

**Crofton Community Schools  
Board of Education Regular Meeting  
Monday, June 8, 2026  
6:30 PM**

**Posted Locations:**

**-Crofton Journal**

**-<https://www.croftonschools.org/>**

**Posted Date: 6/4/2026**

**Agenda:**

1. CALL TO ORDER
  - 1.1. Acknowledge placement of Open Meetings Act poster
  - 1.2. Roll Call
  - 1.3. Motion to legally convene
  - 1.4. Approve Excusing Absent Board Members
2. CONSENT AGENDA
  - 2.1. Approve previous minutes
  - 2.2. Approve Secretary - Treasurer reports
  - 2.3. Approve District bills
3. Public Comment
4. ADMINISTRATIVE REPORTS
  - 4.1. Elementary Principal
  - 4.2. High School Principal
  - 4.3. Activity Director
  - 4.4. Superintendent
5. NEW BUSINESS (Review, discuss, and take all necessary action)
  - 5.1. Approve Title I Representative for 2026-2027

- 5.2. Approve Census Taker for 2026-2027
- 5.3. Review Handbooks: Student Handbooks, Coach/Sponsor Handbook, and Staff Handbook for 2026-2027
- 5.4. Hiring update
- 5.5. Policy and Legislative Update
- 5.6. Board Finance Workshop
- 5.7. Renew Food Service Contract - Set Lunch and Breakfast prices for 2026-2027
- 5.8. Approve Asbestos Abatement at the Elementary School
- 5.9. Project and Plan discussion
6. ADJOURN

This agenda contains a list of subjects known at the time of its distribution on June 4, 2026. A copy of the agenda reflecting any changes will be kept in the office of the superintendent and will be readily available for public inspection during normal office hours. Except for items of emergency nature, the agenda will not be enlarged later than twenty-four hours before the scheduled commencement of the meeting. The Board reserves the right to change the order of business discussed.

The president may acknowledge any visitors at this time and provide time for public comment if Necessary.

- (Optional) Public Comment
  - The Board's Role
    - Listen - This time is meant to only listen to their opinions or thoughts.
      - Important: Do not engage in conversation with the speaker or answer questions posed by them to you.
    - Time limit - The Board should have a timer.
      - 5-minute time limit per speaker (30-minute total for all speakers)
  - Speaker Identification (Neb. Rev. Stat. 84-1412):
    - Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual.

**School Board Meeting**  
**June 8, 2026**

**Athletics:**

- State Track Results
  - Avery Arens - 3200m (1st); 1600m (1st); 800m (3rd)
  - Seanna Pinkelman - Shot Put (5th)
  - Addyson Ostermeyer - Pole Vault (12th)
  - Jaylynn Panning - High Jump (14th)
  - Cecilia Wortmann, Keisha Strunk, Sophia Wortmann, Avery Arens - 4 x 800m Relay (12th)
  
  - Brady Thoene - Triple Jump (3rd); Long Jump (19th)
  - Jace Panning - Long Jump (20th)
  
- Several track records were broken this past season (previous records in parentheses):
  - 1600m: Avery Arens - 4:56.18 (H. Arens - 5.10.3)
  - 3200m: Avery Arens - 10:31.69 (H. Arens - 11.13.3)
  - Pole Vault: Addyson Ostermeyer - 10' 6.5" (J. Jordan - 10' 6")
  
  - 4x100: Kolton Vornhagen / Jace Panning / Brady Thoene / Preston Foxhoven - 44.53 (M. LaCroix, K. Wortmann, R. Crosley, F. Mooney - 44.3)
  - High Jump: Charles Steffen - 6' 4" (tied M. LaCroix and S. Schurman)
  - Triple Jump: Brady Thoene - 45' 1.5" (J. Foxhoven - 42' 5")
  
- Seniors/Coaches selected to participate in All-Star events this Spring/Summer:
  - Battle of the Borders All-Star Basketball - March @ Mount Marty  
Jaisie Janssen
  
  - Northeast Nebraska All-Star Football - June 12th @ Norfolk (7:00 pm)  
Johnnie Ostermeyer - Head Coach for Red Team  
John Connot - Assistant Coach for Red Team  
Jackson Lynde  
Jace Panning  
Tyson Sanger  
Anthony Steffen
  
  - NCA Senior Showcase - July 22nd @ Lincoln North Star (6:00 pm)  
Jaisie Janssen



## 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

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To: Crofton Board of Education  
From: Mark Wragge, Superintendent  
Re: June 2026 Board Report

1. President Marsh and I met with Mr. Evans for an exit interview. It went well.
2. The end of the school year finished up quickly
3. Graduation ceremony was very well attended and went smoothly
4. All staff helped empty the elementary school for construction—that also went very well. A lot of cooperation and hard work
5. Community Advisory Committee meeting on Wednesday, June 3rd at Pulley Museum. Discussing the construction project and the District's finances

# 2026 - 2027 CROFTON SCHOOL COACH/SPONSOR HANDBOOK

## CHAIN OF COMMAND

Follow the chain of command.

- ❖ Coach/Sponsor to Coach/Sponsor
- ❖ Coach/Sponsor to A.D.
- ❖ Coach/Sponsor to Principal
- ❖ Coach/Sponsor to Superintendent.

## TEAM COMMUNICATION

All communications for all activities must take place through the SportsYou app. It is not acceptable to use another means of communication (text, email, etc). The AD is to be added as a coach/administrator to your group.

## 24-HOUR RULE FOR PARENT-TO-COACH COMMUNICATION

To promote a respectful and productive environment for athletes, coaches, and families, we ask that parents observe the "24-Hour Rule" regarding communication with coaches following a competition. This means waiting at least **24 hours** after a game, meet, or match before initiating any discussion with a coach regarding playing time, strategy, performance, or concerns.

This pause allows emotions to settle, promotes thoughtful reflection, and helps ensure conversations are constructive and solution-focused.

If, after 24 hours, you still feel a conversation is necessary, we encourage you to reach out to the coach to schedule a time to talk privately and respectfully.

## INJURY PROTOCOL

Head coach or designated coach will contact parents whenever there is an injury (ie. broken bones, tears, dislocations, and similar injuries). If there is a concussion/possible head injury, a coach **MUST** call parents/guardians and the trainer prior to the student leaving for home. The athletic director shall be notified as well. When in doubt, contact the parents.

## NEBRASKA COACHES ASSOCIATION CLINIC

1. The district (Athletic Account) will pay for the Nebraska Coaches Association Clinic, held in Lincoln.
  - a. This would include meals, registration, hotel, and (1) one district vehicle for transportation.
    - i. If the coach decides to drive down on their own, that is their expense and the district will not cover transportation expenses.



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## 2. Receipts

- a. Receipts must be turned in for all items: rooms, meals, registration to be reimbursed. For meals, there must be a "detailed receipt" which means any person can see what was ordered. Alcohol can not be on the itemized receipt (not even crossed out).
  - b. Receipts will be turned in to the A.D. and paid for through the Athletic account.
3. If the coach selects another clinic to attend, and wishes for expenses to be reimbursed, that must be cleared by A.D, then the Supt. Reimbursement expenses will not exceed the costs associated with Nebraska Coaches Association Clinic.

## SCHEDULE CHANGES

Schedule changes [games/events and times] can only be made by the AD or with their permission.

## PRACTICES/SUPERVISION

- Coaches/Sponsors are required to supervise ALL students after practices and games until out of the building.
- A coach must stay until all students without a ride or vehicle are picked up.
- Wednesday Practice will be finished by 6:30 p.m. [showering and leaving can occur after 6:30]
- Sunday Practice: **Must first be approved by school administration.** Teams and **individuals** [sports and activities] may only practice/meet/film on Sundays for a Monday varsity game/event. Practice must be between the hours of 3:00 and 8:00 p.m. Exceptions can be granted on a case by case basis by the superintendent.

## CHARTER BUS

Coaches and sponsors may ask for the charter bus for transportation when the event is 100 miles or 2 hours away. **For district finals, the charter bus may be used when the event is 80 miles or 1.5 hours away.** Administration may lower these thresholds on a case by case basis.

## FUNDRAISING PROTOCOL

1. Each NSAA sponsored sport/activity is able to do ONE door-to-door fundraiser a year. [Youth camps do not count as a fundraiser]
2. Prior to the start of your fundraiser, the coach needs to be in contact with the A.D. as to what their fundraiser will be.
3. The preference is that clothing not be sold. The Booster Club does provide clothing sales to the patrons of Crofton and the money they raise comes back to the athletic program in one way or another. If you are thinking about this type of fundraiser, you need to be in contact with the Booster Club so as not to create any hard feelings with the organization.



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4. Clothing when you make it to State is fine. If you want the Athletic Department to handle the sale of State clothing you need to ask the AD but the funds will remain with the athletic department.
5. You can only fundraise during your season or during summer vacation. A season is from the first day of practice to the start of the next season.

## SUMMER WEIGHTS

Crofton High School head and/or assistant coaches will consistently attend summer lifting.

1. 6:30 warm up
2. 6:40 - 7:15 boys lift / girls work on basketball
3. 7:15 - 8:00 girls lift / boys work on basketball, FB, XC
4. 8:00 - 8:45 girls work on VB / XC

After July 4th girls will flip sport work-outs

1. 6:30 warm up
2. 6:40 - 7:15 boys lift / girls work on VB/XC
3. 7:15 - 8:00 girls lift / boys work on basketball/FB/XC
4. 8:00 - 8:45 girls work on basketball

## SUMMER PROGRAMS

Crofton High School head coaches are encouraged to conduct summer drills/camps for their sport and/or attend team or individual camps.

## CAMPS AT CROFTON COMMUNITY SCHOOLS

1. Must be run by Crofton High School paid coaches/paid sponsors.
2. If the camp is run by a non-school employee [i.e. Midwest Elite, a Crofton graduate, a community person, etc.].
  - a. A Crofton High School coach / or school employee must supervise the entire camp.
  - b. The School may require a percentage of the proceeds or charge rent.
  - c. Must be pre-approved by school administration.

## VOLUNTEER COACHES and SPONSORS

On an annual basis, all applicants for volunteer coaches and sponsors must complete a volunteer application and be approved by school administration prior to providing any coaching or sponsorship services. Application must be turned in for administrator approval by the head coach or sponsor before the first practice of the year. Exceptions may be made on a case by case basis by administration.

Volunteer coaches who are employees of the district will fulfill their teaching duties for the entire day before leaving for any activity. The only exception is state competitions or administrator approval (no cost to the district).



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The district will pay for meals and (1) hotel room for all volunteer coaches when you have individuals or a team qualifying for state. The school district will not pay any expenses for district competitions.

## TRANSPORTATION

1. Transportation requests must be submitted via the appropriate Google form (completed and turned in to the HS office) at least 1 month prior to the date of the request.
  
1. At least one coach/teacher/sponsor must ride in the vehicle with the athletes/students. It is encouraged that all coaches ride with their athletes/students. Exceptions can be granted on a case by case basis by administration.
  
2. All students/athletes must ride school transportation to the event.
  - a. Prior administrative approval [the day before] is needed for any exceptions.
  
3. It is preferred that students/athletes ride home on school transportation.
  - a. However, students/athletes can ride home with a parent or guardian only by providing a parent/guardian signed note to the coach.
  - b. Prior administrative approval [prior to leaving for the event] is needed for any student/athlete who wants to ride home with someone other than their parent or guardian.
  
4. Pupil transportation vehicles shall not be operated with a trailer or other vehicle attached while students are being transported.

## STUDENT PARTICIPATION [Copied from the Jr./Sr. High Handbook]

A student participating in any school activity or practice held after school must be in attendance at least one half of the school day and that attendance must begin by the beginning of the third block.

Any exceptions must be approved by the High School principal.

All student participants must meet eligibility requirements.

## COACHING CERTIFICATION

It is the district's general policy that coaches will pay for their own certification. The district will use its discretion on whether to reimburse coaches fees for their certification. Furthermore, fundraising monies may not be used to pay for certification either.



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## **AVERA**

Avera provides an athletic trainer free of charge and donates money to our district. Our agreement with Avera states, "Avera name and logo on school-designed and produced athletic wear. This includes all summer camp shirts and polos, but does not include uniforms, practice uniforms, warm-ups and other team equipment."

### **Activity Volunteer Personnel Guidelines**

Crofton Community School is happy to have the assistance of volunteer personnel in meeting some of the needs of our programs. Volunteer personnel can play an important role in assisting with many of the tasks of working with a high school team. However, we reserve the right to select these personnel and ask that they abide by the following guidelines when assisting with any of our programs.

- To become a volunteer, the applicant must fill out the Volunteer Coaching Request form on an annual basis.
- The form will be submitted to the head coach of the activity.
- All volunteer personnel must be approved by the head coach, athletic director, and administration prior to assisting with any program.
- Volunteer coaches will not assist in the treatment of any athletic injury or emergency situation, unless working directly under the supervision of a certified coach.
- The volunteer coach will work with the head coach to determine their role in the activity.
- Volunteer personnel will not be left to work with the students without the direct supervision of the head or assistant coaches.
- The district reserves the right to conduct a background check.
- This process will be completed annually.



# 2026 - 2027 CROFTON SCHOOL COACH/SPONSOR HANDBOOK

## Crofton Community School Activity Volunteer Application

Name \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Teaching Certificate: Circle one: YES NO

State(s) of certification \_\_\_\_\_

Are you certified in any of the following? (Circle) First Aid CPR Athletic Training Certification

I have read the guidelines for volunteer personnel assisting in the Crofton Community School.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Head Coach (Circle one): Approve Disapprove

Head Coach Signature \_\_\_\_\_ Date \_\_\_\_\_

Activities Director (Circle one): Approve Disapprove

Activities Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Administration (Circle one): Approve Disapprove

Administration Signature \_\_\_\_\_ Date \_\_\_\_\_

**All volunteer coaches will be required to complete all NSAA required courses prior to coaching**



# 2026 - 2027 CROFTON SCHOOL COACH/SPONSOR HANDBOOK

## Driver Certification

This certification is required by all persons who drive district-owned vehicles. Employees or volunteers who drive students for school related purposes, must also complete this certification.

\_\_\_\_\_  
 Name Operator's License No License Class

\_\_\_\_\_ I have a current and valid Nebraska [S.D.] motor vehicle license, current proof of insurance, and the physical and mental abilities to properly operate a motor vehicle.

