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### MISSION STATEMENT

The mission of the Crete Public Schools is to develop respectful and productive citizens. Learners will demonstrate academic and communicative skills necessary to navigate new challenges while providing support for their families and communities.

### DISTRICT BELIEFS AND VALUES

1. Education is the cornerstone of our society and is the combined responsibility of the family, school and the community.
2. Effective schools have effective leadership.
3. A school should provide for the unique needs of students by allowing each student equal opportunities to achieve to their fullest potential.
4. A student should be well rounded scholastically, socially, and physically, and have a desire to learn as a lifelong vocation with a commitment to excellence.
5. A school’s curriculum and instruction should reflect current research and technologies, and the development of critical thinking skills necessary for a changing world.
6. A positive learning climate enhances learning.
7. The educational process should allow for the preservation of the unique heritage of each student.
8. The Crete Public Schools hold an uncompromising commitment to excellence.
9. The school is accountable to insure that each student achieves at a level commensurate with ability.
10. Competent and caring teachers are the primary catalysts of learning.

### DEVELOPING INDIVIDUAL

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<tbody>
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<td>1.</td>
<td>Display characteristics of self-sufficiency for independence.</td>
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<td>2.</td>
<td>Model a positive use of leisure time.</td>
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<td>3.</td>
<td>Compose and implement a life plan for self (career and personal).</td>
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<td>4.</td>
<td>Initiate a plan for developing and maintaining wellness.</td>
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<td>5.</td>
<td>Model respect for self and human dignity of others.</td>
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<td>6.</td>
<td>Display management skills for effectively using time to meet the demands of study, work, and family.</td>
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<td>7.</td>
<td>Express oneself creatively and respond to the creativity of others.</td>
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### CONTRIBUTING INDIVIDUAL

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<tr>
<td>1.</td>
<td>Exhibit a positive sense of self and family responsibility.</td>
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<td>2.</td>
<td>Participate and positively influence community issues/affairs.</td>
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<td>3.</td>
<td>Convey a working knowledge of the democratic process.</td>
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<td>4.</td>
<td>Model a positive attitude toward work.</td>
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<td>5.</td>
<td>Actively engage in learning to demonstrate lifelong learning skills (constantly seeking for a better tomorrow for self and others).</td>
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<td>Model the acceptance of diversity among people.</td>
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### LEARNING INDIVIDUAL

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<td>1.</td>
<td>Apply skills in reading, writing, speaking, and listening with confidence and competence.</td>
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<td>2.</td>
<td>Apply basic math skills to everyday experiences.</td>
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<td>3.</td>
<td>Apply basic scientific skills and principles in everyday experiences.</td>
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<td>4.</td>
<td>Apply an understanding of how human activities affect the environment.</td>
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<td>5.</td>
<td>Apply basic information technology skills.</td>
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<td>6.</td>
<td>Solve problems using effective decision-making skills.</td>
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<td>7.</td>
<td>Apply an understanding of the world’s historical, political, social, and economic knowledge to solve contemporary problems.</td>
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<td>8.</td>
<td>Experience the fine and performing arts as career and leisure opportunities.</td>
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<td>Explore and prepare for future career opportunities.</td>
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PORTABLE-WEST MRS ANNE HOLLING PRESCHOOL
PORTABLE-WEST MS APRIL LAMBERT PRESCHOOL
PORTABLE-WEST MS ANGIE KROLIKOWSKI PRESCHOOL
PORTABLE-EAST MRS AMBER STERNS ELL
PORTABLE-EAST MRS LAURA PULLIAM ELL
SECTION I - GENERAL RULES and REGULATIONS

A. ACCIDENTS TO EMPLOYEES
Should an employee be injured while on duty, the accident should be reported to the office as soon as possible. If the accident is minor, you should have the school nurse attend to the injury to prevent further complications. If the accident is more critical, attention will be given by either calling a rescue squad or the school nurse will attend to the injury until further assistance can be obtained. In either event, a report of injury form must be completed within 24 hours after the accident.

B. ACTIVITY PASSES
All staff shall have the opportunity to secure a yearly activity pass for home school activities. To be eligible to receive a personal activity pass, staff must work a minimum of one activity event in the capacity of ticket seller, taker, or supervisor as assigned by the administration. Staff who wish to secure a husband/wife pass, must work a minimum of two events annually. Staff who wish to secure a family activity pass, must work a total of three (3) events. A complete schedule will be worked out during the first two weeks of the school year whereby assignments will be made according to need and desire of the staff. Staff will submit a weekly time card indicating hours/dates of work at activities.

| SENIOR CITIZEN | FREE |
| STUDENT        | $30 (1ST ACTIVITY) $20(NON-PARTIC) |
| ADULT          | $50  |
| FAMILY         | $125 |
| FALL PLAY & MUSICAL RESERVED SEATING | TBD |
| ADMISSION PRICES ADULT | TBD |
| ADMISSION PRICES STUDENT | TBD |

“ALL PRICES SHOWN ABOVE ARE SUBJECT TO CHANGE.”

Funds may be available for students who financially cannot afford to purchase an activity pass.

C. ANNOUNCEMENTS/BULLETINS
A weekly update will be published by Mrs. Gonzalez on Fridays, which serves as an announcement and also as a reminder of the events and activities for the upcoming week. If you have an announcement or an activity that needs to be placed in the bulletin, please contact Julie Reetz in the office to make sure it is included. These announcements should be given to Julie. Please review this bulletin at the close of the week and make any notes that are necessary which will affect you or your students.

D. BOARD OF EDUCATION POLICIES
A complete, revised set of Board policies are in effect which serves to provide direction in the overall operation of the school. All staff are advised to become familiar with, understand and adhere to Board policy. Copies of the new Board of Education policies are available in the principal’s offices and the Media Center. If you have any questions about the Board policies, make sure to ask for clarification prior to acting.

E. BREAKFAST/LUNCH COSTS AND PROCEDURES
A lunch credit-purchasing program has been set up for students and staff. Parents may send a check to school for any amount, which is then credited to their family account. A debit is made to the account each time the student eats a school breakfast or lunch until the funds in the account are exhausted. At that time the program will print a letter to the parent informing them of the debit balance. Staff members should not let their lunch accounts go into a negative balance. BONUS DOLLARS!! We will credit your account an extra $1.00 if you deposit $40, $2 for a $78 deposit, and $4 for a $116 deposit. Breakfast is served from 7:45-8:10 a.m. Lunch is served from 11:00 a.m. – 12:45 p.m. We will be implementing offer versus serve. This means that students MUST take from three to five of the foods offered. Salads will be offered on a daily basis to 2nd-4th grade students. Due to rising food costs, these prices are subject to change.

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch</th>
<th>Snacks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary:</td>
<td>$1.35</td>
<td>$2.30</td>
</tr>
<tr>
<td>Adult:</td>
<td>$2.05</td>
<td>$3.35</td>
</tr>
<tr>
<td>Milk/Juice K-12:</td>
<td>$.25</td>
<td></td>
</tr>
</tbody>
</table>

Staff members have a second hot lunch choice or may also choose to select a chef salad. A la carte items may be purchased by staff. Staff members choosing to order a salad need to have placed their order to Julie Reetz by 9:00 each morning.
This explains what to do if you believe you have been treated unfairly. “In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability: To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-0410 or call toll free (866) 632.9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Services at (800) 854.6136 (Spanish). USDA is an equal opportunity provider and employer.

F. CERTIFICATION OF PROFESSIONAL EMPLOYEES
All professional employees shall hold a valid certification issued by the State of Nebraska and appropriate to the positions for which they are employed. Except in an emergency, NO teacher shall be employed as a professional employee of the District unless the teacher has completed the requirements for a Bachelor’s Degree and has been awarded such a degree from an accredited four-year institution.

Individuals employed as teachers or professional supervisory and administrative personnel shall register a valid professional certificate issued by the State of Nebraska and a copy of any official transcripts of college credits with the superintendent of schools prior to the beginning of the school year. Individuals who are employed as substitute teachers shall hold a valid Nebraska teaching certificate. These certificates shall be registered with the office of the superintendent of schools. REF: Bd Pol. 3110, 79-802, 79-805, 79-808, 79-819, 79-830 TEACHER CERTIFICATE.

G. CHECKING OUT SCHOOL MATERIALS/USE OF SCHOOL FACILITIES
Any staff member wanting to check out and use materials, equipment, or facilities for their own use must get prior approval from their designated principal. If given permission to use materials, equipment, or any of the facilities, the staff member will assume responsibility and monetary replacement/repair costs should any loss, damage, or destruction of borrowed or used materials, equipment, or facilities take place.

H. CHILD ABUSE AND NEGLECT
Every teacher or other school employee who suspects that a child’s physical or mental health or welfare may be adversely affected by abuse or neglect shall consult with the principal and cause a report to be made to the proper authorities according to administrative guidelines. The Superintendent and his/her designee shall assure that all employees receive in-service training regarding their role in cases of suspected child abuse and neglect. School employees shall cooperate with agencies which are legally charged with investigating suspected cases of child abuse and neglect. School Bd Policy 3117

I. COMPUTER AND TECHNOLOGY USE: RULES AND CONDITIONS FOR
Every staff member in the Crete Public School District who uses any district networked computer or communication resources has a responsibility to use them in an ethical, professional and legal manner. All communications sent must abide by the Crete Public School Computer and Technology District Plan and must not violate district policy, Nebraska, federal, or international law. Any staff member who misuses district computer resources and communications will be subject to possible disciplinary action.

1. An adult should move computers/carts from room to room.
2. A computer assignment schedule will be made for each semester. If an assigned time will not be used on a certain day, the teacher is to cross his/her name off so someone else can be assigned the time.
3. It is recommended for the most productive setting, that no more than two or three students be scheduled on a computer at one time.
4. Computers should be returned to room locations mentioned above at the end of the day.
5. Students should be supervised while using computers.
6. Hallway use of computers is not recommended.
7. Teachers using computers should have prior knowledge of the computer and should preview all materials before allowing students to use the disks.
8. Computer games purchased or brought from home will not be permitted time on the Elementary computers.
9. All software is to be checked out from the Library Media Center or computer area and must be returned after its use.
10. Doane Aides or volunteers should be checked out on computer skills, and if competent, may act as computer supervisors in the classroom.

USE OF EQUIPMENT
Staff members wishing to use school equipment for personal use are reminded to check with a school administrator. When school equipment is used for any reason other than instructional purposes, the staff member involved is then responsible for any damages incurred. Use of potentially dangerous equipment is discouraged unless proper procedures are followed. All staff members are required to fill out the computer/Electronic devices check out form prior to the time the equipment will be used. (Check out form is located in the office ~ SEE APPENDIX A)
J. EARLY ENTRY IN BUILDINGS
We do have a great deal of early morning activities here at the elementary building, which makes it difficult for the supervisor to determine when students should and should not be coming in before the bell. Please put some time into thinking about how classroom teachers can communicate with the outside supervisor about when students have been requested to be inside the building prior to the first bell. I know that teachers in this building have also mentioned this as a bit of a problem, as students come wandering into their classrooms. Music and P.E. teachers, I would ask the same of you; we need to have some idea of who is being requested to come in.

K. HOUSEKEEPING
General housekeeping of the Crete Elementary School is the responsibility of all staff and students. One segment of the population cannot assume the total responsibility. Each teacher will be given cleaning supplies to clean their room and desks. If you run out of supplies, please see the custodial staff. Remember to keep all cleaning supplies out of the children’s reach when storing.

L. INTERNET AND EMAIL ~ USE BY STAFF MEMBERS
Staff members are required to check their email on a daily basis. Staff members may use the internet as a means to locate information for use in the classroom as well as the development of curriculum. All school employees will adhere to applicable laws, school district policy, copyright laws, and rights of software publishers, license agreements and privacy, such as confidentiality of student data created by federal and state law. The district reserves the right to access all computers including any software programs and data files and/or creations of any descriptions which reside on district computers and/or storage media.

