Parent/Student Handbook

2017-2018

Office ~ 402-826-5822
Nurse ~ 402-826-7806
Outside Line ~ 1-877-826-1017

Setting the stage for a successful year!

Dr. Mike Waters ~ Superintendent
Mrs. Heather Wendelin ~ Elementary Principal
Mrs. Jenny Beck ~ Assistant Elementary Principal
Mrs. Lisa Fye ~ Intermediate Principal
Dear families, guardians and friends,

Welcome to the 2017-18 school year at Crete Elementary and Intermediate Schools. We are extremely excited that you are part of our school family and look forward to working together to serve the children of our school district.

We hope this handbook will be useful to you in learning information about our school and our expectations. This handbook is an excellent resource to school policies and procedures that we follow daily. It also explains responsibilities and opportunities for parents to help their children have a successful year. If you have questions about any topic in the handbook, please do not hesitate to contact the school. Using the handbook prior to contacting school personnel will create a common understanding amongst everyone.

Crete Elementary and Intermediate welcomes volunteers. We encourage you to become an active part of your child’s education by volunteering at our school. We have many roles that volunteers are encouraged to become involved with on a daily, weekly and monthly basis. Each classroom has special opportunities for parents to get involved such as field trips, popping popcorn, fall parties and much more. Please know that if you would like to attend a field trip with your child, you must complete a background check with the school at least eight weeks prior to the field trip.

Communication between home and school is very important to ensure the best education possible for our students. If you have questions or concerns, please do not hesitate to contact your child’s teacher or administration.

Sincerely,

Heather Wendelin, Crete Elementary Principal
Jenny Beck, Crete Elementary Assistant Principal
Lisa Fye, Crete Intermediate Principal
STUDENT – PARENT HANDBOOK OF
CRETE ELEMENTARY SCHOOL
2017-2018

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Section 1: Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Crete Elementary and Intermediate Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Section 2: Members of the Board of Education

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joel Weyand, President</td>
<td><a href="mailto:Joel.weyand@doane.edu">Joel.weyand@doane.edu</a></td>
</tr>
<tr>
<td>Bill Lorenz, Vice President</td>
<td><a href="mailto:balorenz@windstream.net">balorenz@windstream.net</a></td>
</tr>
<tr>
<td>Julie Kozisek</td>
<td><a href="mailto:Kozisek.Julie@creteschools.org">Kozisek.Julie@creteschools.org</a></td>
</tr>
<tr>
<td>Scott Piening</td>
<td><a href="mailto:sodpros@gmail.com">sodpros@gmail.com</a></td>
</tr>
<tr>
<td>Justin Kuntz</td>
<td><a href="mailto:jjkuntz@windstream.net">jjkuntz@windstream.net</a></td>
</tr>
<tr>
<td>Greg Mach</td>
<td><a href="mailto:gregmach91@gmail.com">gregmach91@gmail.com</a></td>
</tr>
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Section 3: Administrative Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Mike Waters</td>
<td>Superintendent</td>
<td><a href="mailto:Mike.waters@creteschools.org">Mike.waters@creteschools.org</a></td>
</tr>
<tr>
<td>Dr. Bret Schroder</td>
<td>Curriculum Director</td>
<td><a href="mailto:Brets@creteschools.org">Brets@creteschools.org</a></td>
</tr>
<tr>
<td>Mrs. Heather Wendelin</td>
<td>Elementary Principal</td>
<td><a href="mailto:Heatherw@creteschools.org">Heatherw@creteschools.org</a></td>
</tr>
<tr>
<td>Mrs. Jenny Beck</td>
<td>Elementary Assistant Principal</td>
<td><a href="mailto:Jennyb@creteschools.org">Jennyb@creteschools.org</a></td>
</tr>
<tr>
<td>Mrs. Lisa Fye</td>
<td>Intermediate Principal</td>
<td><a href="mailto:Lisaf@creteschools.org">Lisaf@creteschools.org</a></td>
</tr>
</tbody>
</table>