\_\_\_\_\_ I have completed the 2 hour transportation training as required by the state of Nebraska.

\_\_\_\_\_ My driver's license is subject to the following restrictions and I will comply with all such restrictions:

- |  |   |
|--|---|
| <input type="checkbox"/> Corrective Lenses<br><input type="checkbox"/> Automatic Signals<br><input type="checkbox"/> Mechanical Aids<br><input type="checkbox"/> Restricted Area<br><input type="checkbox"/> Automatic Transmission<br><input type="checkbox"/> No One Way Streets | <input type="checkbox"/> Outside Mirrors<br><input type="checkbox"/> Maximum Speed Rest.<br><input type="checkbox"/> Daylight Only<br><input type="checkbox"/> 2 Lane, 2 Way Only<br><input type="checkbox"/> No Interstate Driving<br><input type="checkbox"/> Other: _____<br>_____ |
|--|---|

\_\_\_\_\_ I will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. **Seat belts will be utilized by all occupants. I will not use a cell phone while the vehicle is in motion.**

\_\_\_\_\_ I understand I must immediately notify District Administration upon the occurrence of any of the following events:

- Suspension of my driver's license;
- Revocation of my driver's license;
- Expiration of my driver's license;
- Withdrawal of my driver's license;
- Any tickets or accidents while in a District-owned vehicle or while on school business;
- Any ticket or accident which may result in suspension, revocation, expiration or withdrawal of my driver's license, while in any vehicle at any time;
- Any circumstance that may result in any of the above responses not continuing to be completely accurate.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_



# **Crofton Community School Staff Handbook**

## **2026–2027 INTRODUCTION**

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

## **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

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 in any education program or activity that it operates.

Individuals 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 ADA/Title II Coordinator: Mark Wragge at 402-388-2440, [mwragge@croftonwarriors.org](mailto:mwragge@croftonwarriors.org) or in person at school.

Individuals 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: Mark Wragge at 402-388-2440, [mwragge@croftonwarriors.org](mailto:mwragge@croftonwarriors.org), 89048 Hwy 121, Crofton, NE 68730 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link:

<https://www.croftonschools.org/page/title-ix-notice1>

Individuals 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 Title VI Coordinator: Mark Wragge at 402-388-2440, [mwragge@croftonwarriors.org](mailto:mwragge@croftonwarriors.org), 89048 Hwy 121, Crofton, NE 68730 or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-388-2440, [mwragge@croftonwarriors.org](mailto:mwragge@croftonwarriors.org) 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.

## **DRUG-FREE WORKPLACE REQUIREMENTS**

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to

participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

## **POLICIES AND PROCEDURES REGARDING ALL STAFF**

### **Accidents and Injuries**

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

### **Activity Accounts and Fundraising**

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

### **Activity Tickets**

All staff, spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

**Agents, Salesmen and Other Business Representatives** All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

### **Announcements and Circulars**

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

### **Board Policies, Rules, and Directives**

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative

office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

### **Child Abuse**

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect.

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. The district's complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a the complainant should follow the procedures set forth in board policy. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Please refer to board policy #2006 regarding complaint procedures.

### **Computers and the Internet: Acceptable Use by Staff**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy 4012 regarding Staff Internet and Computer Use. Staff should also refer to and comply with the board policy 4051 regarding Staff and District Social Media Use.

### **Conflict of Interest**

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

### **Contact Information**

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

### **Copyright and Fair Use**

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. 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. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *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>.

### **Corporal Punishment**

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

### **Crisis Response Team**

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

### **Disability Leave (Short-Term)**

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education

association. Short-Term Disability leave will run concurrently with FMLA leave.

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Superintendent at 402-388-2440, [mwragge@croftonwarriors.org](mailto:mwragge@croftonwarriors.org) or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Elementary or High School Principal at 402-388-4357 (ES) 402-388-2440 (HS), [shiggins@croftonwarriors.org](mailto:shiggins@croftonwarriors.org) (ES) [jostermeyer@croftonwarriors.org](mailto:jostermeyer@croftonwarriors.org) (HS), PO Box 429, Crofton, NE 68730, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the building principal. Employees 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.

### **Driving (both school and personal vehicles)**

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

### **Dress Code**

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.

The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:

- For All Staff: On all days except spirit day, we expect everyone to maintain a professional appearance. While t-shirts are comfortable, they need to be elevated with a stylish cover up, like a cardigan, to enhance your appearance. It's important that our patrons can easily recognize our team of professionals.
- For men: shirts without collars, unless the shirt can be deemed professional by other standards.
- Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity

practices.

- Blue jeans, except at athletic or other activity practices, or on days considered to be "jeans" days.
- Hats, except when worn outside for sun coverage.
- Rubber soled 'flip flop' thong sandals.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any attire which is immodest or may distract other employees or students in the learning environment.

Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

### **Drug and Alcohol Testing**

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

### **Duty to Report**

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation for child abuse and/or neglect;
- Any complaint or other administrative that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

### **Electronic Communication While Driving**

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal

communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

### **Expenses**

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

### **Family and Medical Leave (FMLA)**

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

### **In-School Communication**

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

### **Intellectual Property**

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

### **Jury and Witness Duty Leave**

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

### **Keys**

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school

day. Staff must report lost or stolen keys to the building principal immediately.

### **Locker Room Supervision**

Staff members must review and comply with the board's policy regarding locker room supervision.

### **Maintenance & Cleaning Request Forms**

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the building principal.

### **Meals Program**

Staff may take advantage of meals offered through the district's foods program. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

### **Military Leaves of Absence**

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

### **Milk Expression**

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

### **News and Press Releases**

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

### **Newsletters**

Staff will be informed of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

### **Obligations Related to American Civics Instruction**

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics,

Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

### **Outside Employment**

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

### **Political Activities**

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

### **Pregnant or Parenting Students**

The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

### **Professional Boundaries Between Staff and Students**

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

### **Purchasing**

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

### **Records and Reports**

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

### **Recordings of Students and Classrooms**

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 3059 for information on recording by students.

### **School Calendar**

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

### **School Property**

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

### **School Vehicle Use**

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school

district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

### **Security**

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

### **Smoking on School Premises or at School Activities**

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

### **Sniffer (Drug) Dogs**

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

### **Social Media Usage by Staff**

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

### **Solicitation and Distribution of Merchandise**

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds except as approved by the administration."

### **Staff Room**

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

### **Student Interviews**

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

### **Telephones**

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

### **Threat Assessment and Response**

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment. Staff members should refer to and comply with Board Policy #3039 regarding Threat Assessment and Response.

### **Ticket Taking**

**All staff will be expected to take tickets at one time or another at home events.** Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

### **Transportation Request Forms**

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

### **Visitors**

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

- all visitors must report to the building office before visiting any classroom or other areas of the building.
- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- no children of any age will be allowed to accompany adults to visit a classroom or instructional time or to observe a specific skill or subject
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

### **Wage and Salary Payments**

Staff members are paid on the 10th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

### **Weather-Related Closings**

If school is called off because of bad weather or for any other reason, it will be announced on the school messaging system, local radio stations, and local television stations.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

### **Workplace Searches**

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

## **POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF**

### **Absences**

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

#### **1. Sick Leave**

Certified staff members who are too ill to perform their teaching duties must contact

their building principal by 6:30 a.m.

## **2. Personal Leave**

Certified staff who wish to take personal leave must submit a leave request to their building principal at least seven days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave.

## **3. Professional Leave**

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

## **4. Substitute Folders**

Each teacher must prepare a substitute folder per their building principal's guidelines.

Certified staff members may not make arrangements for their own substitute.

## **Assemblies**

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

## **Assignment of Teachers**

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

## **Certificates, Teacher Contracts, Salary Information**

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any

changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

### **Cheating**

See your building principal's handbook.

### **Check-out Forms**

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

### **Class Record Books**

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

### **Classroom Management and Student Discipline**

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

### **Classroom Sanitation**

#### **1. Handling of Body Fluids**

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

#### **2. Infectious Diseases**

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

### **Coaching Supplies**

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

### **Collection of Student Money**

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Crofton Community School, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

### **Community Involvement**

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

### **Computer Lab**

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements with the lab coordinator.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in

advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

### **Display of Classroom Work in the School and the Community**

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

### **Duties of Certified Staff**

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

### **Extracurricular Activities**

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

### **Emergencies**

Refer to the district's I Love U Guys Standard Response Protocol (SRP) for all Emergency situations.

### **Evaluations**

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

### **Faculty Meetings**

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

### **Field Trip Request Forms**

Certified staff who wish to take students off school property must submit a request to the building principal at least ten calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

### **Guest Lecturers**

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

### **Hall Duty**

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

### **Homework Policy**

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

### **Instructional Materials**

All media must be previewed for suitability by the classroom teacher before being shown to students.

### **Lesson Plans**

Each teacher will follow their building principal's guidelines regarding lesson plans.

### **Media Center**

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

### **Paraeducators**

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

### **Parent-Teacher Communication**

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

### **Parking**

Staff members have designated parking areas. **Students are not to park their cars in the staff lot.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

### **Parties**

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine

of the school.

4. Cleaning up after the activity is the responsibility of the sponsor.

### **Planning Time**

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day. The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.

### **Private Tutoring**

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

### **Projection Maps**

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
  - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
  - b. Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

### **Pupils' Records**

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
  - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
  - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
  - c) Each classroom teacher is responsible for distribution of class cards on time.

- d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

### **Rights of Certified and Probationary Teachers**

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

### **School Day**

All certified staff must be at school or on duty between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

### **Sponsors**

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

### **Student Activities**

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. **No student is to be left unattended in the school building at any time.**

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

### **Student Aides**

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

### **Student Attendance**

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

### **Student Attire**

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

### **Student Illness**

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

### **Student Medication**

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

### **Student Searches**

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

### **Substitute Teaching During Planning Period**

Certified staff may be required to substitute during their planning period.

### **Teaching Controversial Issues**

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

### **Textbooks**

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

## **POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF**

### **At-Will Employment**

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

### **Hours**

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

**Overtime and Compensatory Time**

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

**Reporting When School is Closed**

When school is closed due to inclement weather, classified staff should report to work based on their positions:

- a) **Secretaries/Clerical staff** should not report to work unless specifically directed to do so by their supervisor or the superintendent.
- b) **Paraprofessionals** should not report to work unless teaching staff are asked to report.
- c) **Custodians/Maintenance staff** should report to work.

**Vacation**

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

**STAFF DIRECTORY**

**Members of the Board of Education:**

Craig Marsh	President
Lisa Van Heek	Vice-President
Jayne Arens	Secretary
Jeremy Buschkamp	Member
Amy Hoffman	Member
Michael Janssen	Member

**Administrative Staff**

Mark Wragge	Superintendent
Johnnie Ostermeyer	JH/HS School Principal
Sarah Higgins	Elementary Principal

**Teaching Staff**

Angie Connot	Kindergarten
Michelle Thoene	Kindergarten
Crystal Steffen	1st Grade
Taylor Sage	2nd Grade
John Connot	3rd Grade
Brooke Schroeder	4th Grade
Chelsea Wagner	5th Grade
Monique Stubbs	6th Grade
Ben Hegge	Elementary Guidance Counselor
Lauren Melena	Title One
Laurel Lackas	Resource
Nancy Schieffer	Resource

Karla Drotzmann	SLP
Katie Kleinschmit	Vocal Music
Ashley Leader	Instrumental Music
Lisa Pack	Technology Instructor / Instructional Technology Coach
Teresa O'Brien	Media and Technology Specialist
Cassie Johnson	Nurse

Kyle Napier	Computer Science
Karen Altwine	Math
Courtney Baker	English
Scott Morrison	English / Spanish
Malaika Hanika	Math
Mickey Doerr	Social Sciences
Gracie Beddow	Jr. High Art - Secondary Art
Frank Gade	Life/Earth Sciences
Jamie Guenther	Special Education
Katie Kleinschmit	Secondary, Junior High & Elementary Vocal Music
Ann Kramer	Business - Software
Ashley Leader	Secondary, Junior High & Elementary Instrumental Music
Abigail Lutjelusche	Vocational Agriculture
Maggie Moon	Social Science
Lisa Pack	Instructional Technologist/ Special Education
Shiann Hansen	English
Addie Rossman	Guidance, NHS, Student Council
Elijah Strom	Industrial Technology
Nancy Scheiffer	Special Education
Taylor Slate	Secondary and Elementary P.E.
Wade Pierson	Physical Science
Teresa O'Brien	Library / Technical Coordinator
Jonelle Thoene	Family Consumer Sciences

**Paraeducator's**

Nancy Steffen	Paraeducator
Kelsay Kleinschmit	Paraeducator
Alicia Thunker	Paraeducator
Shellie Anderson	Paraeducator
Bailey Neuhalfen	Paraeducator
Nicole Smolek	Paraeducator
Amy Hoffman	Paraeducator
Tiffany Panning	Paraeducator
Courtney Gobel	Paraeducator
Tasha Gonzales	Paraeducator

**Office Staff**

Dana Wortman	Business Manager
Sherry Schieffer	Administrative Assistant
Jamie Stevens	High School Secretary, Lunch Account Manager
Julie Moon	Elementary Secretary

**Custodians**

Jeff Burbach	Maintenance/Custodian
Tom Mueller	Maintenance/Custodian
Roger Yates	Maintenance/Custodian
Ryan Mueller	Maintenance/Custodian

## **INTERNET ACCESS**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

### **I. Staff Expectations in Use of the Internet**

#### **A. Acceptable Use While on Duty or on School Property**

- a. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
- b. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
- c. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
- d. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

#### **B. Unacceptable Use While on Duty or on School Property**

- a. Staff shall not access obscene or pornographic material.
- b. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
- c. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
- d. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
- e. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

### **II. School Affiliated Websites**

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

### **III. Enforcement**

#### **A. Methods of Enforcement**

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

#### **B. Any violation of school policy and rules may result in that staff member facing:**

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

### **IV. Off-Duty Personal Use**

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

# TITLE IX POLICY

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. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

## 1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" 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 name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

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

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). 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. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3-5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **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.