The following are strictly prohibited by all school employees:
1. Any offensive messages.
2. Personal, commercial or religious messages.
3. Installation of unauthorized hardware or software.
4. The streaming of audio/video not pertaining to legitimate educational use.
5. Use of email at any time for any purpose other than school-related business.
6. Giving any student passwords for access to emails, access to any server or restricted programs within the district except as authorized by the superintendent.
7. Accessing of any obscene, pornographic or otherwise inappropriate material.
8. Purchasing, ordering or selling of items or services by anyone unless for district business.
9. The use of E-Bay or similar sites for buying, selling or bid notification other than school business.
10. Engaging in hacking or other attempts to otherwise compromise any computer or network system security.
11. Engaging in any illegal activities on the internet.
12. Violation of any copyright laws.
13. Unauthorized use for solicitation or proselytization for commercial, religious, political, personal or any other non-school related activities.

Staff members shall not view any internet sites other than accidental pop-ups or accidental linking for anything other than school related business during the normal school staff hours (8:00 a.m. – 4:00 p.m.). Guidelines for using the internet outside the school hours are subject to prohibited items listed above. School employees may forward any non-school related emails received at a school business address to his/her personal email address. Forwarding to a list-serve or any other addresses is prohibited.

M. MAILBOXES
All staff mailboxes are located in the Elementary Office area. STUDENTS ARE NOT TO BE SENT TO PICK UP MAIL FROM MAILBOXES as there may be confidential material there from time to time, and privacy of other staff mail is to be respected. PLEASE CHECK YOUR MAILBOX DAILY, notes, bulletins and miscellaneous materials may be placed in the boxes at any time during the day.

N. MOVING OF COMPUTER, IPAD, TV/AUDIO VISUAL CARTS
STAFF MEMBERS ONLY and not students are to move computer, iPad, or TV’s and audio visual carts. This is done to ensure that no cart and its contents fall on or endanger the students. Extreme caution should be taken even when adults or staff moves this equipment either within the room, or from one location to another.

O. NON-SCHOOL EMPLOYMENT
No teacher or other school employee may accept any other employment or carry on any business or activity for profit which may conflict with performance of their duties as employees of the school district. In the event that an employee has accepted non-school employment and such employment is judged to be detrimental to the effective discharge of the employee’s duties within the school district, the Superintendent or designated administrative and supervisory personnel
shall notify the employee in writing and shall request the employee to limit or terminate non-school employment which interferes with the performance of duties as a district employee. REF: Bd Pol 30301.6 79-443 Dist Bd; Schools; Supervision Control

P. PHOTOGRAPHS OF FOSTER CHILDREN
By state law, it is strictly prohibited to permit photographing for publication (other than by an agency contracted with the school district) of any child attending Crete Public Schools who is under foster care.

Q. PUBLICATION OR CREATION OF EDUCATIONAL MATERIALS
When employees engage in the preparation, creation or publication of materials as a part of assigned job responsibilities, the Board reserves the right to copyright or patent materials which are published or created as a result of use of District time or other resources of the District. The Board shall be consulted to determine whether or not it wishes to waive part or all its rights to materials created by its employees in the discharge of their professional duties as employees of the District. REF: Bd Policy #311 79-441 DISTRICT PROPERTY; Custody and care; Duty to the Board

R. RECEIPT OF GIFTS
School personnel shall not encourage the offering of gifts from pupils, patrons, salesmen or other individuals who might invoke a conflict of interest between the school employee and the donor of personal gifts. If gifts are offered to school personnel, the school employee should minimize such an act on the part of the donor and neither give publicity nor public recognition to such gifts. All gifts given, other than those given by students, must remain in the school and will be considered a part of school property unless otherwise authorized by the superintendent of schools. REF: Bd Policy 3114

S. RECEIVING AGENTS OR SALESMEN
No school employee shall visit with or discuss business matters of a personal nature with any representative during the hours the employee is on duty in the school, except by special permission of the principal or the superintendent. Any agent or business representative who wishes to call on school personnel about business matters related to the district such as textbooks, publications of the school, class insignia, athletic equipment, furnishings and equipment, school supplies, building and custodial supplies, and the like, shall first obtain the permission of the principal or the superintendent. School employees shall have the duty to ascertain that the agent or business representative has such permission.

T. SALARY CHANGE AND DEDUCTIONS
All personnel shall be paid once each month on the fifteenth (15) day of the month or the first working day immediately following the fifteenth (15th). Classified personnel shall punch in at the time clock located in the North Copy Room. If for some reason you are unable to clock in or out, a blue form must be completed and signed by the employee’s immediate supervisor to verify the work record on the time card. Ref: Bd of Ed Policy 3621

U. SCHOOL HOURS
Staff members are expected to be on call between the hours of 7:30 a.m. to 5:00 p.m., Monday through Friday, and shall be on duty at their assigned responsibilities on all duty days unless otherwise excused by the building principal. Teachers must report by 7:45 a.m. and may leave school premises at 4:00 p.m. provided their duties do not require their attendance on the school premises.

Teachers may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or programs or for participating in programs under the direct sponsorship of the school in accordance with established policy. Such assigned responsibilities shall be made by the principal or superintendent to distribute the workload.

Meetings announced by the administration may be scheduled before the regular school day begins, during the school day, after dismissal of classes in the afternoon or during evening hours provided reasonable notice of meetings is given. Attendance may be required.

V. SCHOOL VEHICLE REQUISITION AND RETURN
If you are in need of a school vehicle/bus for school use, you are asked to SUBMIT all your requests to Mr. Jim Moore.

A. TRANSPORTATION REQUEST FORM MUST BE SUBMITTED FOR EACH VEHICLE REQUESTED AT LEAST ONE TO TWO WEEKS IN ADVANCE. The request forms may be picked up in the Elementary Office. One of the principals will need to sign the request forms before they are sent to Mr. Moore’s office. When returning a school vehicle after school hours, make sure that the vehicle is driven into the Bus Barn and the building is locked afterwards. THE VEHICLE MUST BE PLACED INSIDE AND SHOULD NEVER BE LEFT OUTSIDE WITH THE KEYS IN THE VEHICLE. Cellular phones should be checked out with the Administration Office.
W. SELLING AND SELLING
All professional and classified employees of the district shall not engage in solicitation of or sale of goods or services to other employees or to students except when administrative approval has been given for the sale of periodicals, paperback books, and other instructional materials to students for use in regular class work. NO STUDENT shall be required to purchase such materials and the sale of materials by classroom teachers shall be subject to regulations established by the administration with regard to procedures followed in ordering and maintaining accounts of sales of such materials. REF: Bd Policy 3113 79-8, 100 and 79-8, 101. TEACHERS; Solicitation by agents prohibited, Solicitation by agents violation

X. STAFF ABSENCES
Contact at 826-7833 for short or long-term absences. YOU MUST CALL HER NO LATER THAN 6:00 A.M. the morning of a day you miss due to illness, an unplanned circumstance, or unexpected occurrence. For future absences (workshops/curriculum) that you can pre-plan, please notify Shirley at least a week or more in advance of the absence.

Y. PUBLISHING OF STUDENT PICTURES
At the start of each school year, a form will be sent home asking parents to indicate if we may use their child’s picture and name when printing/publishing articles in the local paper. Upon return of those forms, please take note of those who do not wish to have their child’s name or picture printed and ensure that this won’t take place.

Z. SURNAME POLICY
The Crete Public School District has approved a policy that will affect those parents who request that their child use another last name other than their legal last name. The policy states that beginning with the 1993-94 school year, all individuals from the time of entrance into any program shall use their legal surname (last name) on any document or record, as well as in the classroom on a day-to-day basis. In accordance with Nebraska Law, the custodial parent has no legal right to unilaterally change the surname of the child. Therefore, the legal surname of the child shall be used. If any child requires a legal name change; the cost of outlined expenses shall be borne by the parent(s). The child involved may use a surname other than the legal surname if both the custodial parent and the biological parent sign a legal petition stating this desire. This petition may be picked up in the principals’ office and must be notarized. This cost shall also be borne by the parent(s).

AA. TELEPHONE SYSTEM
Our telephone system allows each building here at the Elementary to have a direct line; Personal phone calls during the school day should be kept to a minimum since the district lines can become overloaded. The district no longer has a free Lincoln line, so any personal long distance calls should be charged through the operator or long distance calling card to the teacher’s home phone. Students are often coming in to make phone calls that are not classroom or teacher originated. We ask your help in monitoring those requests so we can keep the lines open for school business. STUDENTS WHO COME TO THE OFFICE AND ASK TO USE THE PHONE, WILL NOT BE ALLOWED TO DO SO UNLESS THEY HAVE A PERMISSION SLIP SIGNED BY THEIR TEACHER. Each classroom now has a phone for staff and student calls. Staff must accept responsibility for monitoring students using the phone in their classroom. In most cases, all staff members will have his or her own extension number as well as voice mail.

BB. TOBACCO USE & VAPOR PRODUCTS
As of August 1, 1988, SMOKING SHALL BE PROHIBITED in the Crete Public School’s buildings. Private, enclosed offices are not exempt from this policy. There shall be no designated smoking areas within any of the Crete Public Schools buildings for employees, students and visitors to the schools, and/or the general public. This policy shall apply at all times whether school is in session or not.

Vapor products, including e-cigarettes, are prohibited on Crete Public Schools property and at Crete Public Schools events. According to Neb. Rev. Stat. 28-1418, “Vapor product means any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. Vapor product includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.” This rule applies 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.
CC. VIDEO SURVEILLANCE
The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other build 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.

DD. VISITORS IN THE BUILDING & CLASSROOM
Parents are encouraged to visit school, but teachers should keep in mind that it is a visit, and your first obligation is to your students and not a conference with the parent. It is also important that VISITORS SIGN IN AT OFFICE IMMEDIATELY UPON ENTERING THE BUILDING. Please remind parents to let the office staff know their intentions should they arrive at your room without signing in. ALL visitors are to wear a nametag for easy recognition. Nametags can be obtained in the Office.
SECTION II - STAFF PERSONNEL

A. ACADEMIC FREEDOM
Academic freedom must be exercised with concern for commitment to democratic principles and methods; a concern for the welfare, growth, and development of students; the use of recognized methods of scholarship and the application of good taste and judgment in the selection and use of materials and methods of instruction. Since schools must teach about controversial topics, the question of what is appropriate for learning in the Crete Public Schools will occasionally arise. The Principal of the school is responsible for the curriculum in his/her building and should anticipate controversy, direct and advise teachers, and inform and consult with parents regarding the selection of materials and methods of instruction. Teachers should only deal with those issues falling within their fields of preparation. The teacher’s approach to controversial topics shall be impartial and objective, attempting always to present all sides of an issue. REF; Bd of Ed Policy #3430

B. CHAIN OF COMMAND
If a staff member has a conflict with another staff member it is expected that they discuss the issue with that staff member only and avoid involving other individuals. If the staff members cannot resolve the conflict, a meeting with the principal or assistant principal will be arranged.

If a problem arises that cannot be resolved at the building level, a meeting will be arranged with the Superintendent. If the superintendent, principal and teacher cannot resolve the problem; the superintendent will take it to the Board of Education. Always follow this chain of command.

C. CLASSROOM HELPERS
Classroom teachers will have several ways to get help in their classroom: CLASSROOM PARA-EDUCATORS are assigned by the Principal; DOANE COLLEGE STUDENTS - arranged by yourself and/or Doane officials; VOLUNTEERS - parents or patrons interested in helping. Classroom paraeducators and volunteers have been a vital part of the Crete Public School system for years. The classroom teacher will be held responsible to use the paraeducators and/or volunteers in ways that are meaningful and valuable to the teacher and the students. College students also serve us in ways that benefit our school, and I believe that our responsibility in this area is to provide these students with experiences and opportunities that will help them make important career decisions about this profession. Doane assistants are not to be used in your place for recess duty.

