

CRETE PUBLIC SCHOOLS

Crete, Nebraska



2017-2018

FACULTY HANDBOOK

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DISCLAIMER FOR HANDBOOKS

This handbook is intended to provide general information about the operation, practices, and procedures of the school district. It is not a contract, and should not be relied upon as such. The Board of Education may change policies at any time, and the administration may change rules, regulations or handbook provisions at any time. Copies of board policies are available in each school building, and those who have questions about the handbook should refer to the policies, or direct their questions to the building principal or superintendent of schools.

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

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

LEARNING INDIVIDUAL

1. Apply skills in reading, writing, speaking, and listening with confidence and competence.
2. Apply basic math skills to everyday experiences.
3. Apply basic scientific skills and principles in everyday experiences.
4. Apply an understanding of how human activities affect the environment.
5. Apply basic information technology skills.
6. Solve problems using effective decision-making skills.
7. Apply an understanding of the world's historical, political, social, and economic knowledge to solve contemporary problems.
8. Experience the fine and performing arts as career and leisure opportunities.
9. Explore and prepare for future career opportunities

CONTRIBUTING INDIVIDUAL

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

**CRETE PUBLIC SCHOOLS
FACULTY HANDBOOK
2017-2018 SCHOOL YEAR**

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INTRODUCTION

The purposes of this manual are to processes and procedures for the serve as a benchmark from which made, and to serve as the document into administrative rules and regulations. Each of you is expected to become familiar with the contents of this handbook and to keep it handy for ready reference. Where there exist problems not addressed by the faculty handbook, and you believe the problem is a school wide situation, you are encouraged to make a recommendation that may be added to subsequent editions

promote a common understanding of the day-to-day operations of the school, to improvements and changes are to be that interprets board of education policy

of this handbook.

PHILOSOPHY

It is the basic function of the public schools to provide instruction in the common learning and opportunities for the development of those skills, habits, attitudes, and character traits that are essential in our culture. The schools shall inculcate an appreciation of the responsibilities of citizenship in our representative democracy. They shall aid youth in the choice of and the preparation for a vocation in an economy that encourages free enterprise and respects the contribution of the individual. It shall be the continuing aim of the public schools, as an outcome of instructional effort, to promote keen mental alertness, vigorous physical fitness, staunch moral character, appreciation of spiritual values, love for home and country, and respect for the rights and responsibilities of others, regardless of race, gender, or creed. As the direct result of his/her education, the individual should willingly serve the common good and assume mature responsibility for his/her own actions.

SECTION I: GENERAL RULES AND REGULATIONS

ACCIDENTS TO EMPLOYEES

Should you 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, either the rescue squad will be called 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 as soon as possible. Workman's compensation requires a report within 24 hours, except in cases of extreme emergency.

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 wishes to secure a husband/wife pass must work a minimum of two events annually. Staff who wishes to secure a family activity pass must work a total of three (3) events. A complete schedule will be worked out at the beginning of each season whereby assignments will be made according to need and desire of the staff. Staff will submit time cards indicating hours/dates of work at activities at the completion of the event they worked.

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.

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.

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.

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

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.

DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE

Complaints of sexual harassment or discrimination due to race, national origin, creed, age, marital status, gender, or disability are directed to Sandy Rosenboom, 920 Linden Avenue, Crete, NE 68333, phone number (402) 826-5855. The Board of Education of Crete Public Schools has adopted grievance procedures to comply with the spirit and letter of the law prohibiting discrimination.

Any public school employee or student of the school district of Crete of Saline County, Nebraska, who alleges discrimination on the part of the school district, Board of Education, administrator, or staff may follow the procedures outlined in resolving the alleged complaint or grievance. Refer to the grievance procedure for discrimination, Board of Ed. Policy 3220 and 3221.

Sexual Harassment

It is the policy of the Crete Public Schools to provide an environment free of sexual harassment of employees, applicants for employment, and students on any work premises where the District has total control of the premises or can otherwise lawfully exert its jurisdiction. If proscribed acts as are set forth in board policy occur on such premises, the superintendent or his/her designee shall undertake immediate and appropriate action within the bounds of the law to punish as appropriate any violations of this policy or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future. The following acts are specifically prohibited by policy:

1. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which is demanded by any employee of the District against any other person as a term or condition of obtaining employment.
2. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which or rejection of which by any employee is used as basis for any employment decision such as, but not limited to, rate of pay, promotion, favorable evaluations, whether formal or informal, or the conferring of job responsibility.
3. Conduct by any employee or employees of the same or opposite sex, which has as its purpose unreasonable interference with work performance or creation of an intimidating, hostile, or offensive working environment.
4. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which or rejection of which by any employee of the District is used as a basis for any educational decision pertaining to a student such as, but not limited to, conferring of a grade, credit, favor, or honor.
5. Conduct by an employee or employees directed against a student of the same or opposite sex, which has an effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome, learning environment.
6. Conduct by a student or any other person over whom the school district has control with such conduct being directed against a student of the same or opposite sex and which conduct has an effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment. re. Board of Ed. Policy No. 3411.

DRUG FREE WORKPLACE

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 workplace should be free from the detrimental effects of illicit drugs. To ensure worker safety and workplace integrity, the Crete Public Schools prohibits the illegal manufacture, possession, distribution or use of controlled substances in the workplace by all employees or those who engage or seek to engage in business with the Crete Public

Schools.

Procedures

1. If an employee violates the drug workplace policy, disciplinary actions may be imposed according to established rules and regulations of the Crete Public Schools, or applicable labor agreements.
2. If an employee is convicted of violating any criminal drug statute while at the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the Crete Public Schools may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.
3. An employee is required to report within five days any criminal drug statute conviction occurring in the workplace to his or her immediate supervisor. The supervisor will immediately report such conviction to the Superintendent of Schools.

Smoking

Smoking is prohibited in all areas of the school, as well as the school grounds. All staff must comply with this board of education policy, which was passed in conjunction with the Nebraska Clear Air Act.