## 2.6. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **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:

- 2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
  - 2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
  - 2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
  - 2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
  - 2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
  - 2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
  - 2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
- 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—
  - 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - 2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - 2.6.4.2.1. The length of the relationship.
    - 2.6.4.2.2. The type of relationship.
    - 2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.
- 2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—
  - 2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
  - 2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
  - 2.6.5.3. shares a child in common with the victim; or
  - 2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. 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. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### 3. **Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

### 4. **Response to Sexual Harassment**

4.1. **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. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. 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.

4.2. **General Response to Sexual Harassment.** 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. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. 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 response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

- 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **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.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause 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.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, 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.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- 5.2. **Notice of Allegations.**
  - 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
    - 5.2.1.1. A copy of this policy.
    - 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
  - 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.
- 5.3. **Dismissal of Formal Complaint.**

- 5.3.1. The district will investigate the allegations in a formal complaint.
- 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:
  - 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
  - 5.3.2.2. Did not occur in the district's education program or activity; or
  - 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
  - 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
  - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
  - 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. 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.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

- 5.5.1. 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;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, 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;

- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Determination Regarding Responsibility**

- 5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, 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 or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.
- 5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
  - 5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
  - 5.6.3.2. 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, methods used to gather other evidence, and hearings held;
  - 5.6.3.3. Findings of fact supporting the determination;
  - 5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;
  - 5.6.3.5. 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
  - 5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.
- 5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- 5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. **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.

5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. 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 (from subsection 5.8.2 below) 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 under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

- 5.7.2.1. Procedural irregularity that affected the outcome of the matter;
- 5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- 5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) 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.

5.7.3. As to all appeals, the district will:

- 5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- 5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- 5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
- 5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

- 5.8.1.1. The allegations;
- 5.8.1.2. 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;
- 5.8.1.3. 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

5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. **Recordkeeping.**

5.9.1. The district will maintain for a period of seven years records of:

5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

5.9.1.4. 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.

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of 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.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **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).

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. 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, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **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.

12. **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).

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

14. **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.

# CROFTON COMMUNITY SCHOOL 2026 - 2027 CALENDAR

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					

- 10 Start of Fall Practice
- 20 New Student Orientation. HS 6:30 pm
- 17,18,19,20,21,24 Teacher Inservice
- 24 ES Open House (5:30-7:00)
- 25 Classes Begin. 12:50/1:00 Dismissal
- 28 Picture Day

- 1 NO SCHOOL
- 4 Classes Resume
- 8 End of 2nd quarter / 1st Semester
- 11 NO SCHOOL - Teacher Inservice
- 21 HS Open House 6:30 - 8:30

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						

SEPTEMBER						
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			

- 1 HS Open House 6:30 - 8:30
- 7 NO SCHOOL - Labor Day

- 10 K - 6 Parent Teacher Conferences  
K - 6 No School. 7 - 12 In Session
- 12 12:50/1:00 P.M. Dismissal
- 15 NO SCHOOL

FEBRUARY						
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						

OCTOBER						
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

- 9 12:50/1:00 P.M. Dismissal (Homecoming)
- 14 K - 6 Parent Teacher Conferences  
K - 6 No School. 7 - 12 In Session
- 16 NO SCHOOL - Teacher Inservice
- 23 NO SCHOOL
- 28 End of 1st Quarter

- 16 End of 3rd quarter
- 19 12:50/1:00 P.M. Dismissal (Prom)
- 25 12:50/1:00 Dismissal
- 26 NO SCHOOL
- 29 NO SCHOOL

MARCH						
S	M	T	W	T	F	S
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NOVEMBER						
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29	30					

- 25 12:50/1:00 P.M. Dismissal
- 26 NO SCHOOL Thanksgiving
- 27 NO SCHOOL

- 16 NO SCHOOL

APRIL						
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DECEMBER						
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20	21	22	23	24	25	26
27	28	29	30	31		

- 22 12:50/1:00 P.M. Dismissal
- 23-31 NO SCHOOL Christmas Break
- 23-27 5 Day NSAA Moratorium (Gyms Closed)

- 5 Seniors' Last Day
- 8 2:00 P.M. Commencement
- 20 Students' Last Day  
11:50/12:00 NOON Dismissal  
No Lunch Served
- 21 Teacher Inservice
- 31 Memorial Day

MAY						
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					

- No School K-12
- Teacher Inservice / No School
- Early Dismissal
- Parent Teacher Conferences



#WarriorWay

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

JUNE						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
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27	28	29	30			

JULY						
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25	26	27	28	29	30	31

## **CROFTON COMMUNITY SCHOOLS TEACHER EVALUATION FORM**

Teacher:

Date:

Curriculum Area:

This report is a summary of teaching performance observed throughout the year. Formal observations, walk-through classroom observations and informal contacts with this teacher have been used to compile this report. The report rates the teacher regarding personal and professional skills that contribute to effectiveness in the Crofton Community School District. Abbreviations are as follows: S=Satisfactory, N=Needs Improvement, U=Unsatisfactory, NA=Not Applicable, NO=Not Observed

### **PLANNING:**

Sets behavioral and academic goals for the class:

Communicates goals to the students:

Encourages students to set goals and assists in their pursuit:

Lesson plans are complete and on time:

Lessons are published on the school web page:

Standards are addressed in the lesson plans:

Students are aware of the state standards being addressed by the curriculum:

Is aware of students with IEP's and their content:

### **CLARITY OF LESSON:**

Defines words that are new/unique in the lesson:

Clear and consistent in language usage:

Uses clear examples in presentation:

The lesson is aligned with the school curriculum and state standards:

### **INSTRUCTIONAL METHODS:**

Anticipatory set or bell ringer is used:

Lesson objective is clear to students:

Concepts systematically introduced:

Uses effective questioning techniques:

Uses varied types of instructional delivery:

Accommodates varied learning rates & styles:

Coverage of content:

Checks for student understanding:

Uses instructional aids:

Sufficient time for instruction:

Ample time to answer questions:

Main points are reviewed and summarized:

Students understand their assignment:

Voice quality is clear and demands attention:

Activities are appropriate for the lesson:

Uses praise to reward and motivate:

Time on task is conducive to maximum learning:

Follows school-wide Encore and eligibility policy:

Incorporates multicultural learning opportunities and provides documentation to office: Reports student progress to parents and administration:

**CLASSROOM ORGANIZATION AND MANAGEMENT:**

- Rules are clear and consistently enforced:
- Maintains a physically safe classroom:
- Avoids negative comments/sarcasm:
- Follows school-wide discipline plan:
- Treats all students fairly:
- Shows respect for and demands respect from students:
- Materials/classroom well-organized:
- Monitors student passes and room sign-out sheet:
- Does not leave class unattended:
- Submits electronic attendance for each period:

**ENCORE AND HOMEROOM :**

- Maintains current grades and updates Encore list daily to students and office:
- Is present in classroom and providing assistance during morning Encore period:
- Submits all failing students as ineligible weekly:
- Supervises reading time and insures homeroom time is used constructively:

**PROFESSIONAL CONDUCT:**

- Communicates with parents on student progress:
- Refers students who need intervention:
- Follows school district policies:
- Works well with peers:
- Works well with administration:
- Professional behavior:
- Appropriate dress in the classroom and at school activities:
- Shows evidence of professional growth:
- Attends staff meetings and professional development as requested by administration: Accurately records student progress on state standards and reports to administration:

Principal's Signature: \_\_\_\_\_

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

Teacher's Signature: \_\_\_\_\_

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



## 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

CHRIS LOOK  
Superintendent

JOHNNIE OSTERMEYER  
Secondary Principal

MARK WRAGGE  
Elementary Principal

---

### ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Crofton Community School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook, rules, and directives, and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Employee's Name (Please Print) \_\_\_\_\_ Employee's

Signature \_\_\_\_\_ Date \_\_\_\_\_

### ACKNOWLEDGMENT OF COMPLETION OF FIRST AID RELATED VIDEOS AND INFORMATION

I acknowledge that I have completed all required first aid related videos and review of information as provided by the District Nurse. These include Blood Borne Pathogens, Narcan, Rule 59, Asthma, Allergy/Anaphylaxis, and Concussion. I have also completed and turned in any test or quiz of the related content. Further, if I have any questions about any information provided, I should confer with my supervisor or building principal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*Sign and return this page to your building principal.\*\***



# 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

## DRIVER CERTIFICATION

This certification is required by all persons who drive district-owned vehicles. Employees, who drive students as part of their employment, or for school related purposes, must also complete this certification along with two hours of training required by the state.

Name \_\_\_\_\_ Operator's License No \_\_\_\_\_ License Class \_\_\_\_\_

\_\_\_\_\_ I have a current and valid Nebraska [S.D.] motor vehicle license, current proof of insurance, and the physical and mental abilities to properly operate a motor vehicle.

\_\_\_\_\_ I have completed the 2 hour transportation training as required by the state of Nebraska.

\_\_\_\_\_ My driver's license is subject to the following restrictions and I will comply with all such restrictions:

_____	Corrective Lenses	_____	Outside Mirrors
_____	Automatic Signals	_____	Maximum Speed Rest.
_____	Mechanical Aids	_____	Daylight Only
_____	Restricted Area	_____	2 Lane, 2 Way Only
_____	Automatic Transmission	_____	No Interstate Driving
_____	No One Way Streets	_____	Other:

\_\_\_\_\_ I will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts will be utilized by all occupants. I will not use a cell phone while the vehicle is in motion.

\_\_\_\_\_ I understand I must immediately notify my supervisor or the appropriate District Administrator upon the occurrence of any of the following events:

- Suspension of my driver's license;
- Revocation of my driver's license;
- Expiration of my driver's license;
- Withdrawal of my driver's license;
- Any tickets or accidents while in a District-owned vehicle or while on school business; ▪ Any ticket or accident which may result in suspension, revocation, expiration or withdrawal of my driver's license, while in any vehicle at any time;
- Any circumstance that may result in any of the above responses not continuing to be completely accurate.

\_\_\_\_\_ I understand that pupil transportation vehicles shall not be operated with a trailer or other vehicle attached while children are being transported. (005.07E)

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Complete this page, sign it, and return it to your building principal.\*\***

**CROFTON  
JUNIOR – SENIOR  
HIGH SCHOOL**



**CROFTON  
WARRIORS**

**STUDENT HANDBOOK  
2026-2027**

**AN INTRODUCTION TO THE STUDENTS AND PARENTS**

**FROM**

**THE CROFTON COMMUNITY JUNIOR-SENIOR HIGH SCHOOL PRINCIPAL**

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the students, faculty, and the administration. This information has been prepared and presented so it will be a value in helping you to adjust to your school and become an integral part of it. All policies in this handbook are implemented to ensure a positive learning process occurs.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in the many activities available here; finding those things within the school which will prepare you to live a fulfilled life.

I wish to make an open invitation to the parents and students of our student body 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. Together we can meet the educational needs of our community.

Parents please note that a paper requiring a signature is made available at the end of this handbook to help us ensure we are getting the school policy information to you. Please send the signed sheet back to school with your student.

The acknowledgement sheets need to be turned in to the principal's office before the end of the first full week of school. Thank you and have a great school year!

Sincerely yours,

**Johnnie Ostermeyer**  
**Principal**  
**Crofton Junior-Senior High School**

**Go Warriors!!**

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**BOARD OF EDUCATION**

Craig Marsh.....President  
Lisa Van Heek.....Vice President  
Jayne Arens.....Secretary  
Dana Wortmann.....Treasurer  
Mike Janssen.....Member  
Amy Hoffman.....Member  
Jeremy Buschkamp.....Member

**ADMINISTRATION**

Mark Wragge.....Superintendent  
Johnnie Ostermeyer.....Secondary Principal  
Sarah Higgins.....Elementary Principal

**STAFF MEMBERS AND CLASSES**

<b>Karen Altwine:</b>	<b>Math</b>
<b>Courtney Baker:</b>	<b>English</b>
<b>Gracie Beddow:</b>	<b>Jr. High Art - Secondary Art</b>
<b>Mickey Doerr:</b>	<b>Social Sciences</b>
<b>Frank Gade:</b>	<b>Life/Earth Sciences</b>
<b>Jaime Guenther:</b>	<b>Special Education</b>
<b>Malaika Hanika:</b>	<b>Math</b>
<b>Shiann Hansen:</b>	<b>English</b>
<b>Katie Kleinschmit:</b>	<b>Secondary, Junior High &amp; Elementary Vocal Music</b>
<b>Ann Kramer:</b>	<b>Business - Software</b>
<b>Ashley Leader:</b>	<b>Secondary, Junior High &amp; Elementary Instrumental Music</b>
<b>Abigail Lutjelusche:</b>	<b>Vocational Agriculture</b>
<b>Maggie Moon:</b>	<b>Social Science</b>
<b>Scott Morrison:</b>	<b>English / Spanish</b>
<b>Kyle Napier:</b>	<b>Computer Science</b>
<b>Teresa O'Brien:</b>	<b>Library / Technical Coordinator</b>
<b>Lisa Pack:</b>	<b>Instructional Technologist/ Special Education</b>
<b>Wade Pierson:</b>	<b>Physical Science</b>
<b>Addie Rossman:</b>	<b>Guidance, NHS, Student Council</b>
<b>Nancy Schieffer:</b>	<b>Special Education</b>
<b>Taylor Slate:</b>	<b>Secondary and Elementary P.E.</b>
<b>Elijah Strom:</b>	<b>Industrial Technology</b>
<b>Jonelle Thoene:</b>	<b>Family Consumer Sciences</b>

**SUPPORT STAFF**

<b>Dana Wortmann:</b>	<b>Business Manager</b>
<b>Sherry Schieffer:</b>	<b>Administrative Assistant</b>
<b>Jami Stevens:</b>	<b>Secretary, Lunch Account Manager</b>
<b>Tasha Gonzales:</b>	<b>Paraeducator</b>
<b>Tiffany Panning:</b>	<b>Paraeducator</b>
<b>Nicole Smolek:</b>	<b>Paraeducator</b>
<b>Alicia Thunker:</b>	<b>Paraeducator</b>