D. CLASSROOM PARAEDUCATORS
For those classrooms that may find the paraeducator’s schedule doesn’t coincide with any classes, planning and organization will be required so that when the paraeducator comes in, she can be doing that which will free you, or help you to spend more time on instruction. These paraeducators are scheduled for your use, but should you wish not to use the one assigned to you, let the principal know so the paraeducator can be reassigned to another room. The paraeducator’s primary responsibility shall be to help children.

E. CONTRACT GRIEVANCE PROCEDURE
Any staff member may file a grievance in accord with the terms and conditions set forth in the negotiated agreement between the CEA and the Board of Education. A complete procedure is found in the negotiated agreement.

F. DRUG FREE WORK PLACE
The Crete Public Schools is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the Crete Public Schools unequivocally endorses the philosophy that the work place should be free from the detrimental effects of illicit drugs. To ensure worker safety and work place integrity, the Crete Public Schools prohibits the illegal manufacture, possession, distribution or use of controlled substances in the workplace by its employees or those who engage or seek to engage in business with the Crete Public Schools. This policy is applicable to all School District of Crete employees.

SCOPE AND POLICY: This regulation is applicable to all Crete Public Schools employees. No school employee may distribute, dispense, possess, use or be under the influence of alcohol while the employee is performing his/her assigned duties or supervising school activities. It is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance in the workplace or at school activities. Information concerning such activities will be turned over to the police. REF: Bd of Ed Policy Code 3000 and R3447.
G. ELEMENTARY STAFF MEETINGS
We will meet when there are items of importance that need to be discussed. If you have anything that needs to be discussed by the whole staff, please let the principals know the Friday before the scheduled meeting. We may also be designing grade level meetings throughout the year so certain goals or needs at those levels can be met. Attendance at the K–4 meetings or other meetings called by the principals throughout the year is mandatory unless excused by one of the principals.

H. EVALUATION SCHEDULE
We will be following the normal district evaluation system, and this year we are due to have all staff members with last names beginning with N thru Z, plus any probationary staff members.

PROBATIONARY STAFF TIMELINE FOR EVALUATION - AUGUST THRU NOVEMBER 1.
During the first quarter, an observation and follow-up conference will be conducted to provide probationary staff with initial information relative to performance. By March 15, at least two classroom observations will have been completed. By March 15, the formal summative conference will be held with the probationary teacher. By April 15, probationary staff that have received a Notification of Professional Expectation will be expected to have remedied any deficiencies in performance.

I. GENERAL TEACHING RESPONSIBILITIES
The following is a list of the general teaching responsibilities of any staff member. Review them throughout the year as a check for you and your students.

1. STATE THE RULES AND WORK STANDARDS TO THE CLASS ORALLY AND IN WRITTEN FORM. (POST ALL CLASSROOM RULES PROMINENTLY.)
   a) Behavior - classroom and school rules
   b) Quality of work
   c) Quantity expected for groups and individuals

2. COMMUNICATION BETWEEN HOME AND SCHOOL
   a) Send a letter at the beginning of the year stating a welcome and the rules and work standards for the year.
   b) Continued communication of “BIG EVENTS” and positive experiences of individual students throughout year
   c) Quarterly reports and parent conferences
   d) Happy Grams/Positive Notes Home
   e) Notes about new unit.
   f) Newsletter (Monthly)
   g) Telephone conversations
   h) Use local newspapers

3. DAILY CLASS SCHEDULE STATED IN ORAL AND WRITTEN FORM
   a) Establish a routine for students.
   b) Organize your time on paper so you include all aspects of your curriculum responsibilities and designate priorities in terms of time and activities.
   c) Develop long and short-term plans and goals.

4. CLASSROOM APPEARANCE
   a) Displays are neatly done and up-to-date.
   b) Displays are changed regularly
   c) Class materials are organized and kept that way.
   d) Materials and supplies are not “misplaced”.
   e) Classroom arrangement is both aesthetic and functional.
   f) Children are responsible for keeping the room clean and neat during class and cleaning up after class.
   g) Teacher sets a good example
   h) Children’s work is displayed
   i) Materials are available for students to get themselves when responsibility and organization is outlined.

5. CLASSROOM DISCIPLINE
   a) Students know and understand rules and work standards.
   b) Teacher “follows through” in seeing that these standards are met and rules obeyed.
   c) Teacher and student mutual respect.
      (1) Students listen when teacher is talking.
      (2) Teacher does not use shouting as a control measure.
      (3) Teacher deals with individuals and their problem, not the whole group.
      (4) Teacher is consistent with punishments.
   d) All staff are responsible for ensuring that all “COMMON AREA RULES” are followed.

   MEDIA CENTER RULES
   (1) Talking will be done in normal speaking tones.
   (2) All students will be expected to walk in the Media Center.
   (3) Library materials will be returned to their proper places.
   (4) Chairs will be pushed under the tables.
Students will show respect for their peer group as well as school personnel. Students will return materials on time and if they are lost or destroyed, the student will be held responsible for reimbursing the school for the cost of replacing the materials.

HALLWAY RULES
(1) Students are to walk in the halls.
(2) Students will stay toward the right side of the hall.
(3) Students will keep feet, hands, and objects to themselves.
(4) Students are to take pride in their school.
(5) Students will show respect for classes in session by being quiet and by not talking in the hallways.

PLAYGROUND RULES
(1) Students will stay on the school grounds, unless given prior permission to leave.
(2) Students will follow rules so as not to endanger the health and safety of other students or themselves.
(3) Students will refrain from all profanity.
(4) Students will show respect for their peers and supervisors.
(5) Students playing ball will use care to avoid the cables and buildings.
(6) Students will play on playground equipment in the correct manner.
(7) Students will protect others by not throwing snow or rocks.
(8) Students will wear proper footwear in inclement weather.
(9) Students should not play on the snow hills.

LUNCHROOM RULES
(1) Students are expected to enter and leave the lunchroom in a quiet and orderly manner (no running).
(2) Students are expected to use good table manners.
(3) Students are expected to show respect for peers and supervisors.
(4) Quiet voices are to be used when visiting during lunchroom time.
(5) Only milk and fruit juices are allowed in the lunchroom.
(6) Students will be dismissed by supervisors.

CLASS PROGRESS RECORDS
a) The teacher will keep class records of the progress of students in all academic areas.
b) After the completion of a test or unit, the teacher will record the results on class records and grade sheets.
c) After re-teaching of skills, the teacher makes appropriate adjustments on class record sheets.

CLASSROOM LEARNING CENTERS
a) Well organized.
b) Good introduction to center.
c) Necessary materials available and organized.
d) Rules established on use of centers.
e) Place for completed work.
f) Clean up procedures.
g) Recording procedures.
h) Maximum number of students at center.
i) When center can be used.
j) Appropriate centers for level of students’ ability and subject to be covered.
k) Well written activities.
l) Long and short projects.
m) A variety of projects, activities and materials.
n) Evaluation procedures established.

UNITS OF STUDY SHOULD BE INTERESTING AND VALUABLE LEARNING EXPERIENCES.
  a) Basic outline of unit.
  b) Check off for student.
  c) Variety.
  d) Choices.

GENERAL INSTRUCTION SHOULD INCLUDE:
  a) Individual, large and small groups.
  b) Integration of “hands on” and paper work.
  c) Use of manipulatives, auditory and visual experiences.
  d) Both teacher and student input.
  e) Discussion

GOOD WORKING RELATIONSHIPS WITH OTHER STAFF MEMBERS.
  a) Group projects.
  b) Individual class activities.
  c) Problem solving.
  d) Make the year enjoyable for everyone.
11. PROFESSIONALISM
   a) Be confidential in all matters concerning school and students.
   b) The superintendent feels, as we do, it is imperative that we remain professional and confidential at all times.

12. DRESS
   a) Teachers are role models for students and thus need to dress in a professional manner. It is well documented that student behavior is connected to the respect they have for their teachers. Professional dress is one mechanism to command respect. Our students also need to be given a picture of the “career world”, which often entails professional attire. T-shirts, sweat shirts, jeans, shorts, and caps are served for off-school time. On Fridays staff may wear jeans but on no other day unless permission is given by the principal or assistant principal.

13. PERFORMANCE RESPONSIBILITIES
   a) Qualifications: As set by state certification authorities
   b) Reports to: Principals
   c) Job Goal: To lead students toward the fulfillment of their potential for intellectual, and psychological growth and maturation
      1) Meets and instructs assigned classes in the locations and at the times designated.
      2) Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
      3) Prepares for classes assigned and shows written evidence of preparation upon request of the principals.
      4) Encourages students to set and maintain standards of classroom behavior.
      5) Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
      6) Strives to implement by instruction/action the district’s philosophy of education and instructional goals and objectives.
      7) Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
      8) Evaluates student progress on a regular basis and makes reports to parents.
      9) Maintains accurate and complete records as required by law, district policy, and administrative regulation.
     10) Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
     11) Makes provision for being available to students and parents for purposes related to education outside the instructional day when required or requested to do so under reasonable terms.
     12) Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of students.
     13) Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.

J. LEAVE OF ABSENCE
A teacher who has been employed by the Crete Public Schools for five years of continuous full-time teaching may request a one-year leave of absence. The Board may, at its sole discretion waive the five-year requirement upon request by the teacher. The teacher must apply for leave on or before March 1 of the year preceding the school year of the leave. The number of leaves which the Board shall consider in any given year shall not exceed two. See Board Policy #3312 for more information.

K. LUNCH SCHEDULE

<table>
<thead>
<tr>
<th>GRADE LEVEL</th>
<th>RECESS</th>
<th>LUNCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>11:25-11:40</td>
<td>11:00-11:25</td>
</tr>
<tr>
<td>Second Grade</td>
<td>11:55-12:10</td>
<td>11:30-11:55</td>
</tr>
<tr>
<td>First Grade</td>
<td>11:40-11:55</td>
<td>11:55-12:20</td>
</tr>
<tr>
<td>Third Grade</td>
<td>12:45-1:00</td>
<td>12:20-12:45</td>
</tr>
<tr>
<td>Fourth Grade</td>
<td>12:30-12:45</td>
<td>12:45-1:10</td>
</tr>
</tbody>
</table>

Teachers or paraeducators must accompany students to recess or lunch and wait until supervision is present.

L. MASTER SCHEDULE
The Master Schedule has been developed and each staff member will and should have a copy of those schedules that will affect their class.

M. MILK COSTS (SNACK MILK)
According to our Administration Office, the cost for milk will be .25 cents per carton. Due to rising costs, these prices are subject to change. The milk can be purchased with the usual lunch credit program. Grade levels that have milk are: Kindergarten and First.
N. Nondiscrimination in Education Programs & Activities-English

It is the policy of the Crete Public Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex, or disability in its educational programs, activities, or employment policies as required by titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1992 Education Amendments, the Section 504 Rehabilitation Act of 1973 and the Nebraska Educational Opportunity Act.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race, or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to Sandra Rosenboom, 920 Linden Avenue, Crete, NE 68333 (402) 826-5855 or in the case of Title IV and the Section 504 Rehabilitation Act to the Director of the Region VII office for Civil Rights 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153, (816) 891-8026.

O. No-Discrimination en Programas Educativos y Actividades—Spanish

La politica de las Escuelas Publicas de Crete es el no discriminar a ninguna persona basados en su origen nacional, raza, credo, edad, estado civil, sexo, o incapacidad, en este programa de actividades educacionales, o politicas de empleo requeridas por el Título VI y VII del la Acta de Los Derechos Civiles de 1964, y el Título IX de 1972 de Enmiendamiento de Educacion, de la seccion 504 Acta de Rehabilitacion de 1973 de la Acta de Oportunidad Educativa Equitativa en Nebraska.