Section 4: Crete Elementary/Intermediate Teaching Staff
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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Angie Payne</td>
<td>Preschool</td>
<td><a href="mailto:Angela.payne@creteschools.org">Angela.payne@creteschools.org</a></td>
</tr>
<tr>
<td>Kristina Lunz</td>
<td>Preschool</td>
<td><a href="mailto:Kristina.lunz@creteschools.org">Kristina.lunz@creteschools.org</a></td>
</tr>
<tr>
<td>Jaci Dunaway</td>
<td>Preschool</td>
<td><a href="mailto:Jacid@creteschools.org">Jacid@creteschools.org</a></td>
</tr>
<tr>
<td>Jill Muff</td>
<td>Preschool</td>
<td><a href="mailto:Jill.muff@creteschools.org">Jill.muff@creteschools.org</a></td>
</tr>
<tr>
<td>Betty Walton</td>
<td>Preschool</td>
<td><a href="mailto:Betty.walton@creteschools.org">Betty.walton@creteschools.org</a></td>
</tr>
<tr>
<td>April Lambert</td>
<td>Preschool</td>
<td><a href="mailto:April.lambert@creteschools.org">April.lambert@creteschools.org</a></td>
</tr>
<tr>
<td>Anne Holling</td>
<td>Preschool/Resource</td>
<td><a href="mailto:Anneh@creteschools.org">Anneh@creteschools.org</a></td>
</tr>
<tr>
<td>Deborah Ring</td>
<td>Preschool/Speech</td>
<td><a href="mailto:Deborahr@creteschools.org">Deborahr@creteschools.org</a></td>
</tr>
<tr>
<td>Kile Cain</td>
<td>Kindergarten</td>
<td><a href="mailto:Kilec@creteschools.org">Kilec@creteschools.org</a></td>
</tr>
<tr>
<td>Amy Schroder</td>
<td>Kindergarten</td>
<td><a href="mailto:Amys@creteschools.org">Amys@creteschools.org</a></td>
</tr>
<tr>
<td>Sabrina Oltmans</td>
<td>Kindergarten</td>
<td><a href="mailto:Sabrina.oltmans@creteschools.org">Sabrina.oltmans@creteschools.org</a></td>
</tr>
<tr>
<td>Krista Baird</td>
<td>Kindergarten</td>
<td><a href="mailto:Krista.baird@creteschools.org">Krista.baird@creteschools.org</a></td>
</tr>
<tr>
<td>Janet Carriker</td>
<td>Kindergarten</td>
<td><a href="mailto:Janet.carriker@creteschools.org">Janet.carriker@creteschools.org</a></td>
</tr>
<tr>
<td>Mary Rische</td>
<td>Kindergarten</td>
<td><a href="mailto:Mary.rische@creteschools.org">Mary.rische@creteschools.org</a></td>
</tr>
<tr>
<td>Alicia Stutzman</td>
<td>Kindergarten</td>
<td><a href="mailto:Alicia.stutzman@creteschools.org">Alicia.stutzman@creteschools.org</a></td>
</tr>
<tr>
<td>Nicole Grummert</td>
<td>First Grade</td>
<td><a href="mailto:Nicole.grummert@creteschools.org">Nicole.grummert@creteschools.org</a></td>
</tr>
<tr>
<td>Brooke List</td>
<td>First Grade</td>
<td><a href="mailto:Brooke.list@creteschools.org">Brooke.list@creteschools.org</a></td>
</tr>
<tr>
<td>Caitlin Scholl</td>
<td>First Grade</td>
<td><a href="mailto:Caitlin.scholl@creteschools.org">Caitlin.scholl@creteschools.org</a></td>
</tr>
<tr>
<td>Nancy Bess</td>
<td>First Grade</td>
<td><a href="mailto:Nancyb@creteschools.org">Nancyb@creteschools.org</a></td>
</tr>
<tr>
<td>Donna Salomons</td>
<td>First Grade</td>
<td><a href="mailto:Donnas@creteschools.org">Donnas@creteschools.org</a></td>
</tr>
<tr>
<td>Victoria Fuhs</td>
<td>First Grade</td>
<td><a href="mailto:Victoria.fuhs@creteschools.org">Victoria.fuhs@creteschools.org</a></td>
</tr>
<tr>
<td>Laura Pulliam</td>
<td>Second Grade</td>
<td><a href="mailto:Laura.pulliam@creteschools.org">Laura.pulliam@creteschools.org</a></td>
</tr>
<tr>
<td>Tricia Hintz</td>
<td>Second Grade</td>
<td><a href="mailto:Triciah@creteschools.org">Triciah@creteschools.org</a></td>
</tr>
<tr>
<td>Katelin White</td>
<td>Second Grade</td>
<td><a href="mailto:Katelin.white@creteschools.org">Katelin.white@creteschools.org</a></td>
</tr>
<tr>
<td>Emalee Francis</td>
<td>Second Grade</td>
<td><a href="mailto:Emalee.francis@creteschools.org">Emalee.francis@creteschools.org</a></td>
</tr>
<tr>
<td>Kara Marvin</td>
<td>Second Grade</td>
<td><a href="mailto:Kara.marvin@creteschools.org">Kara.marvin@creteschools.org</a></td>
</tr>
<tr>
<td>Brittney Moody</td>
<td>Second Grade</td>
<td><a href="mailto:Brittney.moody@creteschools.org">Brittney.moody@creteschools.org</a></td>
</tr>
<tr>
<td>Joy Scheele</td>
<td>ELL</td>
<td><a href="mailto:Joy.scheele@creteschools.org">Joy.scheele@creteschools.org</a></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
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</tr>
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</tr>
<tr>
<td>Amber Sterns</td>
<td>ELL</td>
<td><a href="mailto:Ambers@creteschools.org">Ambers@creteschools.org</a></td>
</tr>
<tr>
<td>Linsay Wach</td>
<td>ELL</td>
<td><a href="mailto:Linsay.wach@creteschools.org">Linsay.wach@creteschools.org</a></td>
</tr>
<tr>
<td>Jennifer Jenny</td>
<td>Resource</td>
<td><a href="mailto:Jenny.jenny@creteschools.org">Jenny.jenny@creteschools.org</a></td>
</tr>
<tr>
<td>Brooke Ramel</td>
<td>ELL/Title 1</td>
<td><a href="mailto:Brooke.ramel@creteschools.org">Brooke.ramel@creteschools.org</a></td>
</tr>
<tr>
<td>Caitlin Sawyer</td>
<td>Resource</td>
<td><a href="mailto:Caitlin.sawyer@creteschools.org">Caitlin.sawyer@creteschools.org</a></td>
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<td>Brooke Trojan</td>
<td>Resource</td>
<td><a href="mailto:Brooke.trojan@creteschools.org">Brooke.trojan@creteschools.org</a></td>
</tr>
<tr>
<td>Molly Jacobsen</td>
<td>Speech</td>
<td><a href="mailto:Molly.jacobsen@creteschools.org">Molly.jacobsen@creteschools.org</a></td>
</tr>
<tr>
<td>Karen Richtarik</td>
<td>Speech</td>
<td><a href="mailto:Karenr@creteschools.org">Karenr@creteschools.org</a></td>
</tr>
<tr>
<td>Joy Thompson</td>
<td>Title 1</td>
<td><a href="mailto:Joy.thompson@creteschools.org">Joy.thompson@creteschools.org</a></td>
</tr>
<tr>
<td>Cassie Ginapp</td>
<td>School Psychologist</td>
<td><a href="mailto:Cassie.ginapp@creteschools.org">Cassie.ginapp@creteschools.org</a></td>
</tr>
<tr>
<td>Shannon Kennedy</td>
<td>Nurse</td>
<td><a href="mailto:Shannonk@creteschools.org">Shannonk@creteschools.org</a></td>
</tr>
<tr>
<td>Dede Moore</td>
<td>Media (K-4)</td>
<td><a href="mailto:Dedem@creteschools.org">Dedem@creteschools.org</a></td>
</tr>
<tr>
<td>Derek Spence</td>
<td>Art (K-4)</td>
<td><a href="mailto:Dereks@creteschools.org">Dereks@creteschools.org</a></td>
</tr>
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<td>Terry VanHorn</td>
<td>Physical Education (K-4)</td>
<td><a href="mailto:Terryv@creteschools.org">Terryv@creteschools.org</a></td>
</tr>
<tr>
<td>Kathy Lenertz</td>
<td>Music (K-4)</td>
<td><a href="mailto:Kathyl@creteschools.org">Kathyl@creteschools.org</a></td>
</tr>
<tr>
<td>Dana Bennett</td>
<td>Spanish (K-4)</td>
<td><a href="mailto:Dana.bennett@creteschools.org">Dana.bennett@creteschools.org</a></td>
</tr>
<tr>
<td>Laurie Deibert</td>
<td>Guidance (K-4)</td>
<td><a href="mailto:Lauried@creteschools.org">Lauried@creteschools.org</a></td>
</tr>
<tr>
<td>Sandy Rains</td>