Vapor Products

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, which 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.

HOUSEKEEPING

General housekeeping of Crete Public School Buildings is the combined and cooperative responsibility of all staff and students. As a staff member you are responsible for teaching your students what you expect of them by way of housekeeping in your room. You set the standards. As a rule, you should ask yourself if you are ready to show off your area to a visitor and not make excuses for an unsightly mess. Areas that are in a state of disarray are an indication of a lack of organization and pride in your work. Good and bad work habits can become contagious. The following is a checklist of your housekeeping responsibilities:

1. Teach and demonstrate good housekeeping practices.
2. Organize and clean your room and desk weekly.
3. Do not use adhesives or mutilating materials on woodwork, walls, or cabinets.
4. Bulletin boards should be colorful, relevant, and changed at regular intervals. All paper and bulletin board materials should be stapled or pinned to the cork.
5. Do not use any cleaning agent on whiteboards. Use only erasers or cleaners provided by the custodial department.

INTERCOM SYSTEM

Please use the telephone if you need to contact the office. The intercom system is used for announcements only.

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.

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:

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.

RECEIPT OF GIFTS

All staff are discouraged from receiving gifts from pupils, patrons, salespersons, or other individuals which might invoke a conflict of interest between the school employee and the donor of personal gifts. All gifts that staff receive for the school become the property of Crete Public Schools. When in doubt, make sure you check with the principal for clarification of receipt of a gift.

SALARY CHECKS AND DEDUCTIONS

All staff members are paid monthly according to board policy. Direct deposit stubs are available online through the Crete Schools website (www.creteschools.org) on the 15th of each month. Your check will be directly deposited into your checking account. Under no circumstances will payroll checks be issued prior to normal distribution time. If you wish to participate in a tax shelter annuity program, you must sign up with the central office for automatic salary withholding.

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 are located on the school website and must be approved by the building principal. When returning a school vehicle after school hours, please 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.

SOLICITING 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, paper-back 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

Solicitations of funds from students are expressly forbidden by policy of the Crete Board of Education. Organizations that are recognized and for which students may volunteer to contribute or participate in include: Make-A-Wish, MADD, American Cancer Society, the American Red Cross, and the local community chest. Any school organization that desires to work for other campaigns must make a formal request in writing to the principal for approval.

SCHOOL MAIL

Inter-school mail, audio-visual materials, and communications from the central office are delivered each day about 10:00 a.m. All mail is distributed to staff mailboxes upon receipt or as soon as possible. Whenever there is correspondence between a staff member and another office in the school district, employees are urged to use this service.



TELEPHONE

All of the phones are programmable which enables any specific phone to have full or limited access to the full potential of the system. To maintain the full access privileges, staff must assume responsibility for closely adhering to the following rules and regulations:

1. Students are not permitted to make phone calls from the staff office phones unless they are under the direct supervision of a staff member. **THIS INCLUDES STUDENT AIDES!!**
2. Students will be notified by a yellow message slip of emergency phone calls. Office staff will try to determine the extent of the emergency to decide if the student should be called from the classroom immediately or at the

end of the class period.

3. Incoming phone calls for staff will be screened to determine if the call needs to be put through immediately or if a message can be taken. All calls of any urgency will be put through without delay and you will be notified over the intercom that you have a call waiting. Whenever possible, messages will be taken and placed in your mailbox. Please inform family members of your planning period in order that they may reach you most readily.
4. 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 made with either their personal cell phone or charged through the operator or long distance calling card to the teacher's home phone.
5. In an effort to maintain a learning environment that is as free from outside distractions as possible, cellular phones are to be used by staff members only during non-student contact time, i.e., planning time, lunch, etc. Except in instances that have been pre-approved by an administrator, staff members are not to bring to or use cellular phones at meetings, i.e., staff meetings, IEP's, MDT's, inservice, etc.

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 building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

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

ACADEMIC FREEDOM

Staff in the Crete Public Schools, enjoy both the freedom and responsibility of academic freedom within the classroom. This concept, however, is subject to guidelines of a professional code of ethics and meeting state standards. Academic freedom must be exercised with concern for commitment to democratic principles and methods; a concern for the welfare, growth and development of pupils; 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.

AUTHORIZED ABSENCES AND LEAVES

All full-time employees are entitled to sick leave allocation of ten days per year with no limit to the number of days that can be accumulated. When you become ill, call the sub caller for your building between 5:30 and 7:00 a.m. so that a substitute may be secured for the day. After 7:00 a.m., you may need to call them at school. If you become ill during the day and need to be released from duty, you must check with the office prior to leaving so that arrangements can be made to cover your remaining classes. When you are ill for more than one day, call the sub caller at school by 3:00 p.m. to advise her if you will not be able to return to school the next day. If you do not call, she will assume that you will be returning the next day and will release the substitute. When you return to school following any type of leave you must complete the **Request for Leave** form.

Elementary & Intermediate:	Michelle Faltin	Cell: 402-314-6043	Work: 402-826-7833
Middle School:	Julie Foster	Cell: 402-326-2098	Work: 402-826-7774
High School:	Becky Nitzel	Cell: 402-826-1454	Work: 402-826-7778

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 of 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 that the Board shall consider in any given year shall not exceed two. See Board Policy #3312 for more information.

Teachers must notify the superintendent, in writing, of their intentions to return to employment on or before March 1 st of the school year preceding the potential work year. The staff member understands that the decision to return to teaching may not result in a placement within his/her previous position.

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.

CLASSROOM HELPERS

Classroom teachers will have several ways to get help in their classroom: CLASSROOM PARA-EDUCATORS are assigned by the Principal; DOANE UNIVERSITY 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.

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.

CONTACTING PARENTS

All staff has public relations responsibilities. We must work hard to communicate the positive aspects of what we are doing. We must guard against only making contacts when we have a problem with a student. Teachers are encouraged to make at least three positive contacts with parents each week and document them for future reference.