Cualquier personal que cre que ha encontrado discriminacion en su contra, o se le haya negado beneficios so se les haya excluido en la participation de los programas de las actividades educacionales en cualquier distrito, o que crean que se ha violado esta politica basados en el sexo, raza, o incapacidad se puede quejar de estos problemas de acurdo a los procedimientos del distritos. Tales procedimientos discriminatorios deberan tener una solucion immediate y denle una solucion de igualdad a las quejas y alegaciones de acuerdo a la acta de discriminacion.

Se agradecera que las preguntas con respecto al acuerdo por el titulo IX, de Titulo Vi o del Acta de Oportunidad Educativa Equitativa de Nebraska, sean dirigidas a Sandra Rosenboom, 920 Linden Avenue, Crete, NE 68333, (402)826-5855 o en caso de ser el Título IX y la Seccion 504 del Acta de Rehabilitacion puedan ser mandadas al director de la Region VII Oficina de Derechos Civiles, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153 o llame al telefono # (816) 891-8026.

P. Non-Discrimination Policy

Discriminatory behaviors are those actions which negatively affects another individual because of their race, national origin, creed, age, marital status, sex or disability. It shall be the policy of the Crete Public Schools to provide an environment free of discrimination. Any behavior of a discriminatory nature that offends anyone under the auspices of the school district shall be subject to the enforcement of this policy.

If a complaint is made regarding discrimination whether by a student, an employee or anyone else on the school premises; the person being discriminated against should immediately inform a principal. The complaint should be placed in writing and be presented to the principal. Witnesses will also be asked to make written statements. The Principal or her/his designee will begin an investigation. If the Principal finds that the complaints are true and accurate, then immediate and appropriate actions or consequences will take place. If the individual making the complaint isn’t satisfied with the outcome of the investigation, then she/he should refer to the grievance procedure within this handbook.

Consequences may be any of the following according to the seriousness of the offense:

- Formal warning - parents contacted.
- Mandatory participation of a 2.5-hour educational program.
- In-school suspension of 1-5 days - educational program required.
- Out-of-school suspension of 1-5 days.
- Expulsion for the remainder of the semester.

Q. Personnel Records

An individual personal file shall be maintained for all professional employees. Any teacher, administrator, or full-time employee shall, upon request, have access to his or her personal file and shall have the right to attach a written response to any item in such file. Any employee may in writing, authorize any other person to have access to said employee’s personal file and such authorization shall be honored. The rights of access to one’s personal file; attaching a written response to any item in said file; and authorizing any other person to have access to one’s file; shall apply equally to those files kept in the principal’s office.
as well as those kept in the Central Administration Office. The right of access to one’s individual personnel file and the right
to attach a written response to any item included in the file shall not be granted with respect to any letters of recommendation
solicited by the employee which may appear in said personnel file.

No other person, except school officials while engaged in their professional duties, shall be granted access to said file nor shall
the contents thereof be divulged in any manner to any unauthorized person. REF: BD POLICY #3130, 79-4, 156 TEACHER;
ADMINISTRATOR; FULL-TIME EMPLOYEE, 79-4, 158 SCHOOL BOARD; BOARD OF EDUCATION

R. PRINCIPAL & ASSISTANT PRINCIPAL RESPONSIBILITIES

DISTRICT SPED DIRECTOR/ASSISTANT PRINCIPAL JOB DESCRIPTION:

- Title Reports
- Technology Teams
- Development of Student Handbook
- Para Educators
- Report Cards

- SPED – IEP/MDT
- Kindergarten Registration
- Multi-Cultural Committee
- SAT Committee
- Preschools

PRINCIPAL’S JOB DESCRIPTION:

- Attendance
- Grant follow-ups
- Elementary Budget
- Substitutes
- Daily operation K-4
- Student Council
- Surveys
- Reports--North Central, Enrichment, Curriculum, ELL, Migrant, Year-End

- New staff orientation
- Staff assignments/terminations
- MS/HS supervision of activities
- Weekly Staff Bulletin
- Custodian supervision
- Staff/Volunteer Handbooks
- Summer work/schedules
- Doane Assistants, Doane Advisory Council, Doane
  External Visitation Team

SHARED RESPONSIBILITIES:  PRINCIPAL  ASST PRINCIPAL

Evaluation of Staff **   *
Goal Setting  ^   ^
Student Discipline  ^   ^
End of Year Report **   *
Parent Advisory **   *
Positive Student Promotions  ^   ^
Staff Recruitment & Hiring **   *
Support Staff Evaluations  ^   ^
Supervision of Programs  ^   ^
K-4 Staff Meetings  ^   ^
Superintendent’s Newsletter  ^   ^
Superintendent’s Annual Report  ^   ^
Student Attendance  ^   ^
Class List Development  ^   ^
End of the Year Check Out  ^   ^
First of the Year Meeting **   *
Doane Meetings/Teaching **   *
Board Meetings/Retreats  ^   ^
Community Speaking  ^   ^
Social Service Reports  ^   ^
Police Reports  ^   ^
Disaggregation of Test Data **   *
Summer School Planning  ^   ^

(**)The Principal is primarily in charge of these but the Assistant Principal will assist. (^)Both principals will share duties equally.

S. PROFESSIONAL CONFERENCES

When requesting to attend a professional conference a teacher must fill out and hand in to the principal a completed
“Conference Form” along with additional materials describing the nature and focus of the conference. Attendance at
professional conferences is at the discretion of the principal and several factors will be considered when reviewing a request.
T. PROFESSIONAL GROWTH PLANS
All professional employees of the District are expected to engage in activities which maintain and improve their professional skills during the period of their employment by the school district. Professional growth activities include exchange teaching, contributions to the local school district through participation in in-service programs and in activities designed to develop plans or materials for district use, study in colleges or universities or through participation in workshops offered by public and private agencies, community service, and occupational experience.

Any professional growth points approved for advancement on the salary schedule shall be derived from programs which could be reasonably expected to improve the employee’s performance of duties as assigned by the superintendent.

Staff should refer to the Crete Public Schools “In-service Guidelines” for a complete description of administrative rules and regulations pertaining to professional growth. REF: Bd of Ed Policy #3242

The deadlines for the evaluations of these plans are developed and identified within each plan. Each plan must be evaluated according to its own timeline; these evaluations should be narrated by the staff member and conferenced with the evaluation administrator.

U. RECESS
Recess is to be used as a time to break the routine of the regular classroom environment. Recess time in both the morning and afternoon is appropriate. These times are NOT to exceed 10-15 minutes.

V. REDUCTION IN FORCE
When, in the sole discretion of the Board of Education, a reduction in force is necessary for reasons of decreasing enrollment, budgetary considerations, changes in programs or such other reasons as the Board may deem appropriate, the following criteria will be applied to determine which employee’s contract will be terminated:

1) Quality of performance as determined from a review of evaluations.
2) Endorsements of the teacher.
3) Contribution to the extracurricular activity program.
4) Seniority, but only after consideration of the three foregoing criteria.

REF: Bd of Ed 3316.

W. RESIGNATION
If negotiations between the Crete Education Association and the District are not complete by March 15, the Board of Education may issue a renewal notice that will serve as a binding contract until negotiations are completed and agreed upon. The certified staff will be given a minimum of 15 calendar days from the date of delivery of the renewal notice to return the renewal notice. A regular contract will be issued after the completion of negotiations. Board Policy 3234

Renewal notices or contracts will not be required to be returned prior to Mach 15th for the ensuing year. A teacher may expect to be released from a contract up to May 15th if a letter is submitted to the superintendent stating reasons for wanting the release. After that date, a teacher may apply in writing to the Board through the superintendent for an exception to the policy. During the school year under rare or unusual circumstances a teacher may negotiate with the Board for release from a contract, by mutual agreement, provided that the superintendent recommends such negotiation to the Board.

Classified personnel who wish to terminate their employment in good standing should submit a written notification to the superintendent at least two weeks prior to the employee’s intended last day of employment. The superintendent may release an employee earlier than the employee’s intended last day of employment through mutual agreement of the superintendent and the employee in the event the superintendent has a suitable replacement.

X. RIGHTS AND RESPONSIBILITIES OF PROFESSIONAL PERSONNEL
The Board of Education intends to protect its professional employees civil and legal rights and responsibilities which are provided for by Federal or State statute, by the decrees of courts with jurisdiction, by policies of the Board, and by rules and regulations as stated in personnel handbooks provided to professional employees. Such rights shall include freedom of speech. Other rights shall include freedom from discrimination on the basis of age, sex, race, religion or country of national origin.

All professional employees are expected to act in accordance with the professional code of ethics as stated by a professional association in which they may hold voluntary membership and as specified by law or by rules and regulations of the Nebraska Department of Education and Professional Practices Commission of the State of Nebraska. Within the guidelines of professional codes of ethics, professional employees of the district are vested with academic freedom. REF: Bd Policy #3100, 48-1101, 79-526 & 79-859 DISTRICT BOARD; SCHOOLS, SUPERVISION, 79-1280 Professional Practices Commission
Y. SEXUAL HARASSMENT
Sexual harassment is any behavior of a sexual nature that offends anyone in the school system and/or at school activities. It shall be the policy of the Crete Public Schools to provide an environment free of sexual harassment of employees and students on any work premises where the District has total control of the premises or can otherwise lawfully exert its jurisdiction. If a complaint is made regarding sexual harassment, whether it be a student, employee, or anyone else on the school premises; the person being harassed should immediately inform a principal of the behavior and provide witnesses if possible. Also, the harassed will be expected to put their complaint in writing. The principal or his/her designee will begin an investigation. If the principal finds the complaints are true and accurate, immediate and appropriate actions or consequences will take place. If the harassed or the person complaining is not satisfied with the outcome of the investigation, then she/he should refer to the grievance procedure listed within this handbook.

CONSEQUENCES MAY BE ANY OF THE FOLLOWING ACCORDING TO THE SERIOUSNESS OF THE OFFENSE:
- Formal warning - parents contacted
- Mandatory participation of a 2.5-hour educational program
- In-school suspension of 1-5 days - educational program required.
- Out-of-school suspension of 1-5 days.
- Expulsion for the remainder of the semester.

Dating Violence:
Crete Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the education program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy, “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his/her dating partner. “Dating partner” refers to 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.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The training shall include, but need not be limited to, basic awareness of dating violence, warning signs and the district’s policy and procedures.

Staff members receiving a referral about a potential incident and/or suspect a student being a victim of dating violence, should submit information directly to the building.

Z. STUDENT FILES
All student files are to be left in the office area at all times. They cannot be taken home or to your classroom, etc. This is a security matter and a fire safety concern. Student and personnel records contain sensitive information, which potentially could prove harmful to an individual if not kept confidential. Records shall be kept under lock and key at all times. The appointed place for this is designated in the Principals’ office. (Refer to Board Policy #0425.) NO information from the permanent files is to be released over the telephone. VOLUNTEERS AND PARAPEDUCATORS DO NOT HAVE THE PRIVILEGE TO TRANSFER OR REVIEW PERMANENT OR CONFIDENTIAL FILES.

AA. TUTORING
Professional employees are prohibited from serving as tutors, on a paid basis, for students who are assigned to them within a course of study or instruction during the contract year for the purpose of improving a grade within that course of study or instruction.

Professional employees are prohibited from using school facilities and resources for tutoring, on a paid basis, unless permission for use of school facilities has been granted to the professional employee in the employee’s role as a citizen.

Use of school facilities or resources for purposes of tutoring students may, at the discretion of the superintendent and the Board of Education, require payment of fees for use of school facilities.