<td>Tech. Support (K-5)</td>
<td><a href="mailto:Sandyra@creteschools.org">Sandyra@creteschools.org</a></td>
</tr>
<tr>
<td>Jodee Skala</td>
<td>Office</td>
<td><a href="mailto:Jodees@creteschools.org">Jodees@creteschools.org</a></td>
</tr>
<tr>
<td>Julie Reetz</td>
<td>Office</td>
<td><a href="mailto:Julier@creteschools.org">Julier@creteschools.org</a></td>
</tr>
<tr>
<td>Lupe Avalar</td>
<td>Office/ Translator</td>
<td><a href="mailto:Lupea@creteschools.org">Lupea@creteschools.org</a></td>
</tr>
<tr>
<td>Ellen Miller</td>
<td>CCLC</td>
<td><a href="mailto:Ellenm@creteschools.org">Ellenm@creteschools.org</a></td>
</tr>
<tr>
<td>Name</td>
<td>Building</td>
<td>Contact Information</td>
</tr>
<tr>
<td>-----------------------</td>
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</tr>
<tr>
<td>Molly Heusinkvelt</td>
<td>Third Grade</td>
<td><a href="mailto:Molly.heusinkvelt@creteschools.org">Molly.heusinkvelt@creteschools.org</a></td>
</tr>
<tr>
<td>Jennifer Krysl</td>
<td>Third Grade</td>
<td><a href="mailto:Jennifer.krysl@creteschools.org">Jennifer.krysl@creteschools.org</a></td>
</tr>
<tr>
<td>Edith Nickel</td>
<td>Third Grade</td>
<td><a href="mailto:Edith.ninkel@creteschools.org">Edith.ninkel@creteschools.org</a></td>
</tr>
<tr>
<td>Jenine Owens</td>
<td>Third Grade</td>
<td><a href="mailto:Jenineo@creteschools.org">Jenineo@creteschools.org</a></td>
</tr>
<tr>
<td>Jessica Sebade</td>
<td>Third Grade</td>
<td><a href="mailto:jessicas@creteschools.org">jessicas@creteschools.org</a></td>
</tr>
<tr>
<td>Teresa Wissenburg</td>
<td>Third Grade</td>
<td><a href="mailto:teresaw@creteschools.org">teresaw@creteschools.org</a></td>
</tr>
<tr>
<td>Garrett Borcher</td>
<td>Fourth Grade</td>
<td><a href="mailto:Garrett.borcher@creteschools.org">Garrett.borcher@creteschools.org</a></td>
</tr>
<tr>
<td>Shannon Cole</td>
<td>Fourth Grade</td>
<td><a href="mailto:Shannon.cole@creteschools.org">Shannon.cole@creteschools.org</a></td>
</tr>
<tr>
<td>Justin Hazard</td>
<td>Fourth Grade</td>
<td><a href="mailto:Justin.hazard@creteschools.org">Justin.hazard@creteschools.org</a></td>
</tr>
<tr>
<td>Faith Keller</td>
<td>Fourth Grade</td>
<td><a href="mailto:faithk@creteschools.org">faithk@creteschools.org</a></td>
</tr>
<tr>
<td>Megan Steinkruger</td>
<td>Fourth Grade</td>
<td><a href="mailto:Megan.steinkruger@creteschools.org">Megan.steinkruger@creteschools.org</a></td>
</tr>
<tr>
<td>Jenn Uher</td>
<td>Fourth Grade</td>
<td><a href="mailto:jennu@creteschools.org">jennu@creteschools.org</a></td>
</tr>
<tr>
<td>Jenna Arneson</td>
<td>Fifth Grade</td>
<td><a href="mailto:Jenna.aroneson@creteschools.org">Jenna.aroneson@creteschools.org</a></td>
</tr>
<tr>
<td>Katie Judkins</td>
<td>Fifth Grade</td>
<td><a href="mailto:Katie.judkins@creteschools.org">Katie.judkins@creteschools.org</a></td>
</tr>
<tr>
<td>Katie Shepler</td>
<td>Fifth Grade</td>
<td><a href="mailto:Katherine.shepler@creteschools.org">Katherine.shepler@creteschools.org</a></td>
</tr>
<tr>
<td>Jeff Steele</td>
<td>Fifth Grade</td>
<td><a href="mailto:Jeff.steele@creteschools.org">Jeff.steele@creteschools.org</a></td>
</tr>
<tr>
<td>Mary Unger</td>
<td>Fifth Grade</td>
<td><a href="mailto:maryu@creteschools.org">maryu@creteschools.org</a></td>
</tr>
<tr>
<td>Brent Cain</td>
<td>Resource</td>
<td><a href="mailto:brentc@creteschools.org">brentc@creteschools.org</a></td>
</tr>
<tr>
<td>Andrea Hicks</td>
<td>Resource</td>
<td><a href="mailto:andreaa@creteschools.org">andreaa@creteschools.org</a></td>
</tr>
<tr>
<td>Michele Renner</td>
<td>Resource</td>
<td><a href="mailto:micheler@creteschools.org">micheler@creteschools.org</a></td>
</tr>
<tr>
<td>Cayle Jones</td>
<td>Interventionist</td>
<td><a href="mailto:Cayle.jones@creteschools.org">Cayle.jones@creteschools.org</a></td>
</tr>
<tr>
<td>Scott Zimmerman</td>
<td>Title 1</td>
<td><a href="mailto:scottz@creteschools.org">scottz@creteschools.org</a></td>
</tr>
<tr>
<td>Perla Jaimes</td>
<td>ELL</td>
<td><a href="mailto:Perla.jaimes@creteschools.org">Perla.jaimes@creteschools.org</a></td>
</tr>
<tr>
<td>Paulvince Obuon</td>
<td>ELL</td>
<td><a href="mailto:Paulvince.obuon@creteschools.org">Paulvince.obuon@creteschools.org</a></td>
</tr>
<tr>
<td>Ashley Quinn</td>
<td>ELL</td>
<td><a href="mailto:Ashley.quinn@creteschools.org">Ashley.quinn@creteschools.org</a></td>
</tr>
<tr>
<td>Jill Shaw</td>
<td>Instructional Coach</td>
<td><a href="mailto:jills@creteschools.org">jills@creteschools.org</a></td>
</tr>
<tr>
<td>Name</td>
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</tr>
<tr>
<td>---------------------</td>
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</tr>
<tr>
<td>Jennifer Dinan</td>
<td>Speech</td>
<td><a href="mailto:Jennifer.dinan@creteschools.org">Jennifer.dinan@creteschools.org</a></td>
</tr>
<tr>
<td>Jill Eberhardt</td>
<td>Speech</td>
<td><a href="mailto:Jill.eberhardt@creteschools.org">Jill.eberhardt@creteschools.org</a></td>
</tr>
<tr>
<td>Karen Williams</td>
<td>School Psychologist</td>
<td><a href="mailto:Karen.williams@creteschools.org">Karen.williams@creteschools.org</a></td>
</tr>
<tr>
<td>Tammy Wenz</td>
<td>Nurse</td>
<td><a href="mailto:Tammy.wenz@creteschools.org">Tammy.wenz@creteschools.org</a></td>
</tr>
<tr>
<td>Anna Hazard</td>
<td>CCLC</td>
<td><a href="mailto:Anna.hazard@creteschools.org">Anna.hazard@creteschools.org</a></td>
</tr>
<tr>
<td>Tiffany Lothrop</td>
<td>5th Keyboarding</td>
<td><a href="mailto:tiffanyl@creteschools.org">tiffanyl@creteschools.org</a></td>
</tr>
<tr>
<td>Kelli Wilke</td>
<td>5th Art</td>
<td><a href="mailto:kelliiw@creteschools.org">kelliiw@creteschools.org</a></td>
</tr>
<tr>
<td>Kolby Lenhart</td>
<td>5th PE</td>
<td><a href="mailto:Kolby.lenhart@creteschools.org">Kolby.lenhart@creteschools.org</a></td>
</tr>
<tr>
<td>Betty Diaz</td>
<td>5th Spanish</td>
<td><a href="mailto:Bettyd@creteschools.org">Bettyd@creteschools.org</a></td>
</tr>
<tr>
<td>Karen Drevo</td>
<td>5th STEM</td>
<td><a href="mailto:karend@creteschools.org">karend@creteschools.org</a></td>
</tr>
<tr>
<td>Lacey Franzen</td>
<td>5th Music</td>
<td><a href="mailto:Lacey.fransen@creteschools.org">Lacey.fransen@creteschools.org</a></td>
</tr>
<tr>
<td>Pamela Gerdes</td>
<td>Office</td>
<td><a href="mailto:Pamela.gerdes@creteschools.org">Pamela.gerdes@creteschools.org</a></td>
</tr>
<tr>
<td>Yadanin Vazquez</td>
<td>Office/Translator</td>
<td><a href="mailto:Yadanin.vazquez@creteschools.org">Yadanin.vazquez@creteschools.org</a></td>
</tr>
<tr>
<td>Dave Coffey</td>
<td>Head Janitor</td>
<td><a href="mailto:davec@creteschools.org">davec@creteschools.org</a></td>
</tr>
<tr>
<td>Maria Donis</td>
<td>Janitor</td>
<td><a href="mailto:Maria.donis@creteschools.org">Maria.donis@creteschools.org</a></td>
</tr>
</tbody>
</table>