It is, however, a primary responsibility of all teachers to notify parents/guardians at the first sign of students experiencing academic difficulties. The teacher must develop a plan to help the student be more successful. This plan may include working with parents, counselors, and/or administration to provide additional assistance or interventions.

CONTRACTS

Any tenured teacher who has not received written notice of intent to terminate employment by April 15 shall be offered continued employment for the following school year. Staff shall return signed contracts within fifteen (15) days of their being issued or the board shall assume that said teacher does not intend to return to his/her position.



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.

CUSTODIAL SERVICES



Staff is advised to report any needed building repairs, adjustments or other problems to the office on the Work Order Request form. The principal will determine the most appropriate route to follow to provide the needed services. Do not go directly to the custodian unless an emergency exists.

DISMISSAL

The board of education reserves the right to dismiss from service or to amend the contract for services of any district employee. Such dismissal or amendment of contract shall be for just cause which may include: (a) incompetence; (b) neglect of duty; (c) unprofessional conduct; (d) insubordination; (e) immorality; (f) physical or mental incapacity; (g) failure to give evidence of professional growth as required by statute, board policy and district rules and regulations; or (h) other conduct which interferes substantially with the continued performance of duties.

DRESS CODE

Teachers are role models for students and thus need to dress in a professional manner. Our students need to be given a picture of the "career world" which often entails professional attire. T-shirts, sweat shirts, jeans, shorts, and caps are reserved for off-school time. Staff may wear jeans or school spirit attire on days designated by the building principal.

DUTIES OF EMPLOYEES

Staff is 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 should 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.

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 through Z, plus any probationary staff members.

PROBATIONARY STAFF TIMELINE FOR EVALUATION

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.

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.

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.

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 duties as an employee of the school district. In the event 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 administrator shall notify the employment which interferes with performance of duties as a district employee.

PERFORMANCE APPRAISAL

The primary purpose of teacher appraisal is to promote professional growth. Other purposes include determination of staff who shall be recommended for retention, promotion, or dismissal. All staff advised to read carefully the "**Teacher Competency and Performance Evaluation Program**" manual.



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

PROFESSIONAL ETHICS

All staff must be alert to protect the integrity of fellow professionals. Never belittle or question the ability and techniques of district colleagues or administrators in public or in areas such as hallways or the staff workroom.

PROFESSIONAL GROWTH

All professional employees are expected to engage in activities which maintain and improve their professional competency as available on an annual basis. Professional growth activities include participation in or teaching inservice workshops, college course work, and participation in seminars or conferences which are designed to develop professional competencies. Staff should complete the Staff Request for Professional Growth form to seek administrative approval for advancement on the salary schedule and inclusion on the staff member's professional growth record. All staff should refer to the Inservice Guidelines for a complete description of administrative rules and regulations pertaining to professional growth.

PROFESSIONAL ORGANIZATION MEMBERSHIP

Educators consider themselves professionals, and as such should strive for an active role in their professional organization at the local, state and national level. Every teacher benefits from the activities of these professional organizations. All staff at CHS should give serious consideration to becoming members of affiliate professional organizations.

PURCHASING - GENERAL AND ACTIVITY

All purchases, preview orders or phone orders must be submitted on a purchase order form and approved prior to actual order. All purchase orders need to be itemized to the greatest extent reasonable. *Staff placing an unauthorized order for supplies or equipment may be held personally accountable for payment for such items.*

RECEIVING AGENTS OR SALESPERSONS

Staff should not visit with or discuss business matters of a personal nature with any representative during the school day except by special permission of the principal or the superintendent. Any agent or business representative who wishes to call on a staff member about school related business such as textbooks, publications of the school, class insignia, athletic equipment, furnishings and equipment shall first obtain the permission of the principal or the superintendent. Staff should determine that the business agent has permission to visit with them during the school day before doing so and then it should be during the planning period.

REDUCTION IN FORCE

When, in the sole discretion of the board of education, reduction in force is necessary due to decreasing enrollment, budgetary considerations, changes in programs or such other reasons as the board of education 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.

RESIGNATION

A staff member who intends to resign his/her teaching position at the Crete Public Schools should follow the guidelines as stated in policies developed and approved by the Crete Board of Education.

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 March 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.

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

SCHOOL IMPROVEMENT

A school is only as good as the staff and administration want it to be. Working together is one of the keys to school improvement. If you have a suggestion as to how we can improve some aspect of our school, please take the initiative to follow through to see that your idea is heard. We must be adaptive and responsive to a changing society while maintaining a set of standards which provide stability and leadership. We either consciously work to improve or we unconsciously fall behind.

STAFF LEAVING THE BUILDING

Sign Out Teachers are free to leave the building during their lunch periods. They can also leave during their planning periods for school-related business. In these cases, teachers are asked to sign out and back in at the office desk or designated sign-out document. This helps office personnel in the event that someone is trying to reach the teacher. Staff members need to check with building administration if they need to leave during the work day for anything other than lunch or school business.

STUDENT FILES

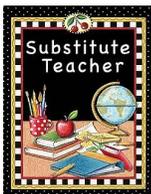
All student files are to be left in the office area at all times. They cannot be taken home or to your classroom, etc. This is a security matter and a fire safety concern. Student and personnel records contain sensitive information, which potentially could prove harmful to an individual if not kept confidential.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

STUDENT TEACHERS

Any teacher interested in supervising a student teacher must first be eligible and then inform the principal of such. Qualifications include the following:

1. Three years teaching experience (One in CPS)
2. Demonstrated competency in classroom management
3. Demonstrated skills in classroom management
4. Demonstrated competency in communication skills
5. A willingness to provide guidance and leadership to the student teacher and to provide meaningful and timely feedback regarding the nature and quality of work.