Professional employees who engage in tutoring of students during a contract period are expected to inform their immediate supervisor of arrangements which have been made for employment as a tutor when the person being tutored is a student enrolled in the school district. REF: Bd Policy #3112
SECTION III - INSTRUCTIONAL PLANNING

A. DAILY SCHEDULES
Each teacher will be required to develop a daily schedule and submit it to the office at the end of the first week of school. The schedule should include:

1. Planning times
2. Subject Areas/times/days
3. Art, Music, P.E., Computer, times and days
4. ETV Schedules
5. Procedures
6. Academic groupings
7. Duties
8. Recess

The completed schedule should be in sufficient detail for a substitute to use as a guideline. When schedules are completed, copies will be kept in the office. Permanent changes in scheduling should be reported to the office so that revisions can be made. Each teacher should post a copy of his/her schedule on the door or in the classroom, in the substitute file, and place one on the inside of the lesson plan book.

This year the schedule for entry and dismissal is the same. Please note the first entry bell in the morning will ring at 8:15 a.m. and the second bell signaling the beginning of class will ring at 8:20 a.m. Dismissal bells will ring at 3:10 p.m. and 3:15 p.m.

B. DUPLICATING OF MATERIALS
Central copying will be performed by a teacher assistant and will require some planning on your part (you need to get your copy requests in at least two days ahead of time). Realizing this will take some special consideration on your part when spontaneous copying needs do arise, you may bring your request to the Central Copy Room; and if a teacher assistant is on duty at the time, she can copy it for you quickly. If a teacher assistant is not present, bring the material to the office for copying. In addition, we will still be using the same Request For Copy Forms, please indicate your needs on the form as completely as possible.

C. GRADES AND REPORTING
All areas of instruction are required to give grades and/or some type of evaluation for each quarter this year. It will be each department’s responsibility to see to it that the grades are recorded before report cards are due to go home.

D. INTRODUCTION LETTER TO PARENTS
At the beginning of each school year or upon enrollment of a new student, each teacher will compose a letter of introduction to parents. The letter should include, but not be limited to the following:

1. Information about yourself.
2. Arrival and dismissal times.
3. Price of lunch tickets and when/where they can be purchased. Kindergarten and first grade milk snack lists.
4. Supplies.
5. Grading system.
6. Homework information.
7. Student absence information.
8. Other pertinent information from the staff handbook which parents should be made aware of.
9. Registration cards.
10. Field Trip permission forms.

E. LESSON PLANS
Lesson plans are an important aspect of a classroom. They provide planning and organization for the teacher and thereby the classroom. Each teacher is expected to make both long and short term plans for their classroom. I expect these plans to be made for a one-week period of time. These plans do not need to be submitted to the office. It is your responsibility whenever you are absent to have the lesson plans, grade book, and other written instructions, etc., available on your desk prior to a substitute’s arrival. Some staff prefer to work on their lesson plans over the weekend, and this is fine; as long as the plans are here Monday morning and/or your clear instructions for the week’s plan is outlined should you become ill and not be able to attend school on Monday.
F. REPORTS TO PARENTS
No report can convey complete understanding of the total school program or adequately explain the progress of every pupil. Conferences, letters to parents, home visits and telephone conversations with parents must be made to supplement the report card. Whenever special contacts are made by a teacher with the student’s parents/guardians, a notation of this should be recorded and kept for future reference. Whenever you make a contact with the parents concerning a student in academic difficulty, request that the parents make a return call to you later in that same grade period to check on their child’s academic progress. This will shift part of the responsibility of the child’s academic position to the parents and improve the teacher’s position at the end of the grade period when questions arise. Progress reports for fourth, grade students will be sent to parents at mid quarter.

G. REQUISITIONING GENERAL SUPPLIES
Most supplies will be located in the Elementary Office. Mini supply centers will be located in the Middle Building (central copy room) and the closets located by staff lounge/workroom area. When materials are gone, please fill out a Request For Building Supply form or notify one of the office staff immediately so the materials can be replaced. Please take only what you need to complete a project and return any unused supplies to the closest supply closet. PLEASE DON’T STOCK PILE SUPPLIES IN YOUR CLASSROOM.

H. STAFF LEAVING THE BUILDING
Teachers are free to leave the building during their lunch periods. They can also leave during their planning periods for school-related business (such as picking up classroom supplies). In these cases, teachers need to sign out and back in at the office desk. This helps office personnel in the event that someone is trying to reach the teacher. Staff members need to check with the building principal if they need to leave during the workday for anything other than lunch or school business.

I. STUDENT AND STAFF SUGGESTIONS
Students may have suggestions for improvements, new ideas, or needs here at the Crete Elementary School. I would suggest that those suggestions be given to either principal who will then channel them to their best end. Staff members who may also wish to make recommendations for the improvement or changing of practices of the school in general, should submit those in writing to either principal, who will direct them to their proper channel.

J. TEACHER’S DUTIES
Sometimes a helpful checklist of things to get done and have established will assist some busy teachers during these first hectic weeks. The following is a listing of duties that you may want to include into your routines:

1) Class schedules should be made out in triplicate (copies are permitted). One schedule should go on your outer classroom door where visitors can read it, one is to be submitted to the principal’s office (at the end of the first week of school), and the other should go into the substitute folder.

2) Make sure you have a substitute folder in your planbook early in September. It should include these items:
   - Disaster drill procedures…fire, tornado and bomb threat
   - Up-to-date seating chart (you may prefer to tape each child’s name on the desk)
   - All necessary schedules: recesses, playground, Special Area, ETV, COMPUTER LAB, volunteers (days/times), Doane Aides (days/time), etc.
   - List inclusion teacher’s schedules and times
   - Daily schedule as to subjects and times taught
   - Subject ability grouping with student’s names in each group and information
   - About students who may need special attention
   - Extra duty activities related to class (recommended drills, games, activity sheets)
   - Location information about 1) student materials and 2) weekly schedule

3) Be sure information to be sent home is distributed at the first dismissal after you receive it, unless otherwise notified.

4) Have students fill out a Field Trip permission form for each student in your room. When preparing for the trip, vehicle requests are to be filled out, signed, and sent over to First Student Incorporated Transportation or Mr. Moore at least the Thursday of the week before your trip is planned. Be sure to check on the progress of plans as you’re near departure. All field trips need to be written on the master calendar at least three weeks prior to the day of the field trip. This will allow staff members (special education, ELL, cafeteria, etc.) time to plan around the change in schedule. It will also give the school secretary ample time to include the field trip day, time and destination in the school bulletin.

5) If any child has an accident while under your supervision, be sure to fill out an “ACCIDENT REPORT” form available from the nurse’s office.
6) If a child in your room is required to receive any type of medication (regularly or after an illness) it is mandatory that the nurse dispenses such medication. If that becomes impossible (the nurse is gone or whatever) you may assist the child.

7) By March, all teachers considering retention of a child shall turn in a listing and reasoning behind such a request. Also turn in the contacts and essence of the conversation with the parents on this consideration. Refer to the new retention policy.

8) The first day of school, hand in to the principal’s office, the form listing the number of youngest and only and the total number of children in your room.

9) Teachers should check with the Media Specialist to have an up-to-date list of transparencies, tapes, videos, etc.

10) Teachers should review that their “cumulative” student files are up-to-date.

Report to work at 7:45 a.m. unless detained by reasonable cause. **LET ONE OF THE PRINCIPALS KNOW WHEN AND WHY YOU ARE LATE.**
SECTION IV - STUDENT/PERSONNEL

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

Generally speaking, pets are not allowed at school. Should an occasion arise when a child wishes to show a pet to the class, arrangements should be made with the teacher ahead of time. After permission is given, parents are to bring the animal to school and take them home after they have been shown. The only exceptions to this regulation can be made through the building principal.

B. ATTENDANCE: STUDENTS
The Crete Elementary School has taken some steps to ensure the safety and accounting of regular attendance. In order to accomplish this task, we must have the support of the parents. The following is a request that is being made of the parents of our District:

1) The day of an absence, parents are asked to contact the Elementary Office, 826-5822 for K-4 students. They are to inform the offices of the nature of the absence, and how long they anticipate their child will be out of school. The toll free line for the Elementary School is 1-877-826-1017.
2) These calls should be made between 7:30 a.m. and 9:00 a.m.; if we are to effectively check on the whereabouts of our students.
3) If homes do not have phones, it still becomes the parent’s responsibility to notify our office of the absence.

ATTENDANCE POLICY AND PROVISIONS
School is a full time job and students are expected to be in attendance for all classes throughout the year. Students who are absent from school lose out on valuable explanations of material, interaction with their teachers and peers, and often perform at a level below their potential. The achievement of an outstanding attendance record should be the goal of every student, as it will often determine future job security after high school. State law also requires students to be in attendance a minimum of 1032 hours a year. (Nebraska State Law 79-201)

1) Parents/guardians will be sent notification when their son/daughter accumulates five (5) or more unexcused absences per quarter. At that point, a conference may be necessary to determine what can be done to improve the attendance pattern as well as an administrative investigation into the absences.
2) Students who are absent more than a total of five (5) days per quarter will have their absences reviewed by the administration. Possible consequences may be, but are not limited to:
   a. A doctor’s verification of illness.
   b. Mandatory after school study time.
   c. Possible short/long term suspension.
   d. Mandatory parental conferences.
   e. Referral to the District Superintendent.
   f. Referral to law enforcement agencies.
   g. Referral to Social Services for educational neglect.
   h. Possible retention at the present grade level.
3) Students who are absent from school for all or part of a day must bring a note from their parent/guardian or have the parent/guardian call the attendance office before 9:00 a.m. on the day of the absence. If no call is received on the day of the absence, a note should be brought no later than two (2) days after the absence. If no note is received, the absence will be considered unexcused.
4) Vacations which result in the loss of several days’ attendance are discouraged and must be approved by the office administrator and the teacher.
5) Students, who want to leave school at any time during the day, must have permission from their parents. Permission to leave school may be obtained by having the parent call one of the offices or an administrator or by bringing a note to school signed by the parent. Any other requests to leave the building will be denied.
6) Truancy: a student is considered truant if he/she is not in his/her assigned classroom and does not have permission for the absence. Students who are determined to be truant will be subject to the following consequences:
a) **First Offense** - parental contact made in order to determine the student’s absenteeism. The parent is given a chance to locate the child and return him/her to school. If the child is not located, the police are notified of the truancy. The child will make up assignments that are missed during their absence.
b) **Second Offense** - same as the first offense with the addition of one (1) day of in-school suspension.
c) **Third Offense** - same as the first offense with the addition of two (2) days of in-school suspension.
d) **Fourth Offense** - suspension from school with the recommendation for expulsion for the semester.
e) Students truant from school will earn a zero for any homework or tests missed as a consequence of their truancy.

**MISSING WORK/ASSIGNMENT POLICY**
It is the student’s responsibility to make up any work or tests missed due to an absence. Students will be given two (2) days makeup time per day of absenteeism. The maximum makeup time will be five (5) school days. After that time, no credit will be given for the work or the assignments. Teachers or administrators may approve special timetables for makeup work in special circumstances. It is the parent’s responsibility to meet with the teachers to gather their child(s) assignments.

**LATE WORK/ASSIGNMENT POLICY**
Each student is responsible for making up their missed assignments when they have been absent or have not been turned in on time. The student should see each teacher to verify the assignments or homework needed to makeup the work missed or not completed. This may be the same assignment required in the classroom or other work that may be substituted. Late assignments will fall under the following guidelines:

1) Late work will not be accepted after five (5) school days. Work turned in after that time will not receive credit. Teachers or administrators may approve special timetables for makeup work in special circumstances.

2) Each grade level will give students a late assignment policy that will be followed in that class. This policy may be stricter than noted above, but not more lenient. A student is responsible to know these policies. The teacher may note what deductions of the grade may occur for late assignments and other guidelines that pertain to makeup or late work.

**C. CANDY AND GUM ON PLAYGROUND AND OTHER SCHOOL AREAS**
Candy and gum are strictly prohibited on the playground areas and gum is also prohibited in the building. If a snack is given to students by the classroom teacher or as a treat by another student, the item should be eaten only in the classroom it is given in. It is requested that snacks or treats provided by the teacher be a healthier choice than candy or other treats high in sugar. This will help us maintain compliance with our Wellness Policy and encourage students to make good choices when choosing snacks on their own.