### CLASS SPONSORS

**GRADE 7:** Mrs. Moon  
Mr. Strom  
Mrs. Altwine

**GRADE 8:** Mr. Slate  
Mr. Morrison  
Mrs. O'Brien

**GRADE 9:** Mr. Pierson  
Mr. Napier  
Mrs. Leader  
Mrs. Guenther

**Grade 10:** Mr. Gade  
Mrs. Thoene  
Mrs. Pack  
Ms. Hansen

**Grade 11:** Mrs. Baker  
Mrs. Schieffer  
Ms. Lutjelusche  
Mrs. Kleinschmit  
Mrs. Malaika Hanika

**Grade 12:** Ms. Kramer  
Mrs. Rossman  
Mr. Doerr  
Ms. Beddow

### SCHOOL SONG

**CROFTON WARRIORS HATS OFF TO THEE  
TO OUR COLORS TRUE WE SHALL EVER BE  
FIRM AND STRONG UNITED ARE WE  
RAH RAH RAH FOR C H S  
RAH RAH RAH RAH  
CROFTON'S THE SCHOOL FOR ME**

# CROFTON COMMUNITY SCHOOL 2026 - 2027 CALENDAR

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					

- 10 Start of Fall Practice
- 20 New Student Orientation. HS 6:30 pm
- 17,18,19,20,21,24 Teacher Inservice
- 24 ES Open House (5:30-7:00)
- 25 Classes Begin. 12:50/1:00 Dismissal
- 28 Picture Day

- 1 NO SCHOOL
- 4 Classes Resume
- 8 End of 2nd quarter / 1st Semester
- 11 NO SCHOOL - Teacher Inservice
- 21 HS Open House 6:30 - 8:30

JANUARY						
S	M	T	W	T	F	S
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31						

SEPTEMBER						
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20	21	22	23	24	25	26
27	28	29	30			

- 1 HS Open House 6:30 - 8:30
- 7 NO SCHOOL - Labor Day

- 10 K - 6 Parent Teacher Conferences  
K - 6 No School. 7 - 12 In Session

FEBRUARY						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

- 12 12:50/1:00 P.M. Dismissal
- 15 NO SCHOOL

OCTOBER						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 9 12:50/1:00 P.M. Dismissal (Homecoming)
- 14 K - 6 Parent Teacher Conferences  
K - 6 No School. 7 - 12 In Session
- 16 NO SCHOOL - Teacher Inservice
- 23 NO SCHOOL
- 28 End of 1st Quarter

- 16 End of 3rd quarter
- 19 12:50/1:00 P.M. Dismissal (Prom)
- 25 12:50/1:00 Dismissal
- 26 NO SCHOOL
- 29 NO SCHOOL

MARCH						
S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 25 12:50/1:00 P.M. Dismissal
- 26 NO SCHOOL Thanksgiving
- 27 NO SCHOOL

- 16 NO SCHOOL

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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DECEMBER						
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20	21	22	23	24	25	26
27	28	29	30	31		

- 22 12:50/1:00 P.M. Dismissal
- 23-31 NO SCHOOL Christmas Break
- 23-27 5 Day NSAA Moratorium (Gyms Closed)

- 5 Seniors' Last Day
- 8 2:00 P.M. Commencement
- 20 Students' Last Day  
11:50/12:00 NOON Dismissal  
No Lunch Served
- 21 Teacher Inservice
- 31 Memorial Day

MAY						
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					

- No School K-12
- Teacher Inservice / No School
- Early Dismissal
- Parent Teacher Conferences



#WarriorWay

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

JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30			

JULY						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## REGULAR DAY SCHEDULE

### Regular Day Schedule

#### High School Schedule

8:05- 8:30 Encore (Students that have a C- or below)

8:34 – 8:35 Block 1 Pledge

8:35 – 10:04 Block 1

10:08 – 11:38 Block 2

#### First Lunch

11:38 – 12:08 Lunch

12:12-1:42 Block 3

#### Second Lunch

11:42-12:12 Block 3

12:12-12:42 Lunch

12:42-1:42 Block 3

1:46 – 3:16 Block 4

3:20-3:50 Homeroom

#### Junior High Schedule

8:05- 8:30 Encore (Students that have a C- or below)

8:34 – 8:35 Block 1 Pledge

8:35 – 9:19 JH split Block 1A

9:20-10:04 JH split Block 1B

10:08 – 11:38 Block 2

11:42-12:12 JH Homeroom

12:12-12:42 Lunch

12:42-1:42 Block 3

1:46 – 2:16 JH Band/Choir/Study Hall

2:20 – 3:50 JH PE/ Practice

### Late Start and Early Release Schedules

## Late Start

### 10:00 Start Schedule

No Encore

10:00-10:01 Pledge

10:01-11:20 Block 1

10:02-10:41 JH Split Block 1A

1:42-11:20 JH Split Block 1B

#### First Lunch

Lunch 11:20-11:50 Block 3 11:50 - 12:56

#### Second Lunch

Block 3 11:24-11:50 Lunch 11:50-12:20

Block 3 12:20-12:56

1:00-2:06 Block 2

2:10-3:16 Block 4

2:10-2:37 JH Band/Chorus

2:41-3:50 JH PE

Homeroom 3:20-3:50

## Early Dismissal Schedules

### 1:00 Dismissal Schedule

No Encore

8:05 Bell to Enter Hallways

8:10-8:12 Pledge

8:12-9:05 Block 1

8:12-8:34 JH Split Block 1A

8:43-9:05 JH Split Block 1B

9:08-10:03 Block 2

10:06-11:01 Block 3

11:04-12:00 Block 4

11:04-11:32 JH Split Block 4A

11:32-12:00 JH Split Block 4B

12:00-12:30 Lunch/Homeroom 1

12:30-1:00 Lunch Homeroom 2

## **CROFTON COMMUNITY SCHOOL MISSION STATEMENT**

The mission of 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.

### **Goals and Objectives**

The goals and objectives of Crofton Community Schools is to provide:

1. A curriculum that is based on state standards, comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and ensure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

### **Mutual Respect**

Crofton Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

## Complaint Procedures

**Refer to school board policy.**

### SEVERE WEATHER AND SCHOOL CANCELLATIONS

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. If severe weather forces a cancellation of school, it will be sent out through our messenger system with a text message/call/e-mail depending on what you have signed up to receive. Crofton will also post it on the school web page as well as twitter, KTIV and WNAX -Yankton. These cancellations will be announced before 6:30 a.m. if possible. If you are in doubt about the weather, please check the school web page.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6:30 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be sent out through our messenger system with a text message/call/e-mail depending on what you have signed up to receive and broadcasted by the media. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. This absence will count for 1 of the 3 parent excused per term. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

### Supervision Responsibility Before/After School

#### Arrival at School/Dismissal from School

Students are expected to arrive at school no more than 20 minutes prior to Encore or the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will be admitted to the school building 20 minutes prior to Encore or the first class. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and stay in the commons until the door is open to classrooms at 7:50 am.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule.

Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

#### Signing a Child in and out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose or contact the office. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

### **Visitors**

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

### **Smoke-Free Environment**

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

### **Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Our school building and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damage. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you happen to damage something by accident, you should report it to a teacher immediately.
3. Textbooks will be assigned to each student by their instructor. All textbooks should be covered by the student for protection. The student is responsible for the books assigned to him/her and should check the books when he/she receives them for damaged ones and report it to the instructor. Any damaged or lost books will be charged to the student.

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

### **Lockers**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Lockers are school property and the contents are subject to search by school personnel at any time. The district does not assume responsibility for lost items. Students are urged to keep lockers locked at all times. Each unit is large enough to hold all of your personal belongings and there is no reason for any material placed on the floor or around lockers. Materials found in the halls will be placed in the lost and found located in the administrative office. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. Money and other valuables can be checked into the Administrative Office for safekeeping.

### **Searches of Lockers and Other Types of Searches**

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

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

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

### **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 to District property, and to safeguard District facilities and equipment. Video cameras may

be used in locations as deemed appropriate by the Superintendent. Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

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.

#### **Telephones**

Students may use the phone in the administrative office with permission from the office staff. In the event a student receives a call he will be called out of class only if it is an emergency. Normally, phone calls will be handled between classes, during the lunchtime, or after school.

#### **Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

#### **Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables in the school office or locked in your locker. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

#### **Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. At the end of each semester the items that remain in the lost and found will be disposed of.

#### **Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the administrative office.

#### **Laboratory Safety Glasses**

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

#### **Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

#### **Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

#### **Copyright and Fair Use Policy**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as

criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

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

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

### **Mandatory Attendance Age**

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

### **Attendance**

Regular attendance in school is prescribed by STATE LAW. Good attendance practices in school and in classes helps the individual student to better cope with the daily assignments and requirements demanded of him. When an absence is necessary, it is the student's responsibility to see that the work is made up in a reasonable amount of time. Reasonable time, usually, would be defined as two (2) days from the date of absence. If five (5) days are missed consecutively then ten (10) days would be given to make up work.

Any parent or guardian with a student absent, who can call the principal's office, (388-2440) should do so before 8:30 a.m. on the day of the absence. The office will attempt to contact those that have not called. Each student who is absent from the building any period of the school day must report to the office as soon as they return to school. If the parent or guardian has not talked with the principal's office, the student must present a written excuse for the absence, signed by the parent or guardian, stating when the absence occurred and the reason for the absence. At that time he/she will secure a class admission slip which will be signed by the principal or secretary. This slip is given to the students to be signed by the teacher of each period missed. The slips will be marked excused or unexcused. If excused, makeup work will be assigned, if unexcused a zero (0) will be given. An excused absence is merely an opportunity to make up work. It will be treated as an unexcused absence if one fails to do the work missed. Excessive absence, even though excused, is bound to affect one's grades. The policy allows for three (3) days of absence per term (six (6) days per semester). Be sure that you don't use these without cause because you could conceivably use three (3) days and then desire to go to a funeral or be absent for some other bona fide reason and not have any days available. Being in school every day and doing a good job in the classroom will also earn dividends in the future. Many employers call the school to ask about the attendance records for job applicants. A student will need to make up for their unexcused absences at a rate of 30 minutes per unexcused block.

### **Application of Absenteeism Policy**

1. Students will be permitted to miss three (3) class periods of any one subject, per term, with parent's knowledge and an excuse on file or telephone call having been made and still receive full credit for each subject. Classes missed by students attending funerals of immediate family members will not be counted in the three (3) class periods. Medical appointments with a doctor's note including date and time, along with college visits set up through Mrs. Rossman does not count towards the 3 days either.
2. Any excused absences, other than sickness or an emergency, must be pre-arranged at least two (2) days in advance.
3. All students going to a Crofton High School endorsed activity will be issued a school form – FAS (Future Assignment Slip) from the activity sponsor. All assignments must be pre-arranged with teachers and teacher signatures gathered before leaving on the activity. These forms should be turned into the sponsor or coach.
4. If a student is absent from school or leaves school during the day, the student may not attend school activities that day or night. Students must attend school before the start of 3rd Block the day of any scheduled school activity in order to participate in the activity. This includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. If at all possible appointments of any kind should be scheduled on non-activity days. The Principal retains the right to grant participation should exceptional circumstances prevail.
5. A student leaving the school building must check out in the principal's office. They must have written permission from their parents or guardians prior to leaving. If not, the student must telephone their parents to get verbal permission to leave. The principal or secretary will then talk to the parent. If a student runs an errand for a teacher, they must have a pass and check out also. If the student does not check out properly, the absence is unexcused.
6. A student, who becomes ill while at school and needs to leave, will report to the principal's office. The student will be encouraged to first see the school nurse, if available. Before the student is allowed to leave the school building, the student will contact the parent or guardian at home or at work, and obtain permission to leave school. School

officials will not determine if a child is ill enough to go home. Parents or guardians will make this decision. The student will remain at school until the parent or guardian has been contacted. At times, students feel they are ill and they go to the nurse's station to lie down. These students are counted absent if they do not attend class.

7. Upon return to school after being absent, the student must bring a written parental/guardian note stating the reason for the absence. The principal will then determine whether the absence is excused or unexcused. Parental/guardian notes are accepted for three (3) absences per term only. Notes from a physician, dentist, judge, etc. must be furnished for any absence above the limit of three (3). Absences excused by a physician, dentist, judge, etc. will not be counted against the limit.
8. Upon return from an absence, the student should attend Encore until his/her work is completed.
9. If the student returns to school without the proper written excuse, (parent, doctor, etc.) the absence will be recorded as unexcused until the proper excuse is provided. If the proper excuse is not presented within one 2 days of the absence, it will be considered unexcused.
10. Unexcused Absences: As previously defined, this type of absence falls in the category of acts leading to suspension or expulsion. All unexcused absence in any one (1) term will be made up at a rate of 30 minutes per unexcused block. If more than 3 unexcused absences accrue in (1) term it may result in a parents meeting and possible suspension and/or credit reduction.
11. Any forgery of excused form will be treated as an unexcused absence.
12. Tardiness is defined as not being in the classroom when the tardy tone sounds. Any entry to class within the first ten minutes is declared a tardy, after ten minutes it is an absence. The third unexcused tardy to any class in the same term will result in one hour of after school detention. All other unexcused tardies that term will result in Saturday Morning School. An unexcused tardy is a tardy not excused by a parental phone call or note within 24 hours. Parents/Guardians can only excuse 3 tardies per term.
13. Reporting Habitual Truancy. Students who accumulate twenty (20) absences or the hourly equivalent per year shall be deemed to be habitually truant. When a student reaches 10 absences for the year, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. When a student accumulates 20 absences or the hourly equivalent of, the Principal by law has to file a report with the county attorney of the county in which such person resides.

### Discontinuing Enrollment – 16 and 17 Year Old Students

Refer to school board policy.

#### College Days

Sophomores are allowed one (1) day, Juniors will be allowed two (2) days of absenteeism and seniors four (4) days (no more than 2 per semester) of absenteeism for college visitation. These visitations must be made with the parent or guardian accompanying the student and approved by Mrs. Rossman. Arrangements for the college visitation can be made through the guidance department so the institution being visited will be able to make the arrangements necessary for a meaningful educational experience.

#### Class Credits

If a student misses more than three (3) classes per term he/she may receive credits proportionately on the following scale:

<u>Classes Missed</u>	<u>Amount of Credit Towards Graduation</u>
<b>0 - 3</b>	<b>5 credits</b>
<b>4 - 6</b>	<b>4 credits</b>
<b>7 - 9</b>	<b>3 credits</b>
<b>10</b>	<b>2 credits</b>
<b>over 10</b>	<b>0 credits</b>

#### Grading System

The following grading system will be in effect in the Crofton Community Schools this year. Numerical grades will be used for each nine (9) week term.