SUBSTITUTE TEACHERS



The superintendent may employ substitute teachers, except those who are classified as interim teachers, without election and appointment by the board of education. All substitute teachers must have a valid teaching certificate on file with the county superintendent prior to actual performance of duties. The daily rate of compensation for substitute teaching has been set by the board of education. Substitute teachers will be required to fill out a form indicating the successes and/or problems they may have had during the day. The assignment of certified staff to substitute teaching assignments, in addition to regular duty assignments, shall be avoided whenever possible and shall occur only in an emergency. Teachers who perform substitute teaching duties shall be compensated as outlined in the negotiated agreement. Staff should realize that while efforts have been made to make it more attractive for a substitute to come in for only one or two periods, sometimes asking staff to substitute is the only option. Your assistance is always appreciated.

All staff must maintain a substitute folder containing the following information and materials to assure continuity of instruction when a substitute is employed:

1. Lesson plans which are in sufficient detail as to guide the substitutes through the daily lesson.
2. Attendance record/sheets with current class rosters.
3. An up-to-date seating chart that also identifies a couple of reliable students the substitute can call on for assistance.

4. A daily schedule that may include special instructions regarding lunch, supervision duties or special assignment.
5. Fire/tornado drill instructions and exit routes.
6. Special student health concerns.

The folder for the substitute shall be located in the center drawer of the teacher's desk. Special materials that may be appropriate for use in an emergency should be prepared and accessible for the substitute.

TEACHER ASSIGNMENT

The superintendent shall assign all administrative and supervisory personnel, all building administrators, certified personnel, and classified personnel to their positions, duties and responsibilities. All employees are appointed to fill types of positions and are subject to assignment to specific positions provided that the assignment is in accord with statutes, court decrees, board policies, or conditions of employment stated in negotiated agreements between the board of education and its employees. The standard teaching assignment for all staff will include preparation time equal to two semester sections.

TENURE

Certified employees who are employed .8 FTE or more, who have satisfactorily completed the probationary period (three years) in the district, and who have not been hired to fulfill the duties of another certified employee who is on leave of absence, in accordance with Nebraska statutes, are eligible to become permanent certified employees whose contracts shall be deemed continuing and shall be renewed and remain in full force and effect unless amended or terminated in accordance with the provisions of Nebraska statutes.

TUTORING

Staff members are prohibited from serving as paid tutors for students who are assigned to them within the course of study or instruction during the contract year. Furthermore, staff is prohibited from using school facilities and resources for tutoring any non-Crete student unless written permission has been granted by the principal. Any staff member who serves as a tutor to any citizen during the school year shall inform the principal.

SECTION III: INSTRUCTIONAL PLANNING

AUDIO-VISUAL EQUIPMENT

Use audio-visual aids judiciously. Although they arouse interest and attention, auditory or visual aids should never be used solely for that purpose. Their use can be justified only when they make learning more effective, efficient, and economical than it would be otherwise. These aids, when used appropriately, are valuable because they provide sensory stimuli that give pupils more accurate images than could be created verbally. At the same time, they attract interest and attention because pupils like to see, feel, and hear things directly instead of experiencing them indirectly. There are many opportunities for the appropriate use of these aids in the classroom. Pictures, posters, objects, diagrams, models, specimens, illustrations,

videotapes, and television all can be used to good advantage in the classroom. Crete Public Schools have a full complement of audio-visual equipment for classroom use. Included are viewing screens, overhead projectors, LCD projectors, tape and cassette recorders and players, slide projectors, VCR's and television sets, etc.

For most subjects, teachers are supplied with a basic text. The text issued is the fundamental source of instruction. However, the text is not intended to preclude use of supplementary materials. A wide variety of supplementary materials are available in the media center. All materials checked out become the responsibility of the staff member for their care and return.

CHECKING BOOKS IN, OUT AND STORAGE

Checking Books Out

Students are responsible for their books after they have been checked out to them. Each teacher should devise a system for checking out books to students. This may be done by means of a book list or on index cards. The record should include the name of the student, the book title, the book number, and the condition of the book at checkout.

Students must also sign their names in ink on the circulation record inside the cover of the book.

Checking Books In

At the close of the school year, or upon leaving a class, students are required to check in all books the teachers who issued them. If a book has been lost, its value must be determined, and the student pay that fine to properly check out or receive his/her report card. Excessive book damage must also be assessed against students who abuse books. Textbooks normally depreciate at the rate of one-fifth original value per year. Be fair in judging and assessing these fines. Book cost and purchase date stamped on the inside of the book cover.



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Textbook Storage

Most textbooks are stored in individual classrooms. An inventory of the number and titles of usable texts should be kept up-to-date and in an accessible place.

COMPUTER LAB

The media center computer labs and mobile carts are available for individual student use and class instruction. The computer labs are networked so students can save their work on the file server. It is necessary for the teacher to be present when his/her class is using the computers. The computer labs and classroom computers are wired for Internet and each teacher is to monitor his or her students' use of Internet. Teachers should schedule classes for the use of computers at least one week in advance following each building's individual check-out procedure.

FIELD TRIPS



The purpose of a field trip is to enhance classroom instruction. When planning a field trip, it is important to be considerate of the time that students spend out of other classes and the required make up work by students and other teachers. Students who are failing two or more classes will not be allowed to attend the field trip. Students who are scheduled for any State testing will not be allowed to attend. Please be mindful of the time of year and days of the week you are scheduling Field Trips in order to avoid peak times.

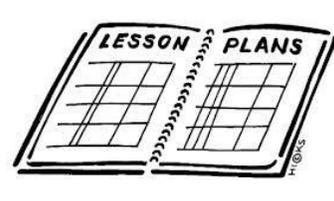
INFINITE CAMPUS

Crete Public Schools has a computerized school management package. The grading program is called Infinite Campus. All teachers are required to use this program during the school year. The program allows access to student records on-line, so grades should be kept current on a weekly basis. **Grades should be updated by Thursday of each week by 8:00 a.m. or as designated by your building principal.** When students receive a grade of D or F on their report card, teachers are to explain the reason for the grade by entering a comment on the grade report.