**D. CLASSROOM ASSIGNMENTS AND TEACHER ASSIGNMENTS**
Any student may be assigned, at the discretion of school officials, to the grade level, class, or teacher most appropriate for the academic, social, and emotional development of the student. Judgments about the appropriateness of student assignments are the prerogative of the professional employees of the district.

The assignment of a student to a particular grade level, class, or teacher will be reviewed by the Board of Education upon the request of the student or the student’s parents or guardians only in those instances where questions of procedural due process are present.

Handicapped students will be placed in programs suited to their needs in accordance with federal and state laws and guidelines of the State Department of Education.

LEGAL REFERENCE: R.R.S. 79-443 DISTRICT BOARDS, SCHOOL, SUPERVISION AND CONTROL 43-601 ET SEQ. CARE AND EDUCATION OF HANDICAPPED CHILDREN.

**E. CORPORAL PUNISHMENT**
CORPORAL PUNISHMENT IS PROHIBITED. Physical contact of a hurtful nature by a teacher to a student in other than self-protection is not permitted. A staff member may use reasonable physical force when necessary under the following circumstances; when prescribed by an individual education plan, which sets forth the use of physical force for management of the student; and when necessary to prevent a person from harming himself, herself, or others; and when necessary to prevent the destruction of property. LEGAL REFERENCE: R.R.S. 79,4, 140 CORPORAL PUNISHMENT; PROHIBITED 28, 1, 413 use of force by person with special responsibility for care, discipline, or safety of others

**F. DRESS CODE**
Ideally, a student’s choice of attire and grooming should be the responsibility of the student and his/her parents or guardians. However, the learning environment must be protected by school personnel; and clothing which creates a distraction to the staff or students, or disrupts the learning process in any manner will not be allowed. The following general statements apply to all students:
1) Any articles of clothing or other items brought to school, or any school sponsored event, should not contain any printed wording or pictures that advertise profanity, the use of tobacco or a controlled substance, promote an establishment whose primary business is drug paraphernalia or alcohol related, or make sexual innuendoes (i.e., Coed Naked, Big Johnson, Bad Boy, Lucky Brewery, alcohol, tobacco or other drug advertisements or logos, etc.) in any manner.

2) Appropriate dress for some social situations out of school is not necessarily appropriate for school. The type of clothing worn by a student must not be injurious to self or jeopardize his/her safety. For example, extra long shirt tails, saggy/baggy or loose clothing in the technology shop/lab or any other areas which may be considered unsafe by the instructors.

3) Clothing considered proper attire is shoes, full-length shirts, and mid-thigh length shorts/dresses. Bare midriffs would be considered inappropriate. Hats will not be considered proper building attire because of their disruptive nature in the halls and classrooms. Hats are not to be worn in school during the academic day.

4) Any gang-related symbol worn, written, carried, displayed, or communicated will not be tolerated. Dress identified by outside agencies (police and other law enforcement agencies) as gang-related apparel is not allowed. Gang related symbols include, but are not limited to sagging pants, do-rags worn on the head or hung from the waist, suspenders/straps worn off the shoulders, long/baggy coats, bandannas and/or colored handkerchiefs.

5) External attire is not to be worn in the building. Once a student has entered the building, he/she is expected to put coats, hats, etc., in his/her locker for the duration of the academic day unless directed otherwise by a staff member.

6) Students will not be permitted to possess beepers or other electronic communication devices in school during the academic day. Any device taken from a student will only be returned to the student’s parents.

BECAUSE THERE ARE MANY DIFFERENT TYPES OF DRESS AND/OR OBJECTS THAT CAN DISTRACT FROM THE LEARNING ENVIRONMENT, THE ADMINISTRATION AND STAFF RESERVES THE RIGHT TO DETERMINE APPROPRIATENESS OF STUDENT DRESS.

Students who violate the dress code will be required to correct their appearance and will be subject to disciplinary actions as described in the student handbook.

First Offense - Warning given and clothing corrected. If not corrected, parents will be contacted.
Second Offense - Parents will be contacted. Students may be sent home to change and/or may receive one of the following consequences listed below:
   1. One or more detentions of Saturday Schools
   2. In-school suspension
   3. Out-of-school suspension

G. FIELD TRIPS
Student Field Trip Permission forms are available in the office. These forms when signed are good for all year. The earlier you get them home and back, (preferably within the first two weeks) the better it is for you; as students are not permitted to leave the school grounds without a parent’s permission.

The opportunity for children to take field trips is encouraged. I would hope the available resources around Crete as well as in Crete would be utilized by the classroom teachers. When vehicles are used, it should be stressed that orderly conduct is expected. Disregard for the bus driver’s responsibility to provide a safe trip causes potential danger to other students and future consideration about any more trips.

Staff should get their bus request forms filled out using the online transportation request form least two weeks prior to the day of the field trip. If you have not received your copy back within that period, it would be well that you double check the transportation with Mrs. Dianne Moore or Mr. Jim Moore. The Board of Education has requested that some type of detail of the objectives and goals of these trips be recorded so that as the yearly budgets are prepared they can review the intent of the trips in evaluating the request for all Elementary field trip costs.

H. HARASSMENT AND DISCRIMINATION
In order to maintain an environment free of harassment and discrimination a progression of consequences has been established. As with all rules of conduct, the severity of the infraction may warrant bypassing the preliminary steps listed below:

   First Offense - Formal warning - parents contacted
   Second Offense - Mandatory participation of 2.5 hours in an educational program
   Third Offense - In-school suspension of one to five days - an educational program required
   Fourth Offense - Out-of-school suspension of one to five days
   Fifth Offense - Expulsion for remainder of the semester
I. NOTIFICATION TO PARENTS REGARDING RIGHTS GRANTED UNDER FEDERAL LAWS

I) HIPPA
Under the Health Insurance Portability and Accountability Act (HIPPA) the school makes every effort to protect the private health information related to the child and the family.

- Protection of health information stored at the school.
- Training staff members about guarding the privacy of health information

Parents are requested to only share health information when the sharing of the information provides for the protection of the health and safety of their child.

II) RIGHTS UNDER FERPA
The Family Educational Rights and Privacy Act (FERPA) gives parents the following rights with respect to the student’s education records.

- Parents have the right to inspect and review the student’s education records within 45 days of the day the school receives a written request for access.

- Parents have the right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. A written request must clearly identify the part of the record to be changed and must specify why it is inaccurate. A school official will notify the parents with a decision and/or right to a hearing.

- Parents have the right to consent to disclosures of personally identifiable information contained in the student’s education record, except those described in the Directory Information section below.

NOTICE CONCERNING DIRECTORY INFORMATION
The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student’s name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and most recent previous educational agency or institution attended.

A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

III) RIGHTS UNDER PPRA
The Protection of Pupil Rights Amendment (PPRA) gives parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

* Parents must give consent before students are required to submit to a survey which is funded in whole or in part of a program of the U.S. Department of Education that concerns one or more of the following areas:
  - Political affiliations or beliefs of the student or student’s parent;
  - Mental or psychological problems of the student or student’s family
  - Sex behavior or attitudes
  - Illegal, anti-social, self-incriminating, or demeaning behavior
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctor, or ministers;
  - Religious practices, affiliations, or beliefs of the student or parents; or
  - Income, other than as required by law to determine program eligibility

*Parents will receive notice and may ask that their student not participate in:
  - Any other protected information survey regardless of funding
  - Any non-emergency invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted
or required under State law
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
* Parents may inspect the following before they are given:
- Protected information surveys of students
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
- Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The right to file a complaint with the US Department of Education concerning alleged failures by the Crete School District to comply with the requirements of FERPA.

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, S.W.
Washington, D. C. 20202-4605

IV) NOTICES UNDER NO CHILD LEFT BEHIND (NCLB)

STUDENT RECRUITING INFORMATION

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

STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child’s classroom teachers. Upon request, Crete Middle/High School will give parents/guardians the following information about their child’s classroom teacher:
- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher. Parents 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 qualification 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, Crete Schools will give timely notice if a child has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

J. PROMOTION AND RETENTION

The board of education is dedicated to the best total and continuous development of each student enrolled. The building principal in cooperation with the professional staff members assigned to his/her building shall have the responsibility of placing each student at the grade level best suited for the student academically, socially, physically, and emotionally.

Retaining students within the same grade level is the last option to review when searching for instructional strategies to assist a child with slow academic progress. The primary concern will always begin and end with the best interest of the student. Therefore, effective communication with parents is mandatory and additional educational professionals should be consulted. The principal will have the final authority, within the building, to determine if retention is the most appropriate alternative for a child.

Students will not be retained if their English proficiency is a contributing factor to their academic progress. However, retention will be considered in the primary grades when a student’s academic achievement appears delayed primarily for readiness reasons and therefore may benefit from additional time and strategies. Students in the upper grade levels are expected to meet minimum performance expectations within the subject areas. Students unable to perform at the expectation level or unwilling to demonstrate their proficiency may have the option of retention reviewed as part of an educational plan.
Parents may ask the superintendent of schools to review the decision if they are not satisfied with the decision.

**BOARD POLICY** ~ Judgments about promotion from grade level to grade level, or retention of a student for a grade level or course of study, are the prerogative of the professional employees of the District. Decisions about promotion or retention of students shall be based on consideration of the academic achievement of the student and be directed toward the welfare and development of the student. Student progress and completion of prescribed requirements, including completion of prescribed courses of study for students enrolled in special needs programs, shall be the normal basis for decisions about promotion or retention. Any student or the parents of any student shall have the right to review any decisions made about promotion or retention.

**K. SCHOOL BUS BEHAVIOR PLAN**
The bus is an extension of the classroom with similar rules of behavior. Bus rules are set up by First Student Incorporated Transportation and are posted on each bus and explained by the driver. Severe misbehavior and/or disrespect of bus rules may result in immediate suspension of bus privileges by First Student Incorporated’s supervisor.

**L. STUDENT CONDUCT**
It is the intent of the district’s discipline procedure to communicate with parents and provide due process procedures. Teachers are encouraged to contact parents of specific problems. Likewise, parents are encouraged to maintain this two-way communication

Rules for conduct will be established in each area of the school that requires such communication for the good of orderly conduct. Rooms, buses, playground, lunchroom, hallways, field trips and school-sponsored activities shall be areas of required rule observance.

The following is a list of some major infractions, which may result in detention, short-term suspension, and/or expulsion:

1. Possession and/or use of controlled substances i.e., tobacco, alcohol, drugs.
2. Causing or attempting to cause physical injury to other persons.
3. Disrespectful behavior shown toward other students and/or adults.
4. Theft or destruction of school property or the personal property of others.
5. Unexcused tardiness and willful truancy.
6. Profanity and obscene gestures.
7. Use or possession of weapons or fireworks.
8. Failure to follow lunchroom and playground rules.
9. An accumulation of minor infractions.

**M. STUDENT CONDUCT AT ACTIVITIES**
We encourage and expect parental support in the fostering of proper conduct at all school activities, whether at the Elementary, Middle or High School. Students are subject to school rules while attending school-sponsored events.

An Elementary student seating section will be incorporated again this year during the basketball season. All Elementary students are expected to sit either with their parents, or within the designated Elementary seating area. The students will be allowed to leave this area only at half time and between games.

**N. STUDENT DISCIPLINE**
The principal and assistant principal are in charge of student discipline, thus their office will function as the place for all students who have need of extended actions.

1) **STUDENTS ARE NOT TO BE PLACED UNSUPERVISED IN THE HALLWAYS AT ANY TIME; THIS IS AN UNSUPERVISED SITUATION AND WILL NOT BE ALLOWED.** If you need to get a student out of your room to go over a test, etc., please ask a neighboring teacher to watch the student for a few minutes. Students are never to be left unsupervised - this includes entering and leaving the buildings as well. Please make arrangements, as you have in the past to meet the students at the building doors as they come in and as they leave.