**Section 5: Support Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Building</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Easley</td>
<td>Elementary</td>
<td><a href="mailto:Amanda.easley@creteschools.org">Amanda.easley@creteschools.org</a></td>
</tr>
<tr>
<td>Angie Dittmer</td>
<td>Elementary</td>
<td><a href="mailto:Angie.dittmer@creteschools.org">Angie.dittmer@creteschools.org</a></td>
</tr>
<tr>
<td>Chris Picard</td>
<td>Elementary</td>
<td><a href="mailto:Chris.picard@creteschools.org">Chris.picard@creteschools.org</a></td>
</tr>
<tr>
<td>Melissa Beeman</td>
<td>Elementary</td>
<td><a href="mailto:Melissa.beeman@creteschools.org">Melissa.beeman@creteschools.org</a></td>
</tr>
<tr>
<td>Michelle Faltin</td>
<td>Elementary</td>
<td><a href="mailto:Michelle.faltin@creteschools.org">Michelle.faltin@creteschools.org</a></td>
</tr>
<tr>
<td>Erika Umana</td>
<td>Elementary</td>
<td><a href="mailto:Erika.umana@creteschools.org">Erika.umana@creteschools.org</a></td>
</tr>
<tr>
<td>Gloria Keck</td>
<td>Elementary</td>
<td><a href="mailto:Gloria.keck@creteschools.org">Gloria.keck@creteschools.org</a></td>
</tr>
<tr>
<td>Hailey Bertwell</td>
<td>Elementary</td>
<td><a href="mailto:Hailey.bertwell@creteschools.org">Hailey.bertwell@creteschools.org</a></td>
</tr>
<tr>
<td>Hilda Hernandez</td>
<td>Elementary</td>
<td><a href="mailto:Hilda.cardona@creteschools.org">Hilda.cardona@creteschools.org</a></td>
</tr>
<tr>
<td>Name</td>
<td>Grade</td>
<td>Email</td>
</tr>
<tr>
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</tr>
<tr>
<td>Jackie Sears</td>
<td>Elementary</td>
<td><a href="mailto:Jackie.sears@creteschools.org">Jackie.sears@creteschools.org</a></td>
</tr>
<tr>
<td>Jessica Lopez</td>
<td>Elementary</td>
<td><a href="mailto:Jessica.lopez@creteschools.org">Jessica.lopez@creteschools.org</a></td>
</tr>
<tr>
<td>Jessica Trautman</td>
<td>Elementary</td>
<td><a href="mailto:Jessica.trautman@creteschools.org">Jessica.trautman@creteschools.org</a></td>
</tr>
<tr>
<td>Judy Mares</td>
<td>Elementary</td>
<td><a href="mailto:Judy.mares@creteschools.org">Judy.mares@creteschools.org</a></td>
</tr>
<tr>
<td>Julie Culver</td>
<td>Elementary</td>
<td><a href="mailto:Julie.culver@creteschools.org">Julie.culver@creteschools.org</a></td>
</tr>
<tr>
<td>Kim Hier</td>
<td>Elementary</td>
<td><a href="mailto:Kimh@creteschools.org">Kimh@creteschools.org</a></td>
</tr>
<tr>
<td>Lisa Coffey</td>
<td>Elementary</td>
<td><a href="mailto:Lisa.coffey@creteschools.org">Lisa.coffey@creteschools.org</a></td>
</tr>
<tr>
<td>Lorena Mendez</td>
<td>Elementary</td>
<td><a href="mailto:Lorena.mendez@creteschools.org">Lorena.mendez@creteschools.org</a></td>
</tr>
<tr>
<td>Lori Rejcha</td>
<td>Elementary</td>
<td><a href="mailto:Lori.rejcha@creteschools.org">Lori.rejcha@creteschools.org</a></td>
</tr>
<tr>
<td>Luz Avalos</td>
<td>Elementary</td>
<td><a href="mailto:Luz.avalo@creteschools.org">Luz.avalo@creteschools.org</a></td>
</tr>
<tr>
<td>Mayra Vazquez</td>
<td>Elementary</td>
<td><a href="mailto:Mayra.vazquez@creteschools.org">Mayra.vazquez@creteschools.org</a></td>
</tr>
<tr>
<td>Maria Alvis</td>
<td>Elementary</td>
<td><a href="mailto:Maria.alvis@creteschools.org">Maria.alvis@creteschools.org</a></td>
</tr>
<tr>
<td>Teresa Muff</td>
<td>Elementary</td>
<td><a href="mailto:Teresa.muff@creteschools.org">Teresa.muff@creteschools.org</a></td>
</tr>
<tr>
<td>Tiffany Crumbliss</td>
<td>Elementary</td>
<td><a href="mailto:Tiffany.crumbliss@creteschools.org">Tiffany.crumbliss@creteschools.org</a></td>
</tr>
<tr>
<td>Laura Lauenroth</td>
<td>Intermediate</td>
<td><a href="mailto:laural@creteschools.org">laural@creteschools.org</a></td>
</tr>
<tr>
<td>Cory Blake</td>
<td>Intermediate</td>
<td><a href="mailto:Cory.blake@creteschools.org">Cory.blake@creteschools.org</a></td>
</tr>
<tr>
<td>Whitney Wendelin</td>
<td>Intermediate</td>
<td><a href="mailto:Whitney.wendelin@creteschools.org">Whitney.wendelin@creteschools.org</a></td>
</tr>
<tr>
<td>Rebecca Williamson</td>
<td>Intermediate</td>
<td><a href="mailto:Rebecca.williamson@creteschools.org">Rebecca.williamson@creteschools.org</a></td>
</tr>
<tr>
<td>Connie Sand</td>
<td>Intermediate</td>
<td><a href="mailto:Connie.sand@creteschools.org">Connie.sand@creteschools.org</a></td>
</tr>
<tr>
<td>Mona Herman</td>
<td>Intermediate</td>
<td><a href="mailto:monah@creteschools.org">monah@creteschools.org</a></td>
</tr>
<tr>
<td>Stacy Shepherd</td>
<td>Intermediate</td>
<td><a href="mailto:Stacy.shepherd@creteschools.org">Stacy.shepherd@creteschools.org</a></td>
</tr>
<tr>
<td>Sandy Ziola</td>
<td>Intermediate</td>
<td><a href="mailto:sandyz@creteschools.org">sandyz@creteschools.org</a></td>
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</tbody>
</table>
Crete Public Schools 2017-2018 School Calendar

