEASE SIGN AND RETURN IF YOU WILL BE PURCHASING INSURANCE BY CONTACTING STUDENT ASSURANCE SERVICES

Student's Name _____

Parent/Guardian Signature _____ Date _____

RETURN THIS FORM TO YOUR CHILD'S CLASSROOM TEACHER



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School-Parent Compact

Crofton Elementary School
2026 - 2027 School Year

This Title I School-Parent Compact has been jointly developed with parents and 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 academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.

Teacher/School:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
2. Regularly communicate with parents on their child's progress.

Parent / Caring Adult:

1. Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
2. Support your child's learning--volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless he/she is ill.
4. Provide a quiet place and time to do school work and encourage my child to complete school work.

Student:

I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:

1. Be at school every day on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed school work on time.

PARENT SIGNATURE: _____

STUDENT SIGNATURE: _____

TEACHER SIGNATURE: _____

RETURN THIS FORM TO YOUR CHILD'S CLASSROOM TEACHER

CROFTON ELEMENTARY STUDENT ENROLLMENT FORM

Student Name _____

Date of Birth ____ / ____ / ____ Grade _____

Street Address _____
Address City State Zip

Mailing Address (if different) _____
Address City State Zip

PARENT / GUARDIANSHIP INFORMATION

_____ Mother / Guardian's name	_____ Father / Guardian's name
_____ Cell Phone	_____ Cell Phone
_____ Work Phone	_____ Work Phone
_____ Home/Other Phone	_____ Home/Other Phone
_____ Employer	_____ Employer
_____ Email Address (One that you check frequently)	_____ Email Address (One that you check frequently)

WHO DOES THIS CHILD LIVE WITH? (Please check all that apply)

Father Mother Both Step-Father Step-Mother Guardian
 Mother/Stepfather Father/Stepmother Stepfather/Stepmother
 Other (please specify _____)
Please list names of **other adults** in the home _____

Please list names of **other children** in the home _____

DUPLICATE MAILING

If divorced / separated and court documents allow duplicate mailing / information to be given to the other parent, please include their name, address, and phone number.

Name _____
Cell phone number _____
Mailing Address _____
Street City State Zip

Does this parent / guardian have joint custody? Yes No

Is this person under legally restricted access to this student? Yes No
[If yes, a copy of the court order must be provided to the school]

HOME LANGUAGE SURVEY

What language did your child first learn to speak? _____

What language is spoken most often by your child? _____

What language is primarily used in the student's home regardless of the language spoken by the student? _____

CROFTON ELEMENTARY STUDENT HEALTH INFORMATION

Student's Name _____

MEDICAL INFORMATION

Check any health concerns below that pertain to your child:

___ ADD/ADHD ___ ALLERGIES (Seasonal and Medical) ___ ASTHMA ___ DIABETES

___ VISION ___ HEARING ___ MENTAL/EMOTIONAL ___ SEIZURES

___ HEART PROBLEMS ___ INJURIES ___ RECENT SURGERY ___ SCOLIOSIS

___ OTHER, SPECIFY _____

___ OVER THE COUNTER and/or PRESCRIPTION MEDICATIONS _____

Is your child taking any medication regularly, including inhalers? ___ Yes ___ No.

If "yes," please complete a prescription medication form at the office.

If you checked any of the above, please specify symptoms, treatment, restrictions and needed adjustments:

Physician Name / Office _____ **Phone** _____

I, the undersigned, do hereby authorize officials of Crofton Community Schools, in the event that the parents/guardians cannot be reached, to render such treatment as may be deemed necessary in the event of a medical emergency, accident, illness, or injury, for the health of said child, until such time as parents/guardians can be contacted. I will not hold the school district financially responsible for the emergency care and/or transportation for said child.

I further understand that the school nurse may share the above information with school personnel responsible for the well being of my child.

Parent / Guardian Signature

Date

TYLENOL: ___ YES ___ NO

Crofton Elementary School has my permission to give my child over-the-counter Tylenol for minor aches and pains. Tylenol will be administered according to the recommended dosage. Tylenol will only be administered after I have been contacted. I release Crofton Community Schools and employees from liability in case of choking, allergic reaction, side effects, and/or health risks related to the medication.

HEALTH SCREENING (Kindergarten, 1st, 2nd, 3rd, 4th only) ___ YES ___ NO

I give permission for my child (Kindergarten, 1st, 2nd, 3rd, 4th only) to be screened for height, weight, vision, hearing, and a check for dental defects by the school nurse. There is no cost for this screening. If there are any health concerns, you will be contacted by the school nurse.

- **If you do not give permission for the hearing, vision, or dental screening, you will have to provide the appropriate signed statement by a qualified medical provider stating your child has undergone the required hearing, vision, and dental screening within the last 6 months.**
- **If you do not give permission for height and weight measurements, a signed and dated statement from the parent/guardian objecting to the measurements must be submitted to the school principal before the screening is conducted.**

Return to School Nurse



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PARENTAL CONSENT FOR STUDENT USE OF GOOGLE APPS and TOOLS

I hereby grant permission for my child to use Google Apps for Education and other approved digital tools as part of their learning experience at Crofton Elementary School. I understand that these tools, including but not limited to Google Classroom, Google Drive, Gmail (if applicable), and other educational applications, will be used to enhance instruction, collaboration, and communication.

I acknowledge that my child's school will provide appropriate guidance on responsible digital use and that measures are in place to protect student privacy and security. I also understand that my child's data may be stored within the Google Workspace for Education environment, subject to Google's privacy policies and the school's technology guidelines.

By signing below, I confirm that I have read and understand the terms of my child's use of these digital tools and consent to their participation.

CROFTON ELEMENTARY PARENT/GUARDIAN ACKNOWLEDGEMENT AND VERIFICATION 2026 - 2027 SCHOOL YEAR

I acknowledge that teaching is a cooperative effort. Teaching needs cooperation between parents, children, teachers, and the community. If one of the elements is missing, the others cannot work effectively, and the education of the child suffers. I signify by my signature that I am aware that the student handbook is available for review on the school website, www.croftonschools.org. A paper copy of the student handbook is available from the school at my request, and at no cost.

PARENT / STUDENT AGREEMENT

I have received and read the student handbook that describes Crofton School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Crofton Community Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Signature of Parent/Guardian

Date

Signature of Student

Date

RETURN THIS SIGNATURE PAGE TO YOUR CHILD'S CLASSROOM TEACHER