2) Students, who need to stay in at recess time due to uncompleted work or for other reasons deemed necessary, need to be supervised as well. Again, develop cooperative arrangements so that one teacher remains in the room to supervise the students who need to stay in. The office staff are not to be used as supervisors of these students.

3) Students who need to stay in because of health reasons (parent request) may stay in the principal’s office when there is someone there to supervise them. If no one is in the office area over the noon hour, other arrangements will need to be made by the teacher.
GENERAL SUPERVISION GUIDELINES:

1) Teachers are responsible for supervising students throughout the school day both inside and outside of the classroom, and maintaining a well organized and controlled learning environment.

**STUDENTS IN THE BUILDINGS MUST BE SUPERVISED AT ALL TIMES**

2) Teachers are responsible for developing discipline plans for their individual classrooms and for implementing discipline plans for activities such as recess, etc. The discipline plans will be posted in the classroom.

3) Teachers will inform parents of the rules and consequences.

4) Teachers will instruct students concerning classroom and non-classroom rules, rewards and consequences. Initial instruction will occur during the first day of school. Teachers will periodically review the discipline plans with their students throughout the year.

5) Teachers will be fair and consistent when supervising students.

6) Teachers will follow-through on any student complaint or infraction of the rules.

7) If discipline problems arise, teachers will deal with individuals; group punishments should be avoided.

O. STUDENT FEES

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

The District’s general policy is to provide for free instruction in accordance with the Nebraska State Constitution. The District also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the District is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or Board regulations. Students are encouraged to contact their building administration, their teachers or their coaches and sponsors for further specifics.

A. Definitions

1. “Students” shall mean students, their parents, guardians, or other legal representatives.

2. “Extracurricular activities” shall mean student activities or organizations that (a) are supervised or administered by the District; (b) do not count toward graduation or advancement between grades; and (c) are not otherwise required by the District.

3. “Postsecondary education costs” shall mean tuition and other fees associated with obtaining credit from a postsecondary educational institution.

B. Listing of Fees Charged by this District.

1. **Guidelines for Clothing Required for Specified Courses and Activities.**

   Students are responsible for complying with the District’s grooming and attire guidelines. They are also responsible for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that will detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.

2. **Safety Equipment and Attire.**

   The District will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. **Personal or Consumable Items.**

   Students are responsible for furnishing personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The District will provide students with facilities, equipment, materials and supplies, including books; the students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that was lost by the student.

   **Materials Required for Course Projects.**

   Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay for the reasonable cost of any materials required for the course project.

4. **Extracurricular Activities.**

   The District may charge students a fee to participate in extracurricular activities to cover the District’s reasonable costs in offering such activities. The District may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of
District-owned equipment or attire. The coach or sponsor will provide students with written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

5. **Post-Secondary Education Costs.**
Some students enroll in postsecondary courses while still enrolled in the District’s high school. As a general rule, students must pay all costs associated with such postsecondary courses. If a student elects to take a course on his/her own from a college, university or other institutions for dual credit, the student is obligated to pay tuition or fees. If the Crete School District requires a student to take a class for credit or non-credit, the district will pay for the class. The superintendent must approve any class taken for dual credit or high school credit. The district would be obligated to pay for books associated with such approved classes.

6. **Transportation Costs.**
The District will charge students reasonable fees for transportation services provided by the District to the extent permitted by federal and state statutes and regulations.

7. **Copies of Student Files or Records.**
The District will charge a fee for making copies of a student’s files or records for the parents or guardians of such student. The Superintendent or the Superintendent’s designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the student’s file or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student’s files or records.

8. **Participation in Before-and-After-School or Prekindergarten Services.**
The District will charge reasonable fees for participation in before-and-after-school or prekindergarten services offered by the District pursuant to statute.

9. **Participation in Summer School or Night School.**
The district will charge reasonable fees for participation in summer school or night school, and may charge reasonable fees for correspondence courses.

10. **Charges for Food Consumed by Students.**
The District will charge for items that students purchase from the District’s breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, and booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

C. **Waiver Policy**
Students who qualify for free or reduced-price lunches under United State Department of Agriculture Child Nutrition Programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for:
1. participation in extracurricular activities
2. admission fees and transportation charges for student spectators attending extracurricular activities within the District
3. materials for course projects
4. the use of a musical instrument in optional music courses that are not extracurricular activities

Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. If a parent requests a participation waiver but does not want to participate in the free and reduced lunch program, the parent is still obligated to fill out a free and reduced form for qualification purposes. If any parent wants to avail their child of this waiver opportunity, the parent will need to sign a District waiver form allowing school personnel administering the lunch program to inform the necessary school employees of the child’s eligibility. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students.

D. **Distribution of Policy.**
This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. **Student Fee Fund.**
The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate School District fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.
F. Annual Review of Fee Policy.
On or before the 1st of August each year the Board of Education shall hold a public hearing on the student fee policy and the list of fees that will be charged for the next school year. During the hearing, the superintendent or his/her designee will review the amount of money collected from students pursuant to this policy from the proceeding school year. During the hearing, the superintendent or his/her designee will also report the number of students that received waivers under Section C of this policy. This student fee policy and list of fees for the following school year must approved annually by a majority vote of the school board at an open public meeting conducted in compliance with the public Meetings Law.


P. STUDENT SUSPENSIONS AND EXPULSIONS

Grounds for Short-Term suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:
The failure to refrain from the following conduct shall constitute grounds for short-term, suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6) Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-105 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7) Public indecency;
8) Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9) Truancy or failure to attend assigned classes or assigned activities;
10) Tardiness to school, assigned classes or assigned activities;
11) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group of individuals based upon race, gender, national origin, or religion;
12) Dressing in a manner which is dangerous to the student’s health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
13) Willfully violating the behavioral expectations for those students riding Crete School’s buses;
14) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes;

In addition, a student who engages in the following conduct which occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish;

a) The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or;

b) The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm;

In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term “to school” or “at school” means on school grounds, in 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.

Q. STUDENTS AFTER SCHOOL
In every situation that requires students to remain after school, an effort to contact the parent, guardian, sitter, etc., shall be made for those students who live in town. For those students who live in the country (bus students), a note home a day ahead of time is the general rule of thumb, however, if contact and arrangements can be made by phone for keeping the student that day without much parent confusion, then by all means do so. The most important item in either case is communication with the parent!

Time after school is reasonable and often practical. I urge staff to make clear to the parents: (1) the time the student may be picked up, (2) the purpose for your time and the student’s time after school. The teacher is responsible for the supervision and dismissal of those students required to stay after school. Unless special arrangements have been made, DO NOT LEAVE SCHOOL WITH A STUDENT YOU’VE REQUESTED TO STAY AFTER STILL IN THE BUILDING.

R. THURSDAY ENVELOPES
Each student in your room will be given a white “Thursday Envelope” in which all notes, papers, etc., will be placed. These envelopes are to be sent home on each Thursday and returned by the following Monday. If an envelope is lost/destroyed, the child will be responsible for paying for a replacement. Hopefully, this will insure that all important papers and notes are taken home and viewed by a parent/guardian.
SECTION V - PUPIL SERVICES

A. BUILDING SECURITY
For the security of the school and the student body, teachers should make note of the following:
1) NO students should be in the building beyond the regular school day unless they are under faculty supervision.
2) Keys and cards necessary for the performance of the teacher’s assignments will be issued by the principal at the beginning of the school year and picked up at the end of the school year. For security reasons, it is imperative that students not be permitted to have access to school keys/cards.
3) Each staff member must assume total responsibility for building security when coming to school to work on weekends. This includes making sure doors are locked when you come in and when you leave. Please make sure all lights are turned off and windows are shut.
4) All visitors to the Crete Elementary School must first report to the offices for permission to proceed to another part of the building. Teachers have the responsibility and the right to question strangers in the building without permission.
5) Situations differing from the norm should be reported to and cleared by the building principals.

B. DESIGNATED TAKE COVER AREAS

K-1 BUILDING: (Rooms 13-20)
- Cain -18/Schroeder-19 - Basement
- Jenny-Lyons-20/Kansier-17 - Basement
- Rische-15 - Basement
- Oltmans-16 - Basement
- Fuhs-13/Healey-14 - Basement

TWO STORY BUILDING: (Rooms 1-12)
- Hazard-6/Parrish-1 - Basement
- Fricke-2/Thompson-5 - Basement
- Hintz-3/Peterson-4 - Basement
- Shestak-11/Grummett-9 - Basement
- List-12 - Basement
- Krolkowski-7 - Basement
- Bess-8/Salomens-10 - Basement
- Second Grade Portable - Basement

MIDDLE BUILDING: (Rooms 21-30)
- Nurse-23/Principals’ Office-21 &22 - Girls’ Dressing Room
- Deibert/Scheele-25A & 28A - Girls’ Dressing Room
- Ginapp-25/Richtarik-26/King-28 - Girls’ Dressing Room
- Cafeteria - Boys’ Dressing Room
- Art-29 - Boys’ Dressing Room
- Library Media Center-27 - Girls’ Dressing Room
- Jenny Beck-30 - Boys’ Dressing Room
- Carricks/Sikorski-24 - Girls’ Dressing Room

WEST BUILDING: (Rooms 31-52)
- Sebade-34 - Girls’ Dressing Room
- Wissenburg-36 - Girls’ Dressing Room
- Heusinkvelt-38 - Boys’ Dressing Room
- Hicks-31 - Girls’ Dressing Room
- L.Shestak-32 - Girls’ Dressing Room
- Uher-41 - Boys’ Dressing Room
- Everett-42 - Boys’ Dressing Room
- PE Classes-47 - Boys’ Dressing Room
- Holling/Lambert-Portable - Girls’ Dressing Room
- Keller-40 - Boys’ Dressing Room
- Zimmerman-50/Renner-49 - Boys’ Dressing Room

We may need to adjust these arrangements due to class sizes or other needs. We will do so after our first drill in the spring.
C. FIRE DRILLS/PRACTICES

By law, at least one fire drill must be held each month of the year. There will be two (2) fire drills the first two weeks of school, so know your building and the routes you should take. It is imperative that you are able to give quick and concise directions to your students from all locations in the building.

Students should be told to move quickly and quietly to the nearest exit and proceed to a point at least 100 feet from the building. Students in labs and halls must report to their respective groups outside and make sure the teacher knows of their presence. Plans for aiding the physically handicapped should be part of each classroom routine.

Once a fire drill signal has been given, whether authorized or not, the faculty will react as though a real emergency exists; the safety of the students should be the first and only consideration. Exit routes on the building floor plan are posted in an obvious place in every room. Know the route your classes are to take.

LOWER ELEMENTARY EXITS

A. FIRST FLOOR LOWER ELEMENTARY BUILDING - rooms 7, 8 and 12 go out the North doors. Rooms 9, 10 and 11 go out the South doors.

B. SECOND FLOOR LOWER ELEMENTARY BUILDING - rooms 1, 5 and 6, go downstairs and out the North doors. Rooms 2, 3 and 4 go downstairs and out the South doors.

C. PRIMARY BUILDING - Rooms 13 and 14 exit out the Northeast door, rooms 17 and 20 exit out the Southeast door. Room 15 exit thru the North door of the Middle Building. Rooms 18 and 19, go out the South classroom doors to the playground.

D. MIDDLE BUILDING – Office, and Rooms 23 and 24 use the South exit. Cafeteria use the South exit to the playground. Rooms 16, 25, 26, 27 use North exit. Rooms 28, 29 and 30 use the West exit of the Middle Building.

E. UPPER ELEMENTARY BUILDING - Rooms 41, 42, 43, 44, 45 and 46 exit out the East door. Room 35, 36, 37, 38, 39, 40, 49, 50, 51 and 52 exit out the West doors. Rooms 31, 32, 33, and 34 exit out the Northwest doors of the Middle Building. Gym classes exit through the Southeast gym door. Music classes exit through the Southwest exit door.