LESSON PLANNING

The lesson plan is the instrument for planning the myriad activities of instruction. Used wisely, it assures harmony and order in classroom presentations. The "traditional" lesson planning book is severely limited by the physical size of the space provided. All staff are expected to develop lesson plans congruent with the ITIP instructional model. The essential elements of a will designed lesson plan using the ITIP model include the following:

1. Anticipatory Set
2. Objectives stated in learner behavior form
3. Input (Include mode and relevant activities)
4. Modeling
5. Means for checking for understanding
6. Guided practice
7. Independent practice
8. Closure



Many teachers have set up this model on the computer as a template and have entered information into the various elements. Subsequent plans become an editing process and not one of composition.

An important element in planning begins with planning classroom management procedures. A systematic introduction, review, and discussion of school and classroom rules and regulations is essential to the continuation of an atmosphere which is conducive to learning and teaching.

Lesson plans should be maintained at least one week in advance of the classroom activities. While lesson plans need not be turned in to the office on a weekly basis, it will be assumed that all staff are assuming their professional responsibility in diligently completing lesson plans. Periodic review of lesson plans will be made and should be available at all times.

MEDIA CENTER

Each Crete Public School building possesses a well-supplied Media Center under the supervision of a trained media specialist. All material in the Media Center, including books, computer software, periodicals, media materials and reference materials, are available for use. Staff members are asked to use check-out procedures when obtaining equipment.

MOODLE /DIGITAL LANDING PAD

MOODLE is an online Learning Management System. On this system, teachers are to maintain an accurate curriculum map which reflects the instruction taking place in their rooms. This map must include a listing of the strand and standard as well as the objective being taught. For each objective, teachers should also note the instructional time needed, approximate dates to teach and assess the objective, the type of assessment to be used, resources needed, learning activities and vocabulary to be taught. Teachers must also note whether the standard is assessed on the NeSA. Teachers may also add class content, worksheets, due dates, etc. to their MOODLE pages which could be accessed by students both in and out of school. Please refer to the curriculum template in MOODLE for guidance. Teachers must also maintain a "Digital Landing Pad" website with a personal introduction, links to their class syllabus, class expectations, course description, and current curriculum map.

PROGRESS REPORTS/REPORTS TO PARENTS

A progress report is sent home every three weeks for grades 3 through 12, or at any time as needed to inform parents/guardians of the academic progress of their son/daughter. A note of explanation may accompany the progress report to provide the parent/guardian with a clearer picture of what the child is doing. The progress report should be kept on file. A summary and copy listing of all students in failing status should be filed in the office. **Teachers are required to notify parents/guardians through phone call, e-mail or in writing whenever an unsatisfactory trend develops.** Documentation of attempts to resolve the problem is to be maintained by the teacher and made available should an attendance committee meeting be required. Under NO circumstances should parents/guardians be "surprised" by a failing grade on the report card. (All progress reports will be sent by mail to parents/guardians.)

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.

PUBLIC RELATIONS

A sound public relations program is as essential to the successful operation of a school as is any other facet. Therefore, definite planning must be employed to formulate a well-designed public relations program. The purpose of the public relations program is to develop means for enhancing internal communications among faculty members, between the administration and the faculty, and between the school and home.

Communication instruments used include the Superintendent's newsletters, report cards, conferences, teacher phone calls, letters from teachers, a variety of form letters, personal conferences, the news media, special bulletin publications, and others.

REPRODUCING MATERIALS

A copy machine for teacher use is located in each building. Teachers are responsible for copying their own work and ensuring that all copyright laws are followed. All copied materials should be of high quality and readable. The office clerical staff will maintain a supply of paper and transparencies. Each staff member is responsible to see that the machines and work area are in proper condition when he/she has finished.

REPORT TO PARENTS

Report cards are designed primarily to help students achieve the educational goals of the school system, and secondly, to help parents/guardians understand the progress their child is making toward achieving the goals and objectives of their assigned courses. No report can convey complete understanding of the total school program or adequately explain the progress of every pupil. Conferences, letters, and phone calls supplement the report card. Whenever special contacts are made by a teacher with the student's parent/guardian, a notation of this should be recorded and retained for future reference.



Whenever you make a contact with the home concerning a student in academic difficulty, request that the parents/guardians make a return call to you later in the same grade period to check on their child's academic progress. This will shift part of the responsibility for the child's academic position to the parent/guardian, and improve the teacher's position at the end of the grade period when questions arise.

The effective use of report cards should bring about greater understanding to all concerned. To further this endeavor, parent/teacher conferences will be held the fifth week of each semester.

SPECIAL EDUCATION STUDENTS

All teachers are required to attend their students' Individual Education Program (I.E.P.) and Multi Discipline Team (M.D.T.) meetings. All teachers will receive information about strategies to use with each student with special needs during these meetings. The classroom teacher is responsible for knowing what is on the I.E.P. of each of their students and implementing any strategy which will enhance the student's learning.

SURVEY OF STUDENTS

The building principal must approve surveys conducted of students, including student-prepared surveys.

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**)

SECTION IV: STUDENT PERSONNEL

ATTENDANCE

Each teacher is responsible for recording the absences of each student. The following procedures will be followed to account for student attendance:

1. Attendance will be reported at the beginning of every period of the day, or beginning of the day at the elementary school.
2. Staff will report the absence of students via the computer.
3. Staff is required to notify the administration if an excessive absence pattern has developed.
4. Students will be counted tardy if they arrive to class within the first 10 minutes of the class.
5. Students who miss more than 10 minutes of a class will be counted absent for that period.
6. When staff members are unable to take attendance using the computer, a list of students absent from class is to be submitted to the attendance office. This can be done at the beginning of class via a student aide or by a student in the class.
7. It is recommended that staff members record the absence or tardy for each student in an official class attendance book.
8. It is the responsibility of the student to inquire and secure assignments, tests, etc., they missed while absent.
9. Teachers are to check Infinite Campus to see if student's absence has been excused. If a student is unexcused, the student will be considered truant unless a note or phone call from a parent/guardian is received within two (2) school days following the absence.
10. Activity lists are to be distributed three days in advance of the scheduled activity. Teachers/coaches taking students out of school for an activity must turn in a complete listing of students to Sandy.