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<tr>
<th>July</th>
<th>August</th>
<th>September</th>
</tr>
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<tr>
<td>M</td>
<td>T</td>
<td>W</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>31</td>
<td></td>
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**Calendar Code**
- Bold - School Days
- Italic - No School for Any Student
- - 1:10/1:25/1:30/1:30 Dismissal
- - Full Day Professional Development
- H - Half Day Professional Development
- S - Start of Quarter
- E - End of Quarter
- G - Graduation
- - MS/HS Parent/Teacher Conferences
- - Elem/Int Parent-Teacher Conferences
- - Flex Day, No School unless needed

**Vacation Days**
- Early Dismissal
- Sept. 4 -- Labor Day
- Oct. 23 -- Mid Fall Break
- Nov. 22-24 -- Fall Break
- Dec. 25-Jan. 5 -- Winter Break
- Mar. 29 - Apr. 2 -- Spring Break

**Total Days in Quarter**
- 1st Quarter 45 Days
- 2nd Quarter 44 Days
- 3rd Quarter 46 Days
- 4th Quarter 45 Days

*Three makeup days are included in the 4th quarter. The last day of school may be adjusted if the days are not needed.

Approved 2/13/17
Amended 7/24/17
## Article 1 - Mission and Goals

### Section 1: School Mission Statement

The mission of 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.

### Section 2: Districts 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 the 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.

<table>
<thead>
<tr>
<th>DEVELOPING INDIVIDUAL</th>
<th>CONTRIBUTING INDIVIDUAL</th>
<th>LEARNING INDIVIDUAL</th>
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</thead>
<tbody>
<tr>
<td>1. Display characteristics of self-sufficiency for independence.</td>
<td>1. Exhibit a positive sense of self and family responsibility.</td>
<td>1. Apply skills in reading, writing, speaking, and listening with confidence and competence.</td>
</tr>
<tr>
<td>2. Model a positive use of leisure time.</td>
<td>2. Participate and positively influence community issues/affairs.</td>
<td>2. Apply basic math skills to everyday experiences.</td>
</tr>
<tr>
<td>3. Compose and implement a life plan for self (career and personal).</td>
<td>3. Convey a working knowledge of the democratic process.</td>
<td>3. Apply basic scientific skills and principles in everyday experiences.</td>
</tr>
<tr>
<td>4. Initiate a plan for developing and maintaining wellness.</td>
<td>4. Model a positive attitude toward work.</td>
<td>4. Apply an understanding of how human activities affect the environment.</td>
</tr>
<tr>
<td>5. Model respect for self and human dignity of others.</td>
<td>5. Actively engage in learning to demonstrate lifelong learning skills (constantly seeking for a better tomorrow for self and others).</td>
<td>5. Apply basic information technology skills.</td>
</tr>
<tr>
<td>6. Display management skills for effectively using time to meet the demands of study, work, and family.</td>
<td>6. Model the acceptance of diversity among people.</td>
<td>6. Solve problems using effective decision-making skills.</td>
</tr>
<tr>
<td>7. Express oneself creatively and respond to the creativity of others.</td>
<td></td>
<td>7. Apply an understanding of the world’s historical, political, social, and economic knowledge to solve contemporary problems.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Experience the fine and performing arts as career and leisure opportunities.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Explore and prepare for future career opportunities.</td>
</tr>
</tbody>
</table>
Section 3: Communication Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the communication procedure set forth below. There are specific procedures to address certain concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Communication procedure
   
   Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
   
   Step 2. Address the concern to the Principal if the matter is not resolved at step 1.
   
   Step 3. Address the concern to the Superintendent if the matter is not resolved at step 2.
   
   Step 4. Address the concern to the Board of Education if the matter is not resolved at step 3.

2. Conditions Applicable to All Levels of Communication Procedure
   
   All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the concern and the need for prompt resolution.

Article 2 - School Day

Section 1: Daily Schedule

<table>
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<tr>
<th>Elementary</th>
<th>Intermediate</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00    First Bell</td>
<td>8:00    First Bell</td>
</tr>
<tr>
<td>8:05    Tardy Bell</td>
<td>8:05    Tardy Bell</td>
</tr>
<tr>
<td>3:10    Students Dismissed</td>
<td>3:25    Students Dismissed</td>
</tr>
</tbody>
</table>

Section 2: Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. Radio and television stations broadcast the information regularly.

Decision to Close Schools: A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, preschool, student activities). In an event of inclement weather, school cancellations will be broadcast on TV, Channels 10/11, as well as radio stations KFAB AM 1100 and KFRX FM 102.7.

After School Starts: Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day, the media will broadcast the notice. Parents should have a plan in place to accommodate these
Parental Decisions: Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

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

Section 3: Lunch Prices and Times

Breakfast is available for students in grades K-5. Serving starts at 7:30 a.m. and ends at 8:00 a.m. Hot lunches are available for students in grades K-5. Meals at the Elementary/Intermediate level are currently: Breakfast $1.55 per day - Lunch $2.60 per day (includes one carton milk). If a student wishes to purchase milk, it costs an extra $0.30 per carton.

Milk breaks are given in grades K-1. Milk is $0.30 per carton.

The school uses a computerized lunch cashier system. Money or checks you send to school for your family will be credited to your account and each child in the family uses this account. When your account is low, you will receive notification in your child’s Thursday Packet. You may also receive a phone call or text message if you sign up for that service.

Elementary Lunch Times
Kindergarten 11:25-11:50
1st Grade 11:55-12:20
2nd Grade 12:25-12:50

Intermediate Lunch Times
3rd Grade 11:00-11:30
4th Grade 11:45-12:15
5th Grade 12:15-12:45

NO CASH will be accepted in the lunch line.

Free and reduced lunch applications will be entered into the system and information about who receives free or reduced rates will be confidential.