POST A COPY OF YOUR ESCAPE ROUTE BY THE DOOR IN YOUR ROOM. YOU MAY ALSO WANT TO SHOW AN ALTERNATE ROUTE IN CASE YOUR REGULAR ESCAPE ROUTE IS BLOCKED. PLEASE EXPLAIN BOTH ROUTES TO YOUR STUDENTS

D. INTRUDER IN THE BUILDING/TERRORIST THREAT

The probability of a threat actually occurring is not great, but possible. The consequence of not treating a threat seriously far outweighs the advantages. Should a call be received at the school, the following procedures will be taken to secure the safety of all staff and students:

1. The person who takes the message will:
   a. Prolong the conversation. Determine if appropriate to put the telephone on hands free. DO NOT HANG UP THE PHONE.
   b. Report all information to the building principals.
   c. Record the message as accurately as possible on the “Receipt of Threat Form”.

2. The school principal will notify the superintendent of a receipt of the threat/intruder. The principal will notify staff regarding a lockdown or as much direct information as possible at the time. Upon hearing this message staff should:
   a. Lock classroom door.
   b. Be seated on the floor next to an interior wall away from windows and doors until further notice.
   c. Take an accurate count of students, do not allow any students to leave the classroom.
   d. Calmly look around your room to try to determine if there are any foreign objects in the room.
   e. Staff are advised not to touch such objects if located, and to report to the principal immediately.
   f. You DO NOT need to report an all-clear status.
   g. Staff should report all rumors of who might be responsible for such action.
   h. Custodians will check all restrooms, custodial closets, storage areas, boiler rooms and trash cans.

3. Based on the data gathered, the status of emergency will be determined.
4. If an emergency status, the building principal will: evacuate the building immediately and contact the superintendent for further directions concerning our course of action.
   a. A search of the building will be conducted by the police and fire department.
   b. Determination of the safety status will be made by the superintendent or the building principal in charge and the following choice will be made:
      1. Dismissal of school for the remainder of the day.
      2. Maintain school in session.

5. In the case of a non-emergency status, the building principal will contact the superintendent for further direction concerning:
   a. Whether a search of the building will be conducted.
   b. Determination of safety status and further action.

**ANY DAY MISSED AS A RESULT OF A ‘BOMB THREAT’ WILL BE TREATED AS A DAY WHICH MUST BE MADE UP SHOULD WE EXCEED THE SCHOOL CALENDAR ALLOTMENT OF TWO EMERGENCY DISMISSAL DAYS.**

**E. MEDICATION**

**THIS POLICY HAS BEEN ESTABLISHED UNDER THE RECOMMENDATIONS OF THE CRETE PUBLIC SCHOOL MEDICAL ADVISORY COMMITTEE.**

The Crete Public School District recognizes that at the present time many children are only able to attend school because of the effective use of medications in the treatment of chronic disabilities or chronic and acute illnesses. **ANY** student who is required to take medication during the regular school day must comply with the following school regulations:

1) Written authorization signed by the parent will be required for prescription medicines and will include:
   a. the child’s name
   b. the purpose of the medication
   c. name of the medication
   d. time the medication is to be administered
   e. dosage
   f. termination

2) Prescription medications **MUST** be in the prescription bottle from a pharmacy otherwise they will **NOT** be administered at the school.

3) Parents should check with the physician on the timing of medications. It may be possible to eliminate the need to give medications during school hours.

4) Over-the-counter medications brought from home will only be dispensed if in the original container and a written authorization has been signed by the parent containing the same information as under number one of this policy.

5) Tylenol and cough drops will not be supplied by the school district. Students requiring prescription and non-prescription medications during school hours will need to follow the medication policy outlined. It is the responsibility of the parent/student to provide any medications necessary and to assume responsibility for informing the school nurse of any changes in the child’s health or change in medication.

6) The parents of the child must assume responsibility for informing the school nurse of any changes in the child’s health or change in medication.

7) The school district retains the discretion to reject requests in administering of medicine.

8) Medication will only be dispensed by the school nurse or those appointed to do so by the school principals.

9) Medications will be kept in a locked cabinet for the safety of all students.

10) A copy of this policy will be provided to parents upon request.

**EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)**

**DEFINITION:** Life threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.
A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, AND DEATH CAN OCCUR. Immediate allergic reactions may require emergency treatment and medications.

**LIFE-THREATENING ASTHMA SYMPTOMS:** Any of these symptoms may occur:
- Chest tightness, wheezing, coughing, shortness of breath causing one-to-two word phrases, inability to speak
- Difficulty swallowing
- Itching, hives, rash, or swelling
- Retractions (“chest or neck”’sucked in)
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position or inability to move
- Nausea/diarrhea

**ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM:** Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.
1. **Skin:** warmth, itching, and/or tingling of underarms/groin, flushing, hives
2. **Abdominal:** pain, nausea and vomiting, diarrhea
3. **Oral/Respiratory:** sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
4. **Cardiovascular:** headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
5. **Mental Status:** apprehension, anxiety, restlessness, irritability

**EMERGENCY PROTOCOL:**
1. CALL 911
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol (Laura Pulliam, Erin Gonzalez, Ellen Miller, Jessica Trautman, Karen Drevo, Terry Van Horn, Deborah Ring, Michele Renner, Kim Hier, Faith Keller, Diane Bruha, Anne Holling, Jill Krumme, Maricela Flores, Josie Filipi)
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (EpiPen and Albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible
8. Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility

**STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:**
- Administer an IM EpiPen-Jr for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds
- Follow with nebulized albuterol (premised) while awaiting EMS. If not better, may repeat two (2) times, back-to-back
- Administer CPR, if indicated

**F. SAFETY ALERT**
Please take note that several years ago the stop signs were removed from several intersections around the school. We will need to help our students remember that “old habits” such as darting across corners is no longer a wise thing to do, but that they must begin exercising safety behaviors as a natural response to crossing any street and especially the ones here on campus. PLEASE HELP RE-TRAIN THE STUDENT’S THINKING DURING THE BEGINNING WEEKS OF THE SCHOOL YEAR.

**G. STUDENT HEALTH**
As of July 1994, the state requires that students be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, Hepatitis B, and tetanus prior to enrollment for school. Any student not in compliance shall not be permitted to continue in school. Exemptions shall be granted for:
1. Medical exceptions for health reasons substantiated by a signed statement from a physician.
2. Religious conflict substantiated by a signed affidavit from the student or the student’s parent/legal guardian, if the student is a minor.

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

A nurse is available throughout each school day at the elementary school. Professional review of immunizations, minor treatments, health recordings, medical histories, and all student medication dispensations will be handled by the nurse. In cases
that warrant more than first aid treatment, the home will be contacted for further action. The nurse will also inform parents of communicable diseases and treatments or precautions required. Under state law, our nurse is required to update immunization reports, and all new students entering our school either as a Kindergarten student or a transfer student will need to furnish the nurse an immunization form (furnished by the nurse’s office) or “Waiver of Immunization” (also furnished by the nurse’s office). All other students may enter into our school upon registration if their health and immunization records are in progress.

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

REPORT OF VISION EVALUATION:
Effective with the 2006-2007 school year, Nebraska State Statute requires students entering kindergarten (or first grade, if not enrolled in kindergarten) to provide evidence of vision evaluation within six months prior to entry. This requirement also applies to out-of-state transfers to any grade. The evaluation may be performed by a physician, physician assistant, advanced practice registered nurse, or vision professional (optometrist or ophthalmologist). Children are exempt from this requirement when the parent/guardian provides a written statement of objection. For more information about the vision requirement, including the availability of resources for low-income families, please contact the school nurse in your child’s school at 826-7806 or 474-1007.

A physical inventory (height, weight, vision and hearing) will be done on each student during the school year and the findings recorded in their permanent file. Parents will be notified by phone or mail of the results and recommendations, if needed.

SCHOOL POLICY ON EXCLUSION FROM SCHOOL

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

1. Exclusion of children with: a temperature of 100 degrees or above, symptoms of vomiting, diarrhea, or a suspicious contagion. It is recommended that the child stay home for at least 12-24 hours after the last symptom is seen.
2. Any pupil with a rash must be excluded until the disappearance of the rash. If the physician recommends that the child be re-admitted, with a written notice to that effect, the admittance is acceptable.
3. Some contagious infections require treatment and the student may return to school 24-48 hours after verified treatment has been started and/or when return is permitted in writing by the physician. These diseases include, but may not be limited to: pinkeye, head lice, impetigo, intestinal worms, ringworm and scabies.
4. Contagious infections such as chicken pox, CMV (Cytomegalovirus), infectious mononucleosis, influenza (flu), Fifth’s Disease, Hepatitis, and tuberculosis require that the student’s symptoms be altered or absent before they are re-admitted to school unless we have a physician’s statement in writing stating otherwise.
5. Life threatening contagious infections without known treatment may require exclusion from regular school attendance. These diseases include but may not be limited to: AID’S, Chronic Hepatitis, etc.

Communication between the parent and nurse regarding a student’s health is very beneficial. Please inform the nurse of any new health related problems that occur during the school year.

H. TORNADO DRILLS/PRACTICES

Student safety is one of our school’s primary concerns. Should a tornado warning be issued for our immediate area, the district will make an informed decision as to whether to initiate our tornado procedures based on the best available information.

There may be the occasion when a tornado warning is issued close to school dismissal times. Should that happen, all students, including those riding on buses, would not be released until the tornado warning has been lifted. Parents wishing to pick up their child (ren) during the warning period may do so. However, the administration will release students only to their parents and/or guardians.

ALARM: the intercom will be sounded proceeded by an announcement on the intercom system that this is a tornado drill.

PROCEDURE: all students, teachers, custodians and cooks will cease what they are doing, leave everything they are using and go immediately to their designated “TAKE COVER” areas.

All staff check that all lights, equipment, etc. are shut off before leaving your room. Staff are expected to escort their class to their designated areas and exercise appropriate supervision over members of the class to maintain order. After a check of emergency lighting and equipment, an announcement will be made to return to your classes. In the event of an actual tornado, no students or staff will be permitted to leave the building until permission is granted by the principal who will supervise the exit procedure. All staff will be expected to remain on duty for supervision until all danger has passed.
Guidelines stated in the Crete Public Schools' Faculty or Support Staff Handbook regarding Internet and Email usage apply. This includes not loading software without the permission of the building administrator.

Identification of portable computer/electronic device provided:

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<th>Item Description</th>
<th>Item Serial Number</th>
<th>School ID Number</th>
<th>Date Issued</th>
<th>Anticipated Return Date</th>
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Any Identifiable Problems?

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|     |    | I have read and understand the Crete Public Schools' Faculty or Support Staff Handbook regarding Internet and Email usage and agree to the terms as stated.

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<th>Yes</th>
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|     |    | I agree not to add/download any unauthorized software.

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|     |    | I understand that I am responsible for following the Crete Public Schools' Faculty or Support Staff Handbook regarding Internet and Email usage at all times while using the assigned portable device as well as any other computer or electronic device in the district.

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|     |    | I understand that I will assume full liability, if equipment is taken off the school campus, for all costs of repair or replacement if the equipment is damaged through negligence or theft.

NOTE REGARDING MOBILE LAB, LAPTOPS: A laptop can be checked out at the end of the school day and must be returned prior to the start of the next school day. The laptop must be fully charged when returned. The laptop should preferably be transported in a protective case.

Signature ____________________________________________

Please sign and turn this sheet into the office by Wednesday, August 13th
I acknowledge that I have received a copy of the 2014-2015 staff handbook. It is my responsibility to read and understand the information contained within and comply with all building and district expectations.

Signature: ________________________________  Date: _________________

Printed Name: _______________________________