ATTENDANCE - UNEXCUSED/HABITUAL TRUANCY

Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per class basis for students. Students may be issued "incomplete" grades in classes until time and/or work has been completed. A student may be denied classroom credit if he/she has exceeded the allowable number of unexcused absences and therefore is considered habitually truant.

Students who accumulate twenty (20) unexcused absences per year shall be deemed to be habitually truant. The principal shall serve a written notice to habitually truant students and their guardians notifying them of violating UNeb.Rev.Stat § 79-201. Notice will also be sent to the County Attorney of the student's residence. **A meeting to review the student's poor attendance is required within one week of issuance of the principal's letter.**

When a student has excessive absences/habitual truancies, the following procedures may be implemented:

1. One or more meetings shall be held with the student and guardians as well as school officials in an attempt to solve the truancy problem.
 - a. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal. A referral will be made to the county attorney notifying of excessive absenteeism and recommending legal prosecution.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative educational program.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem.
4. The school may require a student to provide verification of illness by a physician's statement. Such action may result from repeated and excessive absences. Willful failure to comply with such request will indicate the student to be habitually truant.
5. The student may not be allowed to continue to the next grade level.

DISCIPLINE PHILOSOPHY

In accordance with the board of education policy, the following philosophy, role responsibilities, and procedures shall constitute the official written Discipline Policy of Crete Public Schools.

The philosophy of the discipline policy at each building is congruent with the general policies of the Crete Public Schools. The type of discipline desired is that which develops responsible self-control and



self-direction on the part of students. The responsibility for corrective motivation rests with teachers and the administration. The functions of the discipline policy are to:

1. create and preserve the conditions essential to the orderly progress of the school,
2. prepare the student for effective participation in adult life,
3. gradually instill the fundamental lessons of self-control.

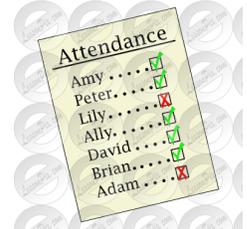
MAKE UP FOR ABSENCES FROM SCHOOL

Courses Requiring Attendance Beyond Class Time

Some classes require participation beyond the classroom. Students will be informed of these requirements at the beginning of the semester. Failure to meet participation guidelines established by the class may impact the student's grade.

Excused Absences

Students who are absent from class or school and whose absences are excused by school officials will be allowed to make up all work missed to earn full credit. **Two days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work.** Excessive absences will result in the requirement of a doctor's excuse for additional absences.



Homebound Absences

Students who are physically or emotionally unable to attend school will be placed on homebound or a similar program to help earn credits in the areas where most practical. The homebound teachers will conference with the regular classroom teacher to determine the areas where credit may be earned. Following treatment the student will be returned either to the regular school setting or the alternative placement, whichever is more appropriate for the individual student and his/her needs.

In-House Suspension Absences

Students who are suspended in-house will be provided assignments that must be handed in either at the end of the suspension day or upon the student's' return to class to earn credit for the assignment. Homework should be completed upon return to school.

Out-of-School Suspension Absences

Students who are suspended out of school are expected to make up the work missed to receive credit.

School Sponsored Activity Absences

Students who are absent from class or school due to participation in a school activity must make up work in advance of the absence or have work missed ready to hand in the next class day. Students who miss school for a length of time of two days or more, as for state tournaments or for programs such as Close-Up, will be afforded a reasonable amount of time to complete assignments.

Unexcused/Tuancy Absences

Students who are absent from class or school and whose absences are unexcused by the school but verified by the parent/guardian will be considered truant. Students who are absent due to truancy are encouraged to make up work missed, but may not receive credit for that work.

PARENTS ROLE IN DISCIPLINE

Because neither the school nor the parent/guardian deal with all aspects of the student's life, it is essential that a sound working relationship between the parent/guardian and the school exists. School staff members and parents/guardians must work together to help the student be successful in school. The school cannot resolve the student's problems without parent/guardian support and cooperation.

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.

RESPONSIBILITIES OF ACTIVITIES/FIELD TRIP SPONSORS

The following rules and regulations delineate the role and responsibilities of staff who serve as coach, field trip sponsor, activity sponsor, etc. Staff has the following responsibilities:

1. Staff is responsible for all student discipline; drivers are responsible for safe transportation.
2. Requests for vehicle must be filled out properly and turned in to the activities director not less than five (5) days prior to the day of the event. No field trip will be allowed during the month of May.
3. An Excused Activity List must be turned in to the head Secretary three days before the event. (Students must complete class assignments before attending.)
4. Staff has the responsibility to make sure all students and equipment are ready at the time of departure.
5. Staff must share the itinerary with the administration and driver and assist with directions if needed.
6. Staff must verify the accuracy of the listing of the students on board and share this list with the driver and office if different.
7. Staff must verify the accuracy of the listing of the students on board and share this list with the driver and office if different.
8. Staff must assume a supportive role to the driver in the event of an accident. If the driver is incapacitated, the staff member will take appropriate action to assure the safety of all students.
9. If weather is threatening and an administrator is not present, it will be the responsibility of the staff member to determine if the event should be shortened or canceled.
10. The staff member will check the vehicle for cleanliness after all students have departed. (This is especially important if you stop for a meal or students are permitted to bring food onto vehicle.)
11. Staff must communicate with the bus driver and work to resolve problems.
12. Staff is responsible for using good judgment in determining whether or not students who are experiencing academic failure should be taken out of school for a field trip.

Any school sponsored trip in or out must be by school transportation or transportation pre-approved by an administrator.