Students may bring lunches from home and eat in the lunch area. Parents may deliver their child’s lunch to school. However, in support of our school wellness plan, lunches from fast-food restaurants, as well as pop in cold lunches are strongly discouraged. Federal guidelines prohibit the delivery of lunches for students other than a parent’s own child. Students leaving the school grounds during the lunch period may not bring back any food products to the school.

If you believe you have been treated unfairly, “In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.”
Section 4: Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 15 to 30 minutes prior to the first class or school program in which they are participating. Prior to that time, the school is not responsible for supervision of the students. Students will be admitted into the school building 30 minutes prior to the first class. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

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

Certain days on the calendar are “early dismissal days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Signing a Child In and Out of School

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

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

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and the appropriate people be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal
dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Article 3 - Use of Building and Grounds

Section 1: Visitors

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

Section 2: Smoke-Free Environment

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

Section 3: Care of School Property

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

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

Section 4: Lockers/Cubbies

Each student will be assigned a locker or cubby area. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Section 5: Searches of Lockers and Other Types of Searches

The school owns student lockers, cubbies, desks, computer equipment, and other such property. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.

2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.

3. Items, which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, “nuisance items”) may be removed from student possession.
Section 6: 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.

Section 7: Use of Telephone

USE OF THE OFFICE PHONE WILL BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL.

Section 8: Bicycles

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property. When arriving or leaving school property, students must walk their bikes to and from the bike racks. Bicycle riding is not permitted on school grounds.

Section 9: Student Valuables

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

Section 10: Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

Section 11: Accidents

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

Section 12: Insurance

Under Nebraska law, the District may not use school funds to provide general student accident or athletic insurance. The District requires all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office.
Section 13: Copyright and Fair Use Policy

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

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

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

Article 4 - Attendance

Section 1: Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors, which will result in regular and punctual student attendance.

Section 2: Attendance and Absences

Excused and Unexecused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
b. Illness which causes a student to be absent from school.
c. Doctor or dental appointment which require student to be absent from school.
d. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
e. School sponsored activities which require students to be absent from school.
f. Family trips in which student accompanies parent(s)/legal guardian(s).
g. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

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

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Section 3: Absence Procedures

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office. A conditional admit slip, good for two (2) days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip.

Section 4: Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences. Generally, assignment sheets will not be sent out until after three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

For unexcused absences, the student will receive a failing mark for or in each class period missed.
Section 5: Attendance is Required to Participate in Activities

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes athletic contests, practices and music programs. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Section 6: Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent’s personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child’s truant behavior.

Excessive Absenteeism. 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 day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student’s attendance records documentation of such refusal.

2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.

3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.

4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.
Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Article 5 – Scholastic Achievement

Section 1: Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B</td>
<td>88-89</td>
</tr>
<tr>
<td>B-</td>
<td>85-87</td>
</tr>
<tr>
<td>C</td>
<td>80-82</td>
</tr>
<tr>
<td>C-</td>
<td>79-78</td>
</tr>
<tr>
<td>D</td>
<td>78-70</td>
</tr>
<tr>
<td>D-</td>
<td>70-69</td>
</tr>
<tr>
<td>F</td>
<td>0-69</td>
</tr>
</tbody>
</table>

Each teacher will define the grading procedures to be used in their classes.

Section 2: Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.
Section 3: Progress Reports

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improved. These reports will be sent as the teacher determines appropriate.

Included in the academic improvement report, will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents times when the student can meet with the teacher outside the regular class period to improve their academic performance.

Section 4: Report Cards

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all coursework must be completed by the end of the fourth quarter.

Section 5: Parent-Teacher Conferences

Parent-teacher conferences will be held during mid-1st quarter and mid-3rd quarter. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Section 6: Academic Integrity

Policy Statement
Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

Article 6 - Support Services

Section 1: Special Education Services

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

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

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

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

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

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

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

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

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

Section 2: Students with Disabilities: Section 504

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

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

Section 3: Guidance Services

Crete Elementary and Intermediate Schools employ school psychologists and counselors for the purpose of assisting with the District’s testing program, to assist with scheduling and for students to discuss problems and resolve conflicts.

Section 4: Health Services

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

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

The Superintendent shall direct staff to act affirmatively and work closely with parents, students and physicians to provide a safe learning and activity environment for all students through an allergy management program that includes prevention, education, awareness, communication and emergency response components.

The goals for allergy management include:

1. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening allergies.
2. To maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
3. To ensure that interventions and individual health care plans for students with life-threatening allergies are based on accurate information and evidence-based practices.

**Responsibilities of Staff**

Staff shall develop plans to minimize risks and provide a safe educational environment for students with allergies. Upon being informed of the student needs, the appropriate team shall convene (IEP team for students with verified disabilities; 504 team for students with a 504-qualifying disability without an IEP; and individual health care team for students who do not qualify for IEP or 504 services or accommodations). The team shall consider the unique needs of the individual student in developing the appropriate plan for each student.

Consideration shall be given, but not limited to, the following:

- Restrict foods and other allergens from the classroom(s) of the student with allergies or from other areas where student with allergies may be exposed, such as the food services environment (which may include restricting foods in specified eating areas, restricting foods served in the meal line, and identifying foods containing common allergens), during field trips, student transportation vehicles, and extracurricular activities or events.
- Encouraging washing of hands before and after handling foods.
- Develop appropriate cleaning protocols.
- Inform and educate staff about the identity and needs of students with allergies, in a manner consistent with FERPA and other confidentiality or privacy laws.
- Use signage to inform building users of building-wide restrictions on common allergens.
- Be aware of location(s) of auto-injectable epinephrine for the student in the event of an emergency, understand the signs and recognize the symptoms of an allergic emergency and be aware of how to administer auto-injectable epinephrine and/or who to contact in the event of an emergency.

**Responsibilities of Students with Allergies, and their Parents**

- Inform the school nurse or an administrator of the student's allergies and provide medical verification on request, physician treatment protocols and prescribed medication as appropriate.
- Avoid anything with unknown ingredients or known to contain any food to which the student is allergic or knowingly or carelessly expose oneself to items to which the student is allergic.
- Be proactive in the care and management of the student's allergies and reactions based on their developmental level.
- Notify an adult immediately if the student eats or is exposed to the food or other allergies to which the student is allergic.
Responsibilities of Other Students

- Not intentionally or carelessly expose those with allergies to foods or other allergens that may create an adverse reaction.
- Follow directives given with regard to food restrictions and protocols.
- Not bully or pick on a student with a food allergy because of the student’s condition.

Failure to meet the foregoing expectations may subject the violating student to disciplinary consequences, up to and including expulsion.

Guidelines for Administering Medication

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

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

School Health Screening

Children in Preschool through fifth grade are screened for hearing, dental defects, height and weight. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical and Visual Examination

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

Immunizations

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

Unimmunized students may be excluded from school in the event of a disease outbreak.
## Summary of the School Immunization Rules and Regulations
### For 2017-2018 School Year

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

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

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

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

### Guidelines for Head Lice
The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

- Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
- Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
- A child who is sent home from school for head lice should miss no more than two (2) school days.
o A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
o A child who returns to class with nits (eggs) will be checked again in 7-10 days.
o Families are encouraged to report head lice to the school health office.
o Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child’s school.