<b>A+ = 99-100</b>	<b>C+ = 83-84</b>
<b>A = 95-98</b>	<b>C = 79-82</b>
<b>A- = 93-94</b>	<b>C- = 77-78</b>
<b>B+ = 91-92</b>	<b>D+ = 75-76</b>
<b>B = 87-90</b>	<b>D = 71-74</b>
<b>B- = 85-86</b>	<b>D- = 70</b>
	<b>F = Below 70</b>

#### GPA Conversion Table

The GPA of each student attending Crofton High School is calculated by converting the cumulative percentage to a 4- point scale, when needed for purposes other than class rank. Music and Physical Education classes are not used in these computations.

<b>A+,A, A-</b>	<b>B+</b>	<b>C+</b>	<b>D+</b>	<b>F</b>
<b>100-93% = 4.0</b>	<b>92-91% = 3.5</b>	<b>84-83% = 2.5</b>	<b>76-75% = 1.5</b>	<b>69%and below = 0</b>
	<b>B</b>	<b>C</b>	<b>D</b>	
	<b>90-87% = 3.0</b>	<b>82-79% = 2.0</b>	<b>74-71% = 1.0</b>	
	<b>B-</b>	<b>C-</b>	<b>D-</b>	
	<b>86-85% = 2.7</b>	<b>78-77% = 1.7</b>	<b>70% = 0.5</b>	

### Instructional Program Hours

The instructional program of the Crofton Community High School offers the following subject fields. Included are: 1) the instructional units required by law, 2) the instructional units offered by the Crofton Community School, and 3) the instructional units required to graduate from the Crofton Community School. graduate from the Crofton Community School. (Instructional units as defined in Rule 10 of the Nebraska School Code).

<b>CLASSES</b>	<b>UNITS REQUIRED BY STATE DEPT. ED.</b>	<b>UNITS OFFERED BY OUR SCHOOL</b>	<b>GRADUATION</b>
<b>LANGUAGE ARTS</b>	<b>60</b>	<b>60</b>	<b>40</b>
<b>SOCIAL SCIENCE</b>	<b>40</b>	<b>50</b>	<b>30</b>
<b>MATHEMATICS</b>	<b>40</b>	<b>60</b>	<b>30</b>
<b>SCIENCE</b>	<b>40</b>	<b>60</b>	<b>30</b>
<b>FOREIGN LANGUAGE</b>	<b>20</b>	<b>20</b>	
<b>VOCATIONAL EDUCATION AND/OR PRACTICAL ARTS</b>	<b>80</b>	<b>180</b>	
<b>PERSONAL HEALTH &amp; PHYSICAL FITNESS</b>	<b>20</b>	<b>30</b>	<b>10</b>
<b>VISUAL AND PERFORMING ARTS</b>	<b>40</b>	<b>70</b>	<b>0</b>
<b>COMPUTER EDUCATION</b>	<b>10</b>	<b>20</b>	<b>10</b>
<b>Personal Finance</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>ELECTIVES</b>			<b>120</b>
<b>TOTAL</b>	<b>340</b>	<b>550</b>	<b>280</b>

### Graduation Requirements

Students graduating from Crofton Community School must have successfully completed 280 credits of work. Current year classes will be required to successfully complete:

The following courses will be required for students to graduate from the Crofton Community School, unless special consideration is given due to extreme hardship:

- (a) 40 credits of English to include: English 9, English 10, English 11, and English 12
- (b) 30 credits of social studies to include: 10 American History, 10-World History, and 10-American Government
- (c) 30 credits of mathematics to include: Algebra I, One math class 9th, 10th, & 11th Grade year
- (d) 30 credits of science to include: Basic or regular Physical Science and Biology
- (e) 10 credits of Physical Education
- (f) 10 credits of Personal Finance
- (g) 10 credits of Computer Science

Students shall clear the record of disciplinary action, pay all fines, fees, and dues, complete all assignments, and return all equipment belonging to the district prior to recommendation for graduation or promotion. The first qualification for valedictorian or salutatorian is earning a 4.0 GPA. Then the valedictorian and salutatorian will be selected based on the highest percentage grade point average over the four years of the 4.0 GPA seniors. Valedictorian and Salutatorian need to have attended Crofton Community Schools for both their Junior and Senior years. If no senior has earned a 4.0 GPA then the highest percentage GPA will be selected.

### Schedule Changes

Students work closely with the guidance counselor or principal in developing their high school schedule in accordance with career plans. Students will register according to this plan. Registration for classes occurs in the spring of the year and parents sign student registration sheets at this time. Class changes are kept to a minimum because of the exactness needed in our school timetable and section sizes. Any class changes will require the student to conference with the guidance counselor, teachers affected, and the principal. Students requesting transfers into classes that have minimum safety requirements must learn these

safety procedures. Testing may be a prerequisite to transfer. The content of the test is left to the discretion of the teacher. Students needing schedule changes should notify the Principal. Schedule changes must be initiated by the teachers involved, the Principal or counselor, and the student's parents or guardians. Final approval of all schedule changes will be made by the Principal only. The Drop and Add period will be the first week of each term. These can be handled by the principal or guidance counselor.

### **Encore**

We believe all students can learn, but some need more time and attention. Encore is a time for re-teaching and structured study time. Encore will run from 8:05-8:30 a.m. Any student with a "C-" or below in a class is required to attend that class during encore. Students will be informed verbally or receive an encore notice when they are to attend encore. They will be required to attend encore every day until their instructor informs them otherwise. Encore is also required for those students who have makeup work to do. If a student is on the encore list for more than one subject, they should arrange their attendance with each teacher and vary their attendance daily. Encore is a class and all stipulations of the handbook apply.

Our tardy/absence regulations for encore will be as follows: you will serve a lunch detention for each tardy on the third tardy you will also receive an after school detention. Any tardies thereafter will result in lunch detention and Saturday Morning School. If a student misses more than ten (10) minutes of the encore period, they will be counted absent. Unexcused absences from encore will result in an after school detention on the first and second offense. On the third (3rd) unexcused encore absence of a term a Saturday Morning School will be required. Parents/Guardians can excuse their student 3 times from Encore.

### **Classroom Conduct**

It shall be the policy of the school that all classrooms be conducted in a disciplined atmosphere in order to protect the rights of all students. Therefore, when you enroll in a class, you assume the following:

- (a) To be present and on time each day, unless you have a valid reason for being absent;
- (b) To be in your assigned seat promptly;
- (c) To complete each assignment on time;
- (d) To give all your attention in class;
- (e) To participate in class discussions;
- (f) To show special courtesy for substitute teachers who sometimes serve at personal sacrifice in order to help the student and the school;
- (g) There shall be no insubordination tolerated on the part of any student or disruptive behavior
- (h) No vulgar or obscene language of any nature will be tolerated;
- (i) Every teacher will be addressed by the last name, prefixed by the appropriate title

### **Building Entry and Movement**

Students involved in special activities before 7:50 a.m. or after 4:00 p.m. must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. If a student needs to enter the building prior to 7:50 a.m. and will not be under the direct supervision of a teacher sponsor, the student must stay in the front entrance area. Failure to do so will be referred to the Principal.

During school time students may be permitted to leave the classroom or study hall for specific purposes. A pass signed by a teacher is required. Each teacher will maintain a sign out sheet in their room.

### **Promotion and Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

### **Report Cards**

Report cards will be mailed to the parents at the completion of each nine (9) week term four (4) times a year. Teachers may be contacted at any time during the semester for current student progress. Parents are also encouraged to check PowerSchool weekly to track their children's progress. Teachers may require a mid-term report to go home and be signed by a parent or guardian.

### **Progress Reports**

Progress reports may be sent home with students at 4 ½ weeks. These reports may be required to be signed by the parent and returned to the subject teacher. Students and parents are reminded that Crofton Jr-Sr High School uses an automated grading program PowerSchool and current grades are available daily if you wish to check progress. Parental involvement is welcome and vital for student academic success.

### **Parent-Teacher Conferences/ Open House**

Parent-teacher conferences will be an Open House event this year at the start of 1st quarter. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

### **Honor Roll & Merit Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th terms. Students will be recognized accordingly:

- Honor Roll: Students must have a grade average of 93 or above
- Merit Roll: Students must have a grade average between 90 and 92

### **NATIONAL HONOR SOCIETY**

Honor students in the sophomore through senior grades have the opportunity to join the local chapter of the National Honor Society if they meet the following stipulations:

1. All members present and prospective, must serve three (3) Hours of community service each year.
2. G.P.A. requirements are: sophomores – 95%, juniors – 93%, and Seniors – 90%.

Students must be proposed for membership by two members of the teaching staff from an eligibility list compiled after the end of the first semester. If nominated by a staff member, the student will be given an application form and the faculty council will vote on membership.

Present and prospective members, who have minor violations of the law will receive a reprimand letter from the sponsor and then serve six hours of community service. A second offense will result in immediate suspension from the National Honor Society. The national constitution states that, once a student has been officially removed from the National Honor Society, they are no longer eligible for membership.

### **STUDENT COUNCIL**

Your student council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the council are your representatives and have direct access to the school administration.

### **Academic Integrity**

#### **Policy Statement**

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

#### **Definitions**

The following definitions provide a guide to the standards of academic integrity:

1. "**Cheating**" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

Cheating includes, but is not limited to:

- (a) **Tests** (includes tests, quizzes and other examinations or academic performances):

- (1) **Advance Information**: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

- (2) **Use of Unauthorized Materials**: Using notes, textbooks, pre-programmed formula in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

(1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### Sanctions

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took

place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.

2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### **Special Education Services**

#### **What Does Special Education Mean?**

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

#### **Students Who May Benefit**

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

#### **How are Students With Disabilities Identified?**

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

#### **Independent Evaluation**

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

#### **Reevaluation**

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

#### **Individual Education Program (IEP)**

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

#### **Special Education Placement**

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will

be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

#### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

#### **Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

#### **GUIDANCE OFFICE**

The guidance department exists for the benefit of every student in the Crofton Community Schools. The guidance services, including personal, educational and vocational counseling, are available to the students. The doors to the guidance office are always open to the students. Parents are also welcome to confer with the guidance counselors at their convenience. The purpose of the guidance department is to:

- (a) Help each student to get the most from his/her class work;
- (b) Help each student to find his/her place in the extracurricular program;
- (c) Help each student plan for his/her life's work;
- (d) Help each student with his/her personal problems;
- (e) Give students information on available scholarships;
- (f) Administer intelligence, aptitude, interest, and achievement tests so students may realize their capabilities;
- (g) Assist students in the selection of an appropriate vocation.

## **Health Services**

### **Student Illnesses**

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

### **Guidelines for Administering Medication**

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

### **School Health Screening**

Children in Kindergarten through fourth grade, as well as children in seventh and tenth grades are screened for vision, hearing, dental defects, height and weight. These screenings are required for those grades by the state along with Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### **Physical and Visual Examination**

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

### **Immunizations**

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

## **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. Please refer to Board Policy 5052.

**Summary of the School Immunization Rules and Regulations  
For 2016-2017 School Year**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

**Updated 5/2015**

**Birth Certificate Requirements**

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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

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

### Guidelines for Head Lice

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.

### Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

### Behavior on School Buses

#### **I. General Conduct Rules Apply:**

Students who ride buses are expected to observe the rules established by the school board and enforced by the bus drivers as they are in charge of the bus and the students. While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

#### **II. Special Conduct Rules for Riding School Buses.**

##### A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

##### B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

##### C. Rules for activity buses:

1. Cost of the transportation will be determined by the administration for each activity.
2. Sign up by 1:00 PM the day of the event in the principal's office so arrangements can be made.
3. Only 7-12 students may sign up.
4. Twenty (20) students will be the minimum.
5. The person riding the bus should sit together at the event.
6. Misconduct will not be allowed; names will be turned into the principal's office. Anyone signing the list and then not showing up will lose their money and have their parents called for an explanation of the absence.
7. Admission to the event will be collected by the supervisor.
8. Cheerleaders will always ride the bus when one is available. If a bus does not go to an event the cheerleaders will ride in the school van or car with a faculty member, supervisor, or advisor. Cheerleaders may not ride with anyone else.
9. All students/athletes must ride school transportation to the event. Prior administrative approval the day before is needed for any exceptions. It is preferred that students/athletes ride home on school transportation. However, students/athletes can ride home with a parent or guardian only by providing a parent/guardian signed note to the coach. Prior administrative approval [prior to leaving for the event] is needed for any student/athlete who wants to ride home with someone

other than their parents or guardians.

- III. Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.
- IV. Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

### **Student Cell Phone and Other Electronic Devices**

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law. Students may NOT use cellular phones or other electronic devices (including Smart watches, AirPods, personally-owned tablets, gaming devices, etc.) during school hours.

The District will provide each student with a phone pouch, and students must lock their cellular phone in the phone pouch upon entering Encore, or 1st Block if not in Encore, consistent with the protocols detailed in this policy. While the phone pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) 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 and reporting to law enforcement.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Coaches, sponsors, or other staff members in charge of extracurricular activities or events may establish their own rules regarding cell phone use while students are under their supervision. Cell phone use may be restricted or prohibited during practices, meetings, competitions, or other activities as deemed necessary by the coach or sponsor to maintain focus, safety, and discipline. Students are expected to follow these additional guidelines when participating in any school-sponsored extracurricular activity.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss, or damage to any electronic device.

Students who violate this policy will have their cell phones or electronic devices confiscated immediately and may face disciplinary consequences for any single violation or multiple violations, up to and including expulsion, as outlined in this policy and the school district's code of conduct.

Students that need their device to monitor or manage a major health care concern will be given a pouch with a velcro seal to allow access if need for their health care issue.

#### **DAILY PROCESS**

As students arrive at Encore or 1st Block, they will:

- 1) Turn their phone off or place on silent.
- 2) Place their phone, smart watch, and AirPods inside their pouch and secure it in the presence of school staff or at the direction of school staff.
- 3) Store their pouch in their backpack/locker or keep it on their person.

At the end of the day, students will unlock their pouch and remove their phone. Students must bring their pouch to school with them each day.

Students arriving late or leaving early will pouch/unpouch their phones in the Main Office.