RESPONSIBILITIES OF THE ADMINISTRATORS

The building administrators must assume final responsibility for discipline of all students. Therefore, they must actively develop a workable, logical, legally sound, morally acceptable, philosophically desirable discipline code. Administrators must design, implement, and operate the discipline within the building. Included in the myriad of responsibilities are the following:

1. coordinating development of student behavior code
2. working with staff members through in-service and/or individual conferences to develop discipline skills and techniques.

3. coordinating development of the role responsibilities of teachers
4. coordinating the role responsibilities of the guidance department
5. development of the communications system for discipline matters

To accomplish the above, the administrator must:

1. be knowledgeable of court rulings relating to student discipline
2. work with parents/guardians to resolve discipline problems
3. coordinate the evaluation of the total school program for the effects of discipline on students
4. keep open lines of communication with students and parents/guardians
5. assume ultimate responsibility for the enforcement of rules and regulations

RESPONSIBILITIES OF THE COUNSELOR

Recognizing that the school has as its basic purpose the education and development of all students individual fulfillment, the school counselors provide services that will directly support both the instructional and non-instructional aspects of the students' development. To render these services adequately, the counselors believe that students should be given the opportunity to experience an accepting, non-evaluative relationship in which they are helped to better understand themselves and their environment and the relationship that exists between them. The counselors will be a constant resource for students that may be having some difficulties in and out of the classroom.



for

When counselors are used as punitive agents in the school, they quickly destroy their basic guidance function. This does not mean that the school counselors should be totally exempt from the school's discipline program, but rather they should channel their expertise into discerning the cause of a student's misbehavior whether it is academic, social, or psychological. Having discovered the source of misbehavior, the counselors can then help students to develop a corrective program to change their behavior, thereby preventing the continuance and/or worsening of students' actions. The counselors should be consulted when it is evident that normal classroom management techniques will have limited effect on controlling a student's unacceptable behavior.

To summarize, the role of the school counselors in the area of discipline can best be described as proactive. Through a non-threatening relationship with students, counselors can hopefully discover the source or reason for students' misbehavior, and use this information to decide upon a possible solution and/or program that will help to prevent future inappropriate actions from occurring.

RESPONSIBILITIES OF THE STUDENT

Guidelines for student behavior at Crete Public Schools have been established to help students develop an increasing amount of self-discipline. These guidelines apply in the classroom, in the building, on school grounds, on buses, vehicles' owned, leased or used by Crete Public Schools while in attendance at all school functions. These guidelines can be found in the Student/Parent handbook.

RESPONSIBILITIES OF THE TEACHER

The individual teacher, by the design of the organization, remains in a key and vital position to facilitate the day-to-day operation and maintenance of the **discipline** of all students. There are three main categories of rules: school district rules, building rules, and **classroom** rules. The latter are those rules established by the individual teachers which should be consistent with the district and building rules, and may be the most crucial of all three in that they are the tools through which the teacher exercises discretion as well as authority. These classroom rules have a direct effect upon the entire classroom climate and cannot be formulated capriciously.

SURNAME USAGE

Teachers are to use students' legal surnames in the classroom, on all records and reports as required by law.

SECTION V: PUPIL SERVICES

BUILDING SECURITY

For the security of the school building and student body, teachers should make note of the following:

1. General building hours are from 6:30 a.m. to 5:00 p.m. Any special rehearsals or practices extending beyond those times should be cleared with the administration first.
2. No students should be in the building beyond the regular school day unless they are under faculty supervision.
3. The head secretary at the beginning of the school year will issue keys necessary for the performance of the teacher's assignments. For security reasons, it is imperative that students not be permitted to have access to school keys.
4. Whenever leaving an empty room, lock the door.
5. Each staff member must assume total responsibility for building security when coming to school on weekends. This includes making sure the door is locked when you come in and when you leave. **DOUBLE CHECK AND MAKE SURE YOU TURN OUT THE LIGHTS.**
6. All visitors to Crete High are to report to the office to sign in and receive a visitor badge before proceeding to another part of the building. Teachers have the responsibility and the right to question strangers in the building without a visitor's badge.
7. Any situation differing from the norm should be reported to and cleared by the building principal.

CRISIS TEAM

In the event of the death of a Crete Public Schools student or staff member, the Crisis Response Team will be called into action. This pre-designated team consists of members from the elementary and secondary schools. The team and the administrators will follow a set procedure that guides the school in maintaining as much normalcy as possible which helping those who need to cope with the death. Faculty will be involved as follows:

1. Attend a faculty meeting before school the first school day after the death. Agenda items will include information on the death, what to expect from students and how to identify at-risk students.
2. Maintain as much routine as possible, but not to the extent of forcing a normal day on grieving students.
3. Be alert for students who may need special attention and draw them to the attention of the team.
4. Get help for themselves from the team if needed
5. Attend a meeting after school to
 - a. express feelings
 - b. review events of the day
 - c. identify high-risk students

DANGEROUS THREATS

The probability of a threat actually occurring is not great, but possible. The consequences of not treating a threat seriously far outweigh the advantages. Staff members are reminded to refer to the Crisis Response Manual that outlines procedures for a variety of situations. Should a threatening call be received, the following procedures will be taken to secure the safety of all staff and students:

1. The person who takes the message will
 - Determine if it is appropriate to put the telephone on hands free. If possible, alert another person to contact the phone company for tracing of the call.
 - Record the message as accurately as possible on the "Receipt of Threat Form"
 - Report all information to the building principal and assistant principal.
 - Report the incident to the telephone company who will try to determine the source of the call.
2. The school principal will
 - Notify the superintendent of receipt of a threat.
 - Notify the building staff with information regarding the threat. Upon receipt of this message, staff should do the following:
 - a. Close classroom door
 - b. Calmly look around the room to try to determine if there are any foreign objects
 - c. Staff are advised not to touch such objects if located, and to report them to the principal immediately

- d. DO NOT report an all clear status
 - e. Staff should report all rumors of who might be responsible for such actions
 - f. Custodians will check all rest rooms, storage areas, boiler rooms, and trash cans
 - Based on the data gathered, the status of emergency will be determined
3. Emergency status - The building principal will
- Evacuate the building immediately
 - Call 911
 - Contact the Superintendent for further direction concerning the course of action
 - a. The search team and the police and fire department will conduct a search of the building.
 - b. Determination of the safety status will be made by the superintendent or the building principal in charge. They will dismiss school for the remainder of the day or maintain school in session.