Section 5: Transportation Services

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

Behavior on School Buses

General Conduct Rules Apply: While riding school buses, you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

Special Conduct Rules for Riding School Buses.

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

B. Rules on the Bus
   1. Be respectful of the bus driver. Immediately follow all directions of the driver and any Paraeducator or adult on the bus.
   2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
   3. Talk quietly and use appropriate language.
   4. Keep all parts of your body inside the bus.
   5. Keep your arms, legs and belongings to yourself.
   6. No fighting, harassment, bullying, intimidation or horseplay.
   7. Do not throw any object.
   8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
   9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
  10. Do not damage the school bus.
Getting the Driver’s Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver’s attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Article 7 - Drugs, Alcohol and Tobacco

Section 1: Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy.

Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Article 8 - Student Conduct Rules

Section 1: Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

Section 2: Forms of School Discipline

A principal (or designee) may determine that it is necessary to exclude a student from classes. The decision to exclude is made after the principal has investigated the facts and has given the student oral or written notification of the charges against him/her.

- Short-term suspension may be for a period of time up to five (5) school days.
- Emergency exclusion may be recommended for a period of time up to twenty (20) days or as long as the student’s presence in school presents a danger to himself/herself or others.
- Long-term suspension is for a period of time exceeding five (5) school days but not more than twenty (20) school days.
- Expulsion is for a period of time not to exceed the remainder of the semester in which the expulsion took effect. If the offense occurs within ten days prior to the end of a semester, the expulsion may be increased to include the following semester.
- A student cannot attend school, take part in any function, or be on school property during the duration of suspension or expulsion. Before long-term suspension or expulsion, the student may, upon request, have a hearing on the specific charges.

Students are advised of this right when a principal decides to recommend one of the above actions. If a hearing is not requested within five (5) school days, the recommendation will go into effect.
Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:

The failure to refrain from the following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat 790254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;

2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;

3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;

5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.

6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency.

8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;

9. Truancy or failure to attend assigned classes or assigned activities;

10. Tardiness to school, assigned classes or assigned activities;

11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language of conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;

12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process.
13. Willfully violating the behavioral expectations for those students riding Crete School's busses.

14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; Or

15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.

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

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

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

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

Section 3: Student Conduct Expectations

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

A. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment
The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that
constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;

3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;

4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;

7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant.

8. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term “under the influence” has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;

9. Public indecency or sexual conduct; Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or

12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for those students riding Crete Public Schools' buses.

17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which
it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes
deplace during the second semester, the expulsion shall remain in effect for the first semester of the following
school year, with the condition that such action may be modified or terminated by the school district during
the expulsion period on such terms as the administration may establish:

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

2. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a
firearm.

2. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned
or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored
activity or athletic event. This conduct shall result in an expulsion for one (1) calendar year. “Firearm” means
a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the
following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is
designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or
receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The
Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis, provided that
such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a
student will not be subject to disciplinary action if the item is brought or possessed under the following
conditions:

1. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the
student’s teacher, building administrator and parent.
2. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational
function.
3. A plan for its transportation into and from the school, its storage while in the school building and how it
will be displayed must be developed with the prior written approval by the teacher and building
administrator. Such plan shall require that such item will be in the possession of an adult staff member
at all times except for such limited time as is necessary to fulfill the educational function.
4. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

B. Additional Student Conduct Expectations and Grounds for Discipline
The following additional student conduct expectations are established. Failure to comply with such rules is grounds
for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by
a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by
his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term
suspension, expulsion or mandatory reassignment.

(1) Dress Code
A student’s choice of attire and grooming should be the responsibility of the student and his/her parents
or guardians. However, the learning environment must be protected by the school, and clothing which
creates a distraction to staff or students, or disrupts the learning process in any manner, will not be
allowed.

The following general statements apply to all students:

1. Any article of clothing or other items brought to school, or any school sponsored event, should not contain
any printed wording or pictures that advertise profanity, the use of tobacco or controlled substances in
any manner, promote a business establishment whose primary business is drug paraphernalia or alcohol related, or make sexual innuendoes.

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

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

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

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

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

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

Violations of the dress code are subject to the following disciplinary actions that apply to your school:

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

(1) Electronic Devices

Philosophy and Purpose. Crete Public Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

The best practice to protect against theft and damage is for students not to bring cell phones or any electronic devices to school. However many families rely upon cell phones for students to communicate with their families. If cell phones or any electronic devices are brought to school, they must be turned off upon entering the building. They must be left in student lockers until school is
dismissed. When students are leaving for the day, they can be used in the common area to call for rides. They must not be used at any time in classrooms, hallways, locker rooms or restroom. Devices found in the classroom or used during the school day will be confiscated. Students will be given one free pass each year each in which they can pick up their phone at the end of the day. The second violation will result in the parent/guardian case-to-case basis. Cameras on cell phones iPods and MP3 players are considered cameras and must not be used in locker rooms and restrooms.

(2) Definitions.

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

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

(3) Camera and Video Camera Use at School

Cameras, including cameras on cell phones, iPods, MP3 players, etc. and video cameras may be used in school, provide the student has received prior permission from a teacher or administrator, and as long as this use does not interfere with the day to day operations of the school. Use of cameras in the locker room or restroom is against school regulation and is grounds for possible expulsion and/or additional legal consequences.

Possession and Use of Electronic Devices.

1. Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school’s main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such
time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

2. **Penalties for Prohibited Use of Electronic Devices:**

   Students who receive a “sexting” message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any “sexting” message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

   Students found in possession of a “sexting” message shall be subject to a one (1) day suspension from school. Students who send or encourage another to send a “sexting” message shall be subject up to a five (5) day suspension from school.

3. **Reporting to Law Enforcement.**

   Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

4. **Responsibility for Electronic Devices.**

   Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

5. **Harassment and Bullying Policy:**

   One of the missions of Crete Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

   "Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.
Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

6. **Inappropriate Public Displays of Affection (IPDA):**
   Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
   a. 1st Offense: Student will be confronted and directed to cease.
   b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
   c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with Administrator(s) and/or counselor.
   d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

7. **Specific Rule Items:** The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
   i. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
   ii. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
   iii. Students are expected to bring all books and necessary materials to class. This includes study halls.
   iv. Assignments for all classes are due as assigned by the teacher.
   v. Students are not to operate the mini-blinds or the windows without permission of the teacher.
   vi. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
   vii. Students are to be in their seats and ready for class on the tardy bell.
   viii. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
   ix. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
   x. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
   xi. Snow handling is prohibited.

8. **Network, E-Mail, Internet and Other Computer Use Rules:**
   **General Rules:**
   i. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
   ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
   iii. Network storage areas shall be treated like school lockers for students. Network administrators
may review files, information, equipment, messages and communications of staff and students to
maintain system integrity and insure that users are using the network system responsibly.