If a student forgets their pouch, their phone will be collected, and administration may call home to remind the parent of the policy. The phone will be returned to the student at dismissal. If a student consistently forgets their pouch, it may be considered lost, and a replacement pouch may be provided, at the expense of the family, as described below.

## VIOLATIONS

If a student damages their pouch or violates the provisions of this policy or any other school rule, the administration will collect the student's pouch/phone and may call home.

Repercussions for damaged pouches, violations of this or any other school rule, or unauthorized phone use may include:

- Parent Pickup
- In-school or out-of-school suspension or expulsion
- \$30 fee for a replacement pouch

Examples of pouch damage include, but are not limited to:

- Bent pin
- Ripped fabric
- Deep scratches on the lock exterior + green ring
- Intentional pen marks on the inside of the pouch
- Pin and button not fully recessing due to pin damage

### **Sexting**

“Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through and electronic device, a text message, photograph, video or other medium that:

- (i) Displays Sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. 28-1463.02;
- (ii) Sexually depicts a person, whether or not such a person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing or forcing such student or another person to engage in sexually explicit, obscene or pornographic photography, films or depictions;
- (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter. Students are subject to suspensions, expulsions and being reported to law enforcement for state and federal violations.

### **Inappropriate Public Displays of Affection (IPDA)**

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Students will be confronted and directed to cease.
2. 2nd Offense: Students will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Students will be suspended from school for a minimum of 1 day, and parents and students will need to meet with the Administrator(s) and/or counselor. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

**Specific Rule Items:** The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.

11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

### **Law Violations**

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made. The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

### **Lunch**

The school will have a breakfast and staggered lunch schedule. All students must eat in the commons area. Our school has a closed campus which means students may not leave school during lunchtime without permission from the office. You are not to leave the school area nor get into or on cars or other vehicles. Classes will be in session during all lunch periods. Students may study in the commons or use the library with permission of the principals during the lunch period.

### **Food and Drink**

Only food or drink meeting the Nebraska State Nutritional Guidelines will be allowed in the school building. Food and drink are only allowed in the Commons Area and the Family Consumer Sciences room. No energy drinks of any kind are permitted in the school building. Students are allowed to have a clear bottle with a lid containing water only into the locker and classroom areas. Any open food items found in classroom or locker areas will be confiscated and detention time may be assigned for each violation. Due to Federal reimbursement for our lunch and breakfast program, these rules must be strictly adhered to. Because of the clean-up problems, sunflower seeds are not allowed anyplace in the building.

### **Academic Eligibility**

1. Eligibility will be determined the second week of each term and will continue for each week thereafter.
2. Student eligibility runs from Wednesday to Wednesday. Grades for the failing students will be pulled from Powerschool on Wednesday before the start of the first period. Academic eligibility is as follows: if failing two (2) classes, then become ineligible; warning list if failing one (1) class for one (1) week; if failing the same class for a second week, then become ineligible (no back-to-back warning for same class). Students that are failing 2 or more classes at the end of a term will be academically ineligible for school activities until the first eligibility report for the following term. Students that are missing all their classes or only failing one class at the end of a term will have a grace period until the first eligibility report of the following term. The students will be notified by the guidance counselor or principal. Parents will be notified by mail. Incompletes will become zeros unless special arrangements have been made.
3. Students must be given an opportunity to become eligible each week of their academic probation. This may involve completing work previously not done. If a situation occurs when no grades for a student are taken for a week in a class, that student's eligibility will be reviewed by the principal.
4. All activities are included in the eligibility policy: sports, dances, activities, and organizations.

### **Media Center**

Our Media center is available to all students at the Crofton Community Schools. Books may be loaned for a two (2) week period. Each student is financially responsible when books and other articles are not returned. Students are welcome to use the computer, view and listen to filmstrips, record, tapes, books, and films to aid in their research assignments. Films and tapes of school games and activities will not be shown during the regular school day. Students should use the media center for reading, research, and

quiet study. Conversation should be held at a minimum unless students are involved in small group study. Please be considerate of others when using these facilities.

### **Policy Concerning Internet Usage by Students**

It shall be the policy of Knox County School District No. 96, Crofton, Nebraska, to provide educational and curriculum related opportunities to the students of the district by providing telecommuting services by (Internet) the school district to the students of the district. The district, by adopting this policy, recognized that access to the Internet, data available through the Internet, and the placing of data onto the Internet may be technically difficult to monitor and control. It shall, in recognition of the educative and curricular benefits of the Internet, be the policy of this district to revoke privilege of any user who misuses the Internet by engaging in activities not related to the educational purposes or to the curricular offerings of the district.

User access will be prohibited and revoked as to any person who uses the Internet for activities such as, but not limited to, receiving or inputting pornographic material, promoting violence, transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices, for engaging in uses of defamatory nature, for personal attacks on or "flaming" of another, for engaging in non-educative or non-curricular related conversations, including chat rooms, and for accessing or inputting items of a strictly entertaining or recreational nature not related to the educative purpose or the curriculum of this district.

Additionally, to the extent that it can be reasonably determined by the administration what fees, if any, have been incurred by a person for unauthorized purposes, it shall be the policy of this district to seek reimbursement and full restitution from the student or his or her parent or guardian, for use of the Internet in a manner inconsistent with this policy.

It shall further be the policy of this district to provide a copy of this policy to each student user of the Internet, and to his or her parent or guardian, when requested by the latter.

### **Driving of Vehicles**

Students who drive to school use the south driveway and are not to park in the first or second rows of the area east of the main entrance of the school. Please do not use the driveway north of the building as that is reserved for service vehicles. Vehicles are not to be driven during the noon break. When you arrive at school in the morning, the vehicle you drive is to be parked and not moved until school is dismissed in the afternoon. At dismissal time, students' cars must not be moved until the buses have cleared the school property. Vehicles may be moved during the day only with the permission of the principal or the superintendent. No one is to be sitting in or on cars or motorcycles during the lunch periods.

### **Scheduling of Events**

The scheduling of events must be on the school calendar two (2) weeks in advance. This time limit must be waived by the principal in extenuating circumstances. Ordinarily, there will be no scheduling of events on Wednesday night or Sunday. This allows the students to participate in the programs of the church of his/her choice. Any deviation from this established policy must be cleared through the administrative offices.

### **REMINDER NO WEAPONS ARE ALLOWED AT CROFTON COMMUNITY SCHOOLS REGARDLESS OF THE CONCEALED HANDGUN LAW**

**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).

**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.

The concealed weapons law will allow adults to get a permit to carry a concealed handgun. Permit holders will be allowed to carry a concealed handgun in many places, but NOT at our school. Anyone who carries a handgun or weapon at our school is in violation of Board policies and is also committing a crime which will be reported to law enforcement. We have copied below the section of the new law:

### **Laws 2006, LB 454, Section 15**

A permit holder may carry a concealed handgun anywhere in Nebraska, EXCEPT any: Police, Sheriff, or Nebraska State Patrol station or office; detention facility, prison, or jail; courtroom or building which contains a courtroom; polling place during a bona fide election; meeting of the governing body of a county, public school district, municipality, or other political subdivision;

meeting of the Legislature or a committee of the Legislature; financial institution; professional, semi professional, or collegiate athletic event; school, school grounds, school-owned vehicle, or school-sponsored activity or athletic event; place of worship; emergency room or trauma center; political rally or fundraiser; establishment having license issued under the Nebraska Liquor Control Act that derives over one-half of its total income from the sale of alcoholic liquor; place where the possession or carrying of a firearm is prohibited by state or federal law; a place or premises where the person, persons, entity, or entities in control of the property or employer in control of the property has prohibited permit holders from carrying concealed handguns into or onto the place or premises; or into or onto any other place or premises where handguns are prohibited by law or rule or regulation.

### **Discipline Policy**

It shall be the policy of the school, that should you be dismissed from a class for disciplinary reasons, you will be given a statement from the instructor stating the reason. Come immediately to the principal's office. Most discipline should be handled by the individual instructors, and it is assumed that students sent to the principal's office need strong disciplinary action. A record of all such disciplinary actions will be documented in PowerSchool. Parents will be notified of all disciplinary action.

### **Detention**

A detention period is a punishment given to the student for disregarding the rules and regulations established for the purpose of making it possible for all students to gain an education. When the student receives a detention, the student will report to the place and time designated by the teacher assigning the detention. Detention periods supersede all athletics and activities that the student participates in. Any student disregarding a detention period will be disciplined in the following way. The student will receive double the time missed. The second time the student misses the assigned detention, Saturday school will be assigned.

Each time a student receives a detention, a behavior form with the teacher's explanation of the offense committed and the punishment assigned, will be filed in the principal's office and one will be sent home. If a student should accumulate three detentions in a semester, the fourth and all additional detentions will result in Saturday School.

Saturday School will be held between the hours of 8:00 a.m. to 12:00 p.m. A student in Saturday School can expect time for community service work as well as school work. Saturday school will supersede all school activities, jobs, etc. If the student is tardy for Saturday school they will be assigned Saturday school the following week for double the time they missed. For example if a student is 20 minutes late they will have to attend Saturday school the next week from 8:00-8:40.

If Saturday School is disregarded by the student an in-school suspension will result and Saturday school resigned for the following week. The school has the right to have an officer pick the student up at their residence then a tardy penalty will apply. It is the student's responsibility to grow and meet the demands on his/her time. Problems with discipline can be eliminated only by an improvement of his or her behavior patterns. If Saturday School interferes with a family emergency, the parents can make a formal appeal to have the student attend at a later time.

### **Suspension of Students**

The Board of Education has adopted the following policy in regard to the suspension and expulsion of students:

#### **A. Short-Term Suspensions:**

The superintendent and/or principal may suspend a student from school codes or personal conduct while attending school or participating in or attending an activity sponsored by the school.

#### **B. In-School Suspensions:**

In-School suspension may be substituted for suspension from school in certain cases. In-school suspension will be served in a room apart from the other students. The student will take his/her books to the room so that assignments made by teachers may be completed or the student may be required to complete work assigned by the principal. The student will be allowed to leave the room two (2) times to go to the bathroom.

A supervisory person will see that the rules of the suspension are being carried out and that additional materials, such as library materials, may be obtained for the student. A student may be assigned an additional in-school suspension if rules are broken, again, but the third (3rd) offense will result in an out of school suspension. The student is not counted absent for an in-school suspension.

The following is a partial list of offenses that will result in suspension:

- (a) Insubordination towards school employees;
- (b) Gambling;
- (c) Unlawful sex acts; sending pictures or videos of real or face sexually explicit material
- (d) Unsportsmanlike conduct toward visiting teams or officials;
- (e) Fighting;

- (f) Vandalism of property belonging to the school district, staff or students;
- (g) Gross disrespect for school employees;
- (h) Possession or use of tobacco, alcohol, or illegal drugs on school property or at school sponsored activities;
- (i) Willful truancy or tardiness;
- (j) Committing any other act or becoming involved in any other activity which disrupts the normal educational opportunities for other students;
- (k) If the student's conduct constitutes a clear threat to the physical safety of himself, herself, or others or if it is so extremely disruptive as to make a temporary removal necessary to preserve the rights of other student to pursue an education;
- (l) Habitually failing to give proper observance to the requirements of the school;
- (m) Conduct constituting grounds for expulsion or long-term suspension as set out in Nebraska Law;
- (n) If the student has a dangerous communicable disease transmissible through normal school contacts;
- (o) If the student is infected with or can be proved to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well-being of the school community.

### **C. Long-Term Suspensions and Expulsions:**

The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during an educational function or event off school grounds.

- (a) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
- (b) Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value;
- (c) Causing or attempting to cause physical injury to a school employee or to any student; physical 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 sub-division;
- (d) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student;
- (e) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- (f) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcoholic liquor;
- (g) Engaging in any other activity forbidden by the laws of the State of Nebraska when such activity constitutes a danger to other students, or school employees, or interferes with school purposes;
- (h) A repeated violation of any rules, validly established by the school if such violation constitutes a substantial interference with school purposes;
- (i) A repeated violation of the short-term suspension may be cause for a long-term expulsion.

### **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:
  1. The student's conduct, misconduct or violation of the rule or standard;
  2. The reasons for the action taken;
  3. The actions made by the school to try to discontinue or alleviate the behavior of the student prior to

- considering suspension;
4. Resources the school is able to provide or recommend to assist the student; and
  5. 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 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:
  1. 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;
  2. 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;
  3. Violating school bus rules as set by the school district or district staff;
  4. 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.;
  5. 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;
  6. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
  7. 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;
  8. 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;
  9. 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;
10. Violations of the district's acceptable computer use policy;
  11. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
  12. Using any object to simulate possession of a weapon;
  13. 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;
  14. Violation of the school's audio and video recording policy; and
  15. 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:
  1. 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;
  2. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  3. Resources the school is able to provide or recommend to assist the student;
  4. 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;
  5. 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;
  6. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  7. 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
  8. 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 a 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.

### **Student Activities**

A parent or guardian, who wishes his child or children to be excused from certain types of student activities for religious or physical reasons, must present the request in writing to the principal who will make his decision in the light of board policy.

### **24-Hour Rule for Parent-to-Coach Communication**

To promote a respectful and productive environment for athletes, coaches, and families, we ask that parents observe the "24-Hour Rule" regarding communication with coaches following a competition. This means waiting at least **24 hours** after a game, meet, or match before initiating any discussion with a coach regarding playing time, strategy, performance, or concerns.

This pause allows emotions to settle, promotes thoughtful reflection, and helps ensure conversations are constructive and solution-focused.

If, after 24 hours, you still feel a conversation is necessary, we encourage you to reach out to the coach to schedule a time to talk privately and respectfully.

### **Student Dance Policy**

Any dance held at the school will be open to all the students in grades 9-12 and their dates. Each student will be allowed to bring a date subject to the following conditions:

- (a) The dates must be signed in at the principal's office in advance; if it is an outside date they must have a dance agreement approval form filled out from their current school district administration. Also, they must be in good standing with their current school district and show a photo ID.
- (b) The dates will be expected to conduct themselves in the same manner as our students;
- (c) Each individual student is responsible for the conduct of his or her date;
- (d) NO date shall be below the 9<sup>th</sup> grade or over 20 years of age.

Dances shall be finished by 12:00 midnight. All dances shall be governed by sponsors in charge of the activity, with possible additional sponsorships of parents. Once you have entered the building for a dance, you will not be readmitted if you leave the building.