Any day missed as a result of a "bomb threat" will be treated as a day that must be made up should we exceed the school calendar allotment of two emergency dismissal days.

DRILLS: FIRE & TORNADO

Fire Drills

By law, we must have 10 fire drills per year. There will probably be a fire drill the first week of school. 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 150 feet from the building.



Students in laboratories 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 in case of a fire.

Tornado Drill

ALARM: An announcement will be given on the intercom that this is a tornado drill followed by a designated tone.

PROCEDURE: All students, teachers, custodians and cooks will cease what they are doing, leave everything they are using and go immediately to your designated area according to your building plan:

Any student on crutches or in a wheelchair will report to the office and take cover with the office staff as directed. All students are to walk (DO NOT RUN) quickly and quietly to designated areas of safety. All staff is to see that all lights, equipment and gas valves are shut off before leaving their rooms. Staff is expected to escort their class to the designated locker room 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 classes.

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. All staff will be expected to remain on duty for supervision until all danger has passed.

EMERGENCY FIRST AID

In the event of an accident or sudden illness, the school nurse or aide should be summoned immediately. If the nature of the accident is serious, according to your judgment, do not move the student. The nurse will assist in determining if a rescue squad is needed. The office will notify parents/guardians if the injury or illness occurs during the day.

In the event of an accident or an injury outside the normal course of the day, the teacher in charge should take the initiative in handling the emergency. First aid supplies are located in the nurse's office and in areas of potential danger. If the emergency warrants, use the nearest telephone and call the rescue squad using the 911 emergency code. In all cases it is the duty of the supervising teacher to notify the parents/guardians of the injured student if the accident occurs after normal school hours. All such accidents must be reported to the office the following day for inclusion in the weekly report to the superintendent.

HEALTH SERVICES

Crete Public Schools have the benefit of services from a registered nurse and licensed practical nurses.

MEDICINE

No student is to take medicine of any kind at school except in the presence of the school nurse or aide. At no time should a teacher dispense medicine of any kind to a student. Medicine should be brought to school in the container used by the pharmacist and checked in with the school nurse.

RUN, HIDE, FIGHT

In the event of an active shooter, within your vicinity, Crete Public Schools utilizes the Run, Hide, Fight philosophy.

1. Run
 - a. Have an escape route and plan in mind
 - b. Leave your belongings behind
 - c. Keep your hands visible
2. Hide
 - a. Hide in an area out of the shooter's view
 - b. Block entry to your hiding place and lock the doors
 - c. Silence your cell phone and/or pager
3. Fight
 - a. As a last resort and only when your life is imminent danger
 - b. Attempt to incapacitate the shooter
 - c. Act with physical aggression and throw items at the active shooter

STUDENT HEALTH RECORDS

The nurse keeps student health and dental record cards on file. Measurement of student's height and weight as well as hearing and vision tests are conducted on students during the school year.

All teachers receive *CONFIDENTIAL* lists of students with physical handicaps or disabilities. These must be out of the hands of students, and are to be returned to the nurse of destruction at the end of the school year. All teachers are to be aware of any special conditions of their students that may necessitate a particular type of action to be taken in a critical situation.



SUSPECTED ABUSE/NEGLECT

Teachers are required by state law to report suspected abuse or neglect of a student to the building principal. The building principal or designee will notify appropriate law enforcement or social service agencies.

SECTION VI: REQUIRED NOTIFICATIONS

ASBESTOS ABATEMENT



Crete Public School buildings have very limited building materials containing asbestos. These materials are inspected and rated by state inspectors. An asbestos abatement and management plan is available for inspecting in the administration office. Every precaution is taken to protect the health of the district's students and employees.

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 n directly to the building principal for further investigation.

HAZING

Any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with or participation in any group or activity. Such hazing activity shall include, but shall not be limited to the following: whipping; beating; branding; forced and prolonged calisthenics; prolonged exposure to the elements; forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption; prolonged sleep deprivation; harassing by exacting unnecessary or disagreeable work, banter, ridicule, or criticism; or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person; coercing another person to commit an act of public indecency. Consent to the hazing by the student(s) shall not be a defense to hazing.

1. Maximum Sanction: Expulsion.
2. Extracurricular Sanction: Suspension from extracurricular activities during the time of suspension or expulsion.

HIPAA

Under the Health Insurance Portability and Accountability Act (HIPAA) 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.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND 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 1972 Education Amendments, the Section 504 Rehabilitation Act of 1973, ADEA, ADA, and the Nebraska Equal 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 Sandy Rosenboom, 920 Linden Avenue, Crete, NE 68333, (402) 826-5855 or in the case of Title IX 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 or call (816) 891-8026.

NO-DISCRIMINACION EN PROGRAMAS EDUCATIVOS Y ACTIVIDADES-SPANISH

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

Caulquier 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 actividas educaionales en cualquier distrito, o que crean que se ha violado esta politica basados en el sexo, raza, or incapadidad se puede quejar de estos problemas de acurdo a los procedimientos del dstritos. Tales procedimientos discriminatorios deberan tener una solucion immediate dandole 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 Educacional Equitativa de Nebraska, sean dirigidas a Sandra Rosenboom, 920 Linden Avenue, Crete, NE 68333, (402)826-5855 o en caso de ser el Titulo IX y la Seccion 504 del Acta de Rehabilitacion pueden 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

NONDISCRIMINATION 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.

NOTICE REGARDING 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.

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 High School will give parents/guardians the following information about their child's classroom teacher:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher. 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 qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, 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.

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 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.

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

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.

Faculty Handbook 2017-2018

I acknowledge that I have received a copy of the 2017-2018 Faculty 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: _____