Users should not expect that files or any information stored or otherwise used or retained on
the network, district servers, or in computers, will be private. No reasonable expectation of
privacy shall exist in relation to network use.

iv. Users should not expect, and the district does not warrant, any information or products obtained
from the network, that files or information stored, obtained or used on the network will be
private, and use of the network waives and relinquishes all such privacy rights, interests or
claims to confidentiality the user may have under state or federal law.

v. The district will not be liable for, and does not warrant in any way, purchases made by any user
over the network. Users shall not make purchases of goods and/or services via the district's
network.

b. Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for
acceptable use of computers and the network, including Internet, shall apply to all district
administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such
individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is
the ultimate person in charge of the district network and technology resources or equipment, and the
same shall also be under the direct supervision of the site or building administrator where located,
sometimes herein called "network administrators."

1. Users shall not erase, remake, or make unusable anyone else’s computer, information, files,
programs or disks. In addition to any other disciplinary action or legal action that may occur, any
user violating this rule shall be liable for any and all damages to the computer, information, files,
programs or disks.

2. Users shall not let other persons use their name, account, log-on password, or files for any reason
(except for authorized staff members).

3. Users shall not use or try to discover another user's account or password.

4. Users shall not use the computers or network for non-instructional or non-administrative purposes
(e.g., games or activities for personal profit).

5. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of
unauthorized software.

6. Users shall not copy, change, or transfer any software or documentation provided by teachers, or
other students without permission from the network administrators.

7. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer
code, software or information designed to self-replicate, damage, or otherwise hinder the
performance of the network or any computer's memory, file system, or software. Such software is
often called a bug, virus, worm, Trojan horse, or similar name.

8. Users shall not use the computer to annoy or harass others with language, images, or threats. Users
shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable
messages, information, language, or images.

9. Users shall not damage the network or equipment, damage information belonging to others, misuse
network resources, or allow others to misuse network resources. In addition to any other
disciplinary action or legal action that may occur, any user violating this or any other rule shall be
liable for any and all damages to the computer, network, information, files, programs or disks.

10. Users shall not tamper with computers, networks, printers, or other associated equipment except as
directed by the teacher or network administrator.

11. Users shall not take technology equipment (hardware or software) from the school grounds or
remove such from computer work areas without written permission of the network administrator.

c. Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are
expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

i. Be polite. Do not become abusive in your messages to others.
ii. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
iii. Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
iv. Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
v. All communications and information accessible via the network should be assumed to be private property of others.
vi. Do not place unlawful information on any network system.
vii. Keep paragraphs and messages short and to the point. Focus on one subject per message.
viii. Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
ix. Other rules may be established by the network administrators or teachers from time to time.

d. Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.
e. Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

9. Risks of Snapchat, Instagram, Facebook and other Social Networking:

   The purpose of this message is to give our students information about the risks of using Snapchat, Instagram, Facebook, Xanga, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on social media may affect you years later.

What you say now on social media may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social media.

Here are some common sense guidelines that you should follow when using social media and the Internet:

- Don't forget that your profile forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screen name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where
you hang out every day after school.

- People aren’t always who they say they are. Be careful about adding strangers to your friends list. It’s fun to connect with new friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone’s behavior is inappropriate, react. Talk with a trusted adult, or report it to authorities.
- Don’t post anything that would embarrass you later. Think twice before posting a photo or info you wouldn’t want your parents or boss to see!
- Don’t mislead people into thinking that you’re older or younger. If you lie about your age, your profile will be deleted.

We urge all students to following these common sense guidelines.

Section 4: Reporting Student Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student’s parents or guardian as soon as possible.
2. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor’s parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Crete Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
   1. Knowingly possessing illegal drugs or alcohol.
   2. Assault.
   3. Vandalism resulting in significant property damage.
   4. Theft of school or personal property of a significant nature.
   5. Automobile accident.
   6. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Article 9 - State and Federal Programs

Section 1: Notice of Nondiscrimination

The Crete Elementary and Intermediate Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2: Designation of Coordinators

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.
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Section 3: Anti-discrimination & Harassment Policy

Elimination of Discrimination: The Crete Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

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

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

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

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

Complaint and Grievance Procedures:
Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Crete Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Multicultural Policy

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

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

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

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

Section 6: Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student’s education records. They are:

1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

2) Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

3) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

4) Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

5) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

6) One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

7) A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

8) Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

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9) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Notice Concerning Directory Information
The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student’s Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student’s parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student’s current grade;
4. Student’s enrollment status (e.g. full-time or part-time);
5. Student’s date of birth and place of birth;
6. Student’s extra-curricular participation;
7. Student’s achievement awards or honors;
8. Student’s weight and height if a member of an athletic team;
9. Student’s photograph; and
10. School or school district the student attended before he or she enrolled in Crete Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students’ education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent’s office to indicate your refusal to have your child’s information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District’s policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.
Notice Concerning Designation of Law Enforcement Unit:
The District designates the Crete Police Department as the District’s “law enforcement unit” for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Section 7: Notice Concerning Disclosure of Student Recruiting Information

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

Section 8: Notice Concerning Staff Qualifications

The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child’s classroom teachers. Upon request, the District will give parents/guardians the following information about their child’s classroom teacher:
1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child’s school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 9: Student Privacy Protection Policy

It is the policy of Crete Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District’s policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent’s request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent’s child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed “Definition of Surveys of Matters Deemed to be Sensitive”), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not
within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection,
disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and, any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right:

1. hearing, vision, or scoliosis screenings;
2. physical examinations or screenings that are permitted or required by an applicable State law, (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act.

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
Section 10: Parental Involvement Policies

A. General - Parental/Community Involvement in Schools:
Crete Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District’s policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children.

Policies and regulations are established to protect the emotional, physical and social well-being of all students.

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

B. Title I Parental Involvement Policy:
The District’s Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District’s Title I program. The term “parental involvement” means the participation of parents in regular, two-
way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child’s learning; (B) that parents are encouraged to be actively involved in their child’s education at school; (C) that parents are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District’s Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools’ and parents’ capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a schoolwide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District’s parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards.
Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.
Section 11: Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District’s policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child’s “school of origin” and the “best interests” of the child. The “school of origin” means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District’s determination of the child’s best interests, and shall be at either: (1) the child’s school of origin for the duration of the child’s homelessness or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child’s parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child’s parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended.
by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child’s school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Crete Public Schools based on it being the school of origin, the new school and Crete Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Section 12: Breakfast and Lunch Programs

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture’s required nondiscrimination statement:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

USDA is an equal opportunity provider and employer.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children’s eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family’s income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.

7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

8. A publicly-announced, simple method for making an oral or written request for a hearing.

9. An opportunity to be assisted or represented by an attorney or other person.

10. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.

11. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.

12. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.

13. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.

14. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.

15. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

16. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

17. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.