### **Attire and Grooming**

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

The administration may by regulation establish specific attire that is and is not permitted. The following do not constitute acceptable school attire:

1. Shorts of a length which pose a disruption to the environment of the school.
2. Cutoff shirts.
3. Pants and/or shorts with frayed ends.
4. Shorts and/or dresses which are more than four (4) inches above the knee
5. Tank tops.
6. All outfits should have sleeves with the exclusion of dresses with a 3 finger width strap meeting dress code
7. Tops which have spaghetti type straps.
8. Body piercing of all visible body parts except the ear.
9. Students will not be allowed to draw body parts with pens, markers etc.
10. Tattoos on all visible body parts displaying indecent writing, pictures, or slogans must be covered.
11. Hair color needs to be of a natural color to not distract from the educational environment.
12. Pants or shorts which are worn below the waist.
13. Pants which drag on the floor when worn.
14. School dress which exposes undergarments such as bras, sports bras, underwear, etc.
15. Articles which are unwashed and inappropriately soiled.
16. Articles displaying indecent writing, pictures, or slogans.
17. Articles which could cause damage to other individual property;  
Example: cleats on shoes, chain or spiked articles.
18. Jewelry (necklaces, rings, bracelets, etc.) that may pose a safety hazard will be removed upon request.
19. Headwear, such as caps/hats/bandanas, may not be worn in school buildings during the school day,
20. Any type of attire that advertises, promotes, or makes reference to drugs, alcohol, violence, tobacco, profanity or sexual acts.
21. Clothing with tears or holes that expose flesh or underclothes above the knee are not acceptable.
22. Any form fitting clothing such as but not limited to spandex, leggings, flair bottom leggings.

The dress code will be in effect during school hours and school activities unless students are given permission by the principal to wear something different. The final decision regarding attire and grooming will be made by the Principal or Superintendent. On the first offense of the dress code, a student may call home for proper apparel to be brought to the school or ask for parental permission to return home and change. Any instructional time missed from the school day will need to be made up after school. Students will not be allowed to leave campus to change clothes, unless given permission by their parent/guardian and the Principal. Or, students can choose to wear the school provided sweat pants over the inappropriate outfit. If the student refuses either option or chooses not to stay to make up the time missed they will be assigned to in-school suspension. Continual violations of the dress code will result in disciplinary actions such as Saturday Morning School and/or out of school suspension.

### **Tobacco/Alcohol and Other Drugs**

As a participant in Toward a Drug Free Nebraska Program, certain training levels and standards are present in the District's policies. A comprehensive, age-appropriate, developmentally based, alcohol and other drug education and prevention program for all students in all grades is in place. The education and prevention program includes information on the legal, social and health consequences of alcohol and other drug use. The program includes teaching students effective techniques for resisting peer

pressure to use alcohol and other drugs.

The District takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. This policy will be revised biennially to 1) determine program effectiveness and implement any necessary changes, and 2) to ensure that the policy sanctions are consistently enforced.

Appropriate disciplinary sanctions and educational measures shall be imposed when any student is found to be in violation of school policy relating to the possession, (including “under the influence”) use, sale, manufacture or distribution of alcohol, tobacco, (including smokeless tobacco) controlled substances, or “look-alikes,” on school property, at school sanctioned activities, (either on school property or at other community sites), or when being transported in vehicles dispatched by the school district.

**Legal Source: Neb. Rev. Stat. Sections 79-254 to 79-296**

**Date of Adoption: August 14, 2006**

### **Sniffer (Drug) Dogs**

Refer to school board policy.

### **Nondiscrimination in Education Programs and Activities**

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 in any education program or activity that it operates.

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, Chris Look (402-388-2440), [clook@croftonwarriors.org](mailto:clook@croftonwarriors.org) or in person at school.

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: Superintendent, Chris Look (402-388-2440), [clook@croftonwarriors.org](mailto:clook@croftonwarriors.org) or in person at school.

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, Chris Look (402-388-2440), [clook@croftonwarriors.org](mailto:clook@croftonwarriors.org) 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, Johnnie Ostermeyer at 402-388-2440, [jostermeyer@croftonwarriors.org](mailto:jostermeyer@croftonwarriors.org) 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.

### **NEBRASKA SCHOOL ACTIVITIES ASSOCIATION**

1. **Age Hardship Waiver Applications.** The NSAA Constitution and Bylaws permit schools to file Hardship Waiver Applications for students that are otherwise ineligible to participate in NSAA varsity competition. The NSAA Constitution specifies those criteria that constitute a hardship. If there is documented evidence that a hardship exists, the Executive Director has the authority to set aside certain eligibility rules and declare such students eligible.

An age limitation requirement provides the following: commonality between student-athletes and students in interscholastic competition; inhibits “redshirting;” allows the participation of younger and less experienced players; promotes equality of competition; and helps to diminish the inherent risk of injury associated with participation in interscholastic athletics.

NSAA bylaws place an age restriction on participants, rendering students ineligible if they reach the age of 19 prior to August 1<sup>st</sup>. The Executive Director has fielded numerous Hardship Waiver Applications, seeking a waiver of the age rule. Some of the reasons that have been expressed have been (1) ignorance of the fact that 7<sup>th</sup> and 8<sup>th</sup> students can participate

at the high school level if they turn age 15 prior to August 1; (2) claims that schools did not adequately advise the student and parents; (3) injury preventing students from participating one or more years at the high school level; and (4) special education or other special needs.

Many denied Age Hardship Waivers have been appealed to the Board of Control, only to have those appeals denied. The courts in the Eight Circuit have upheld the age rule as an objective rule-either the student is the correct age or is too old-without amendment or accommodation for ADA, Section 504, or other arguments for eligibility beyond age 19.

NSAA legal counsel recommended and the Board of Control approved language to serve as the basis for age Hardship Waivers. That approved language states, "The Age Limitation Bylaw 2.3.1 is an objective standard; a student must meet the age limitation set forth in Bylaw 2.3.1 to be eligible for participation and competition. The only consideration for a waiver of the age eligibility rule shall be to determine if a discrepancy exists in the student's reported Date of Birth that, upon further examination and evidence, would result in the establishment of the correct Date of Birth.

(See, Pottgen v. MSHSAA, 40 F. 3d. 926 (8th Cir. 1994)

Schools may still file age Hardship Waiver Application, but the only basis on which such waiver will be granted will be a discrepancy in the student's reported Date of Birth.

2. Football Scheduling. It is time once again for the NSAA Staff to gear up to provide regular season football schedules for all eight and eleven-man football schools. That means that schools and communities need to do the requisite planning to assure that the school is playing at the correct level for the next two years. Due to rapidly changing demographics in many areas of our state, it is necessary for school-decision-makers to become involved in the necessary planning to make the correct decision for the students and communities they represent.

#### **Student Refusal Form for Military Recruiter Information Requests**

The No Child Left Behind Act (NCLB) requires school districts to take certain actions with respect to efforts by the United States military to recruit high school students.

If Students over 18 or parents of Junior and Senior students do not request a "Student Refusal Form for Military Recruiter Information Requests" from the school office, release of your information is automatic when recruiters ask.

#### **Crofton Community School Board of Education Policy** **Violation / Exclusion from Activities**

It shall be the policy of Crofton Community School District No. 54-0096, Crofton, Nebraska to recognize the value of all school activities in the development of the District's youth. Participation in school activities is voluntary and shall be considered a privilege made available to the students by the District.

The Board of Education is aware of the dangers inherent in alcohol and drug use to both the physical and psychological wellbeing of the students of Crofton Community School. The Board of Education is also aware that the students may need additional stimulus and support to resist the use of alcohol and other drugs. One of the purposes of this policy is to provide one more tool to help all students remain drug free.

The students and patrons of the Crofton school district are proud of the school's record and the effort exhibited by the participants in all school activities involving area schools. With pride comes the expectation that all students will represent the Crofton Community School in an exemplary manner. Rules and guidelines developed by the Nebraska School Activities Association (NSAA) and / or the Crofton Community School must be adhered to before any student can participate in any activity offered by the Crofton Community School.

The following policy will serve as the guideline and rule for all activities at the Crofton Community School. The application of the guidelines and rules shall be in effect year round and shall apply to all activities.

#### **I. Student Participation.**

- A. A student participating in any school activity or practice held after school must be in attendance at least one half of the school day and that attendance must begin by the beginning of the third block.
- B. Any exception to item 1., A., must be approved by the principal.
- C. All student participants must meet eligibility requirements.

#### **II. Exclusion from activities:**

- A. A student will be excluded from an activity when found guilty in a court of law, or found in violation of the school's policies by an investigation conducted by the principal concerning the following infractions:

1. Engaging in the unlawful possession, selling, dispersing or use of a controlled substance or alcoholic beverage.
2. Possession or use of tobacco.
3. Causing or attempting to cause physical injury to another student during school or a school activity. Physical injury caused by accident, self-defense or other actions taken on a reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
4. Being involved in theft or damage or attempting to cause damage to school property, property belonging to a school employee, property belonging to another school district, or property belonging to another student.
5. Engaging in behavior that would bring discredit to the participant and / or his / her activity members.
6. Refusing to abide by a coach's or sponsor's request concerning actions, appearance, and I or general conduct as a representative of the Crofton Community School.
7. Engaging in any other conduct which may not be described previously, but which constitutes a substantial interference with the activities of the school or is a danger to another student.
8. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deep fakes;

B. The duration of the exclusion shall be thirty (30) school days from participation in all activities for a first violation of this activity participation policy. Activities held on weekends shall cause the participant to be excluded from said activity, but shall not count in the thirty (30) day activity exclusion. A second violation, and all subsequent violations, of the activity participation policy will cause a student to be excluded from participation in all school activities for ninety (90) school days.

C. Violations involving the use of tobacco may require the student to enroll in the Crofton Community School Tobacco Cessation Program. Successful completion of the Tobacco Cessation Program will reduce a first offense violation from thirty (30) days from all activities exclusion to twenty (20) days from all activities exclusion. There will be no reduction in exclusion time for a second offense, (See Item II. B.).

D. Violations involving the use of alcohol and / or other controlled substances may require the student to enroll in a recognized alcohol or drug treatment program. Successful completion of such a program will reduce a first offense violation from thirty (30) days from all activities exclusion to twenty (20) days from all activities exclusion. The cost of such a program will be borne by the student. There will be no reduction in exclusion time for a second offense, (See Item II. B.).

This policy was adopted by the Board of Education Action this 9th day of June 2003.

ATTEST:           Kieth Zimmerman  
                      President, Board of Education

### **Policy Regarding Body Exposure and Exhibitionism by Students**

It shall be the policy of Crofton Community School District No. 54-0096-000, Knox County, Nebraska to pursue through all legal and lawful channels available to the School District the filing of charges against any student knowingly exposing oneself by acts of "mooning", "flashing", or otherwise exposing one's body for the purpose of offending the moral sense of others. Punishment may include, but is not limited to, suspension or expulsion from school, fines imposed by a court of law, or imprisonment as ordered by a court of law.

It shall further be considered against School District policy for students to ride unsecured. in the cargo area of vehicles, or to otherwise drive with willful and reckless regard for the safety of others. Charges of "reckless driving" shall be filed by the School District for such acts of exhibitionism.

### **Policy to Prevent Dating Violence**

Crofton Community School Provides physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

Pursuant to Section 79-2, 240, the Legislature has defined (a) "dating violence" to mean a pattern of behavior where one person uses threats of, or actually uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) "dating partner" to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Dating violence training, as defined by Section 79-2, 141 (4), shall be provided to staff deemed appropriate by the

administration. The administration will be responsible for reviewing the school district's Student Code of Conduct to insure that this policy is reflected therein.

Adopted August 10, 2015  
Reviewed Annually

## **STUDENT FEES POLICY**

As adopted by the Board of Education of the Crofton Community Schools in the year of 2016.

Article 5

**STUDENTS**

Policy No. SFO304

### **STUDENT FEES POLICY**

The Board of Education of Crofton Community Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulation which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2016-2017 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials; heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have 1: the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the

District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District-property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property; Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged 10 supply materials for the course project. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire, Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the 2 participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student.

Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities" Fees for participation. Any fees for participation in extracurricular activities for the 2015-2016 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian, or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students files or records and no fee shall be charged to search for or retrieve any

student's files or records. The fee schedule shall permit one copy of the requested records to be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver -Policy. The District's policy *is* to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary -materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free lunch program or reduced price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

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

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

#### **Certification**

On the 10th day of August, 2015, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2015-2016 school year. The foregoing student fee policy was adopted after such a public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

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Superintendent or Other Authorized School Official

#### **Legal References:**

Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249  
(The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

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

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

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

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

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

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

Date of Adoption: August 11, 2014.

Article 5

STUDENTS

Appendix to Policy No. SFO304

**Appendix "I" to 2016-2017 Student Fees Policy of Crofton Community Schools**

**Additional Specification of Required Materials and Fees**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Elementary Program		
Physical Education Classes	Appropriate Clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-Shirt
Art Classes and Special Projects or Events	Appropriate Clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional Band Courses	Musical Instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres flip folders, slide grease, Teed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures and a "gig bag", etc.) Limited instruments available for use by any student. Refundable Damage Deposit of \$30.00 for use of school owned instruments.
Classroom Supplies	General Supplies,  Such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	Non-necessary classroom supplies will be made available by the school. Students will be responsible for the cost of damaged or lost supplies. Students are encouraged, but not required, to bring items from class supply lists which may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	Non costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School Lunches will be provided for free-reduced lunch eligible students.
Summer School Courses	Classes offered during the summer, or at night, if any	Not more than \$50 per class
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10 per page when charges apply).

1 This listing is a part of the 2020-21 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy,

2 Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2020-21 school year:

<b>Secondary Program</b>	<b>General Description of Fee of Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education Classes	Appropriate Clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-Shirt
Art, FCS, Shop Classes and Special Projects	Appropriate Clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes
Music Optional Band Courses	Musical Instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposits of \$30.00 for use of school owned instruments.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None- necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Advanced Math or Science Classes	Specialized Calculators	Refundable damage deposit of \$25 per semester will be required for students who wish to use school calculators outside the classroom. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten copies (.10) per page when charges apply.
Post-Secondary Education Classes	Tuition and fees for college courses taken for credit	None – Any postsecondary education costs are to be paid directly by students to the college
College Entrance Tests and Preparation	Prep programs and tests	Crofton will provide Costs of college entrance test or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved
Summer School Courses	Classes offered during the summer, or at-night if any	Classes: \$100 per class
Locker Usage	Use of school padlock	Refundable damage deposit of \$25 per year may be required for students who wish to use a school locker
Parking	Use of school parking lot during school day	\$20.00 per year. Students may be required to sign and display a parking permit
<b>Extracurricular and Other Programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
<b>Athletic Programs</b>		
Admission	Spectator fees for admission to events	\$6.00 per event maximum. For District and Conference events hosted by the school cost to be set by NSAA but not to exceed

		\$20.00 per event
Athletic Participation Fee	Fee to participate in athletic programs.	In the event an athletic participation fee is charged, the fee will be \$50.00 per year maximum.
Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment or other items associated with the sport or activity.	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include; personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <p>Basketball - No additional</p> <p>Cross Country - No additional</p> <p>Football - Mouthpiece</p> <p>Golf - Golf bag and clubs</p> <p>Speech/Debate - Dress attire; copies of research</p> <p>Track - No additional</p> <p>Volleyball - Volleyball Knee Pads</p> <p>Wrestling - Wrestling Headgear</p> <p>Cheerleading and Dance Team Squads - Shoes, approved uniforms (tops &amp; skirt; jacket) poms and other accessories</p>
Travel Meals	Meals	Students are responsible for their own meals while traveling. Individual sports or activities may request students to pay up to \$50.00 per season to be used towards team travel meals.
Locker Use	Padlock for gym locker	Refundable damage deposit of \$25 per season may be required.
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics such as t-shirts shall be at the student's expense
Athletic Clubs	Letterman Club and other clubs supporting the athletic program	Annual dues not exceed \$50.00 per club
Marching Bands and Musical Groups	Equipment and Attire	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00
<b>Clubs/Organizations</b>		
Future Farmers - FFA	State & National dues, meals and activities	Annual dues not to exceed \$50.00 per club
Future Career/Community Leaders - FCCLA	State & National dues, meals and activities	Annual dues not to exceed \$50.00 per club
National Honor Society	State & National dues, meals and activities	Annual dues not to exceed \$50.00 per club
Student Council	State & National dues, meals and activities	Annual dues not to exceed \$50.00 per club

<b>Social &amp; Recognition Activities</b>		
School Plays, Musical and Social Activities	Admission to events	No more than \$10.00 per play or activity excluding dinner theaters.
School Dance	Admission to prom, homecoming, etc.	No more than \$30.00 per event
Class Dues		Each of the six secondary classes may assess its members an amount not exceeding \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Senior Recognition Assessment	Optional Graduation Activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A singular Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.
Trips	Transportation, Lodging, Meals, Admission to Events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student if the trip is not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement and participation on the trip is voluntary for students.

**RECERTIFIED BY BOARD ACTION AUGUST 8, 2016.**

**State and Federal Programs**

**Designation of Coordinators**

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

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at: PO Box 429, Crofton, Nebraska 68730, telephone number (402) 300-2440.

**Student Bullying**

Definition 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 are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Based on Protected Class Status.** Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district’s anti-discrimination policies.

**Support for Students Who Have Experienced Bullying.**

Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district’s student assistance team.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

**Policy Review.** The school district shall review this policy annually.

### **Discrimination and Harassment**

Refer to school board policy.

### **Multicultural Policy**

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

### **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.

#### **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

1. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

#### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;

2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

**Notice Concerning Designation of Law Enforcement Unit:**

The District designates the Crofton Police Department, Knox County Sheriffs, Office, Cedar County Sheriffs 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.

**Notice Concerning Disclosure of Student Recruiting Information**

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

**Notice Concerning Staff Qualifications**

The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

**Student Privacy Protection Policy**

It is the policy of [Name] Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties:

Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and places as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school

staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and, Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right:

- (1) hearing, vision, or scoliosis screenings;
- (2) physical examinations or screenings that are permitted or required by an applicable State law, and
- (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **Parental Involvement Policies**

#### **A. 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.

**B. Title I Parental Involvement Policy:**

The District's Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring--(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall

provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

### **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 this handbook, I confirm that I have read and understand the terms of my child's use of these digital tools and consent to their participation.

### **PARENT ACKNOWLEDGEMENT FORM**

**Teaching is a cooperative effort. Without it, there is negative learning taking place. 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](http://www.croftonschools.org). I have read the contents of the student handbook. A copy of the student handbook is available from the school at my request.**

**This form must be returned to the Administrative Office no later than  
Monday, August 25, 2025.**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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**Student's Signature**

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**Date**



## 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

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### POLICY and LEGISLATION UPDATE –JUNE 2026

1. Policy Committee meetings
  - a. Set 2 dates for June
  - b. 7:30 a.m. – 8:30 a.m.
2. Policy updates coming July Board Meeting
  - a. Review with committee
  - b. Review and adopt all in July, 1 reading
3. Joint Public Hearing – Pink Post Card  
LB 803

Signed into law in April 2026

Stricter limits on the growth of property tax collections for local government entities. If a political subdivision wants to collect more in property taxes than it did in the previous year, it is now required to secure a two-thirds vote

Earlier Public Hearings: Joint public hearings regarding tax requests were moved from September to July, allowing taxpayers to provide feedback and weigh in before local government budgets and tax levies are finalized

Property Valuations are not set until August 20th –estimates in July

All government entities are required to attend beginning July 2027 (Counties, Cities, Villages, NRD's, Community Colleges, Schools)

Representation: At least one voting member from the governing body of each participating political subdivision must attend.

County Assessor: The county assessor is also required to attend.

Public Hearing Details: The hearing is organized by the county clerk and must be held between July 1 and July 14 after 6:00 p.m. local time, before any of the subdivisions formally file their adopted budget statements

4. K–2 suspension law
  - a. The Nebraska Legislature passed LB 653
  - b. Allows elementary schools to suspend students from pre-kindergarten through second grade for deadly weapons possession or violent behavior capable of causing physical harm
  - c. Legislation repeals the outright ban on pre-K through 2nd-grade out-of-school suspensions that was passed in 2023
5. LB 937 Revised the part-time enrollment statute
6. LB 653 revised the option enrollment laws
  - a. Starting July 17, 2026, the law now requires school districts to “automatically accept” option enrollment applications of “siblings of options students enrolled in the option school district without regard to capacity limitations.”
  - b. We now option “families” not students
7. AI policy updates
8. LB 824 takes effect May 1, 2026 and changes the separation period for School Plan members from 180 days to 120 days. The new law also tightens the rules significantly



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## LUNCH PRICES

School Year	K-12 Breakfast	K-5 Lunch	6-12 Lunch	Adult B'Fast	Adult Lunch	Extra Milk
2024--25	\$1.80	\$3.10	\$3.25	\$2.95	\$4.80	\$0.60
2025--26	\$2.45	\$3.75	\$3.90	\$3.50	\$5.35	\$0.60
<b>Increase</b>						<b>\$0.05</b>
<b>2026--27</b>						<b>\$0.65</b>



# Environmental Services, Inc

2602 S. 13<sup>th</sup> St.  
Norfolk, NE 68701  
Ph: 1-402-371-7593  
Fx: 1-402-371-0242

## Proposal

**Proposal Submitted To:** Mark Wragge, Crofton Community Schools  
**Phone:** 1-402-388-4357  
**Date:** 05/28/2026  
**Address:** mwrage@croftonwarriors.org

**Job Name & Location:**  
Elementary Abatement  
1301 W. 5<sup>th</sup> St.  
Crofton, NE 68730

### **We hereby submit specifications and estimates for:**

ESI will remove and dispose of tested ACM from the property located at **1301 W. 5<sup>th</sup> St., Crofton, NE 68730**. The work will be performed during normal work week hours. ESI will be responsible for the removal, transportation and disposal at an approved asbestos landfill and will follow the latest Federal, State, and Local Agency requirements governing worker safety, removal, and air quality standards for asbestos abatement. Following is the Abatement Scope.

**Asbestos Abatement:** Will consist of area prep, containment, clean-up, waste disposal, and clearances related to ceiling tile demolition, ceiling scrape & pressure wash, ceiling encapsulation, and floor tile & mastic removal from multiple classrooms and hallways. **Odors may remain after certain abatement methods are used.**

#### **NOTES:**

- \* Estimate based off of an 8-week finish date.
- \* Close coordination with Hausmann Const. to ensure quick access to finished areas.
- \* ESI is not responsible for damage to walls, flooring, or any electrical/telecommunication wiring within work areas.

#### **PHASE #1**

Pre Clean Rooms & Hallways of debris  
 Vacuum existing visible insulation  
 Build containment in areas of spray on ACM  
 Ceiling removal  
 Ceiling scrap, pressure wash & encapsulate  
 Floor tile & mastic removal inside containment  
**\$148,000**

PHASE #1 Administration fees, mobilization & dump fees..... **\$9,480.00**  
 MATERIAL, HOTEL COST & PER DIEM..... **\$15,200.00**  
**PHASE 1 TOTAL COST.....\$172,680.00**

#### **PHASE #2 North Side Classrooms**

Preop & contain areas  
 Carpet & tile & mastic removal in classrooms & closet areas  
**PHASE 2 TOTAL COST..... \$22,000.00**



# Environmental Services, Inc

2602 S. 13<sup>th</sup> St.  
Norfolk, NE 68701  
Ph: 1-402-371-7593  
Fx: 1-402-371-0242

## Contract of Services

**State Notification:** Depending on the scope of each project, the state where it takes place may require 10 business days of notice prior to ANY work. In the State of Nebraska a notification fee will also be required to be paid to cover any state inspection/processing fees. **\$200.00**

**Air Clearance:** Depending on the nature of this project air clearances may be required prior to any reoccupying the space. **This cost does vary and will be billed at that cost by a 3<sup>rd</sup> party inspector.**

All work will be completed following EPA/OSHA work practices. Any ACM removed by ESI will be disposed of according to federal and state guidelines. All areas of work will have final air and/or visual clearances, as required - completed by a third party.

**Payment to be made as follows:** 25% Service Deposit due before project begins with remainder to be assessed upon phase completion.

**Service Deposit For This Project: TBD**

All work is guaranteed to be as specified. All work to be performed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire tornado, and other necessary insurance. Our workers are fully covered by workman's compensation insurance.

**Note: This proposal may be withdrawn by us if not accepted within **90** days.**

**If this property is to be DEMOLISHED; any items that the owner wishes to keep must be removed BEFORE ABATEMENT BEGINS. Once abatement has begun, NO UNLICENSED PERSON MAY ENTER the area unless an air clearance has been completed at owner's cost which does vary and will be billed at that cost by a 3<sup>rd</sup> party inspector.**

**Upon signing this document, all property contained within the workspace of ESI shall be considered as waste, and will be removed and disposed of as Environmental Services, Inc. sees fit.**

**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**This proposal may be withdrawn by us if not accepted within 90 days.**

**Date of Acceptance:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_









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Elementary Principal

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## Construction Project Discussion

1. **Asbestos Abatement – ES Gym Ceiling**
  - a. \$49,000 + fees + lift rental
  - b. Construction Credit – tile replacement and grid paint
2. **Asbestos Abatement – ES Stage**
3. **Asbestos Abatement –**
  - a. Flooring East side of the ES
  - b. Checking flooring glue
  - c. In current quote?
4. **Asbestos Abatement – ES Gym All One Project**
  - a. New Gym Floor
  - b. New Gym bleachers
  - c. Ceiling asbestos abatement
  - d. Gym floor tile glue hot – ?
  - e. – Water from ceiling abatement will most likely “pop” the floor tiles
5. **Asbestos Abatement QCPUF**
  - a. It is a tax asking
  - b. QCPUF specifically created for asbestos abatement
  - c. 10 years max
  - d. This would be part of 26—27 budget we create
  - e. A fiduciary would provide a loan
  - f. District pays back the loan thru the QCPUF / levy

OR...

6. **\$500,000 GF dollars**
  - a. We will transfer General Fund dollars to Depreciation Fund –either option QCPUF or GF
  - b. In July or August we will transfer to the Depreciation Fund
  - c. **Projected General Fund Balance**

September 1, 2026	\$3.8M
September 1, 2025	\$2.7M
September 1, 2024	\$2.1M
7. **Alicap**
  - a. No additional cost for construction insurance
  - b. Alicap – HS kitchen fire suppression system
8. **Water Pressure** Crofton City Council, CWP, Hausmann, and I met to hear a possible solution for water pressure and volume for our fire suppression system. City Engineer running a water model

9. **VE** Asphalt shingles instead of Standing Seam Roof – \$125K

**10. Classroom Relocation Plan —Fall Semester 2026–2027**

As we worked through this process, we used several guiding considerations:

- It is generally easier to move older students than elementary students
- Providing lunch and lunch schedules need to remain consistent
- Transportation logistics are important
- Restroom access and availability are important for everyone, but more so for elementary students
- Any space or classroom could potentially serve a different purpose during the semester
- Places such as the StR Hall and the City Auditorium are big spaces and are options worth considering, but likely only as a last resort due to their limited day-to-day availability
- Met with Saint Rose / Met with faculty to discuss and review the plan
- Current Plan:
  - Every K – 6 classroom in the HS
  - 4 HS teachers move from classroom to classroom
  - 3 Lunches
  - Adjusted dismissal times for traffic flow
  - Use the ES unattached building
  - Be aware of safety as we go to and from that building
- Modular classroom costs
  - Modular rental
  - Set-up
  - Tear down
  - Delivery and Return shipment
  - Hook to power / No water
- Downtown buildings

**11. Fire Suppression Water Tank location – see attachment**

**12. Gym Roof Slope**

- a. 1/16” of an inch now
- b. 1/8” of an inch industry standard
- c. Not enough slope will allow the water to pool and ruin the TPO roof. It’s what has caused our current Behlen panels to rust in places
- d. Adding slope, filling in culverts more on the west end

**13. Advisory Committee Meeting**

**14. Safety**

- a. Fence up
- b. Screening on the fence to block view
- c. PPE required to enter
- d. Everyone checks in at job trailer
- e. No tours