

**CREEK VALLEY PUBLIC SCHOOLS
STUDENT CONDUCT HANDBOOK
2026-2027**

**CREEK VALLEY PUBLIC SCHOOLS
MISSION STATEMENT:
Preparing today's students for tomorrow's world.**



***Approved 08/11/2026
Updated 06/09/2026***

SCHOOL PHONE NUMBERS

HIGH SCHOOL-----308-874-3310-----FAX: 833-507-0876
ELEMENTARY SCHOOL-----308-874-2911-----FAX: 833-507-0875

Mr. Loren Engel, Superintendent-----308-874-2911
Mrs. Barry Schaeffer, PK-12 Principal-----308-874-2911 (K-5) 308-874-3310 (6-12)

PLEASE VISIT OUR WEBSITE: www.cvsstorm.com
PowerSchool Web Address: <https://creekvalley.powerschool.com/public/>

ALL SCHOOL RULES ARE SUBJECT TO THE U.S. CONSTITUTION AND LAWS OF THE UNITED STATES AND NEBRASKA. DECISIONS REGARDING THE ENFORCEMENT OF THE RULES OF CONDUCT SHALL BE MADE IN ACCORDANCE WITH APPLICABLE GOVERNING LAW. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race (including skin color, hair texture, and protective hairstyles), color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202)-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

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Creek Valley School's Student Handbook 2024-2025 School Year

Foreword

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 Creek Valley Public 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.** The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arises 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.

Members of the Board of Education (updated 1-13-26)

Name	Contact Information
Doug Mashek, President	doug.mashek@cvsstorm.com
Deeann Speirs, Vice President	deann.speirs@cvsstorm.com
Troy Isenbart, Secretary	troy.isenbart@cvsstorm.com
Matt Klingman,	matt.klingman@cvsstorm.com
Stephanie Owen	stephanie.owen@cvsstorm.com
Luke Hanson	lucas.hanson@cvsstorm.com

Staff Directory

Please visit our website for at <https://www.cvsstorm.com/> for a staff directory.

2026-2027 School Calendar

2026-2027 Creek Valley Schools Calendar

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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August 2026						
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September 2026						
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October 2026						
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November 2026						
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December 2026						
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First Day of School - August 19
Last Day of School - May 20

No School

September 7 - Labor Day Holiday
November 25-27 - Thanksgiving Holiday
December 21-January 1 - Winter Break
March 22-26 - Spring Break
March 29 - Easter Break

Staff Development/Work Days

August 17-18
October 23
February 15
March 29
May 21

New Teacher Day - August 14
Conferences All Day until 8:00 PM - No Students
CVHS Graduation - May 15

Last Day of Quarter/Semester
Q1: October 16
Q2/S1: December 18
Q3: March 5
Q4/S2: May 20

Creek Valley Public Schools
P.O. Box 608
308-874-2911
Chappell, NE 69129
cvsstom.com

Approved April 2026

January 2027						
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February 2027						
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March 2027						
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April 2027						
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June 2027						
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Communication

Communication with parents and guardians is very important to the Administration and Creek Valley Public Schools. Creek Valley Public Schools also has information available to parents at all times via the internet. Announcements are posted daily on our website www.cvsstorm.com and you can also find the latest schedules, sport scores, and lunch menus. There is also a link to PowerSchool, the program we use to track each student's grades and attendance. The web address for PowerSchool is <https://creekvalley.powerschool.com/public/home.html>. Each student will have an ID# and Password assigned to them so parents can find out their schedule, grades, lunch balance, discipline, attendance, and other information. E-mail communication with teachers is also available on this site. Parents are encouraged to use this convenient mode of communication before calling the school. Please make sure your cell phone number and email are current with the building office at all times.

Communication in Emergency Situations

Please keep all contact information current with your child's school. This also means emergency contacts that parents authorize to help students in case of emergency or when a parent is unavailable. When phone numbers or email contact information changes please let us know.

Article 1 – Mission and Goals

School Mission Statement

The mission of the Board of Education, administration, and staff is to prepare today's students for tomorrow's world.

Goals and Objectives

The board goal for the 2025-2026 school year is to increase student achievement and success. This will be done by:

- Improving MAP/ACT scores at all levels and improving the AQuESTT rating for all three student levels (elementary, middle, and high school) by one mark in the next AQuESTT rating period.
- Increasing staff expectations and accountability.
- Improving educational technology infrastructure and STEM class offerings.
- Increasing community engagement efforts.

The objectives of Creek Valley Public Schools are to provide:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extracurricular activities, which will contribute to the lifelong cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so as a better understanding of the schools and its needs exist;
8. A staff necessary to fulfill the above objectives; and

9. Facilities necessary for the above objectives.

Mutual Respect

Creek Valley Public Schools expect every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Staff Qualifications

Parents of each student attending any school receiving Title I funds may request, and the district will provide the parents on request, in a timely manner, information regarding the professional qualifications of the student's teachers.

Multicultural Policy

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

1. affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans
2. challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race
3. valuing multiple cultural perspectives; and
4. providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Creek Valley Public Schools it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

Citizenship

It is important that students develop a knowledge of our nation's history, government, geography, and economic system. The social studies courses shall include and adequately stress contributions of all ethnic groups to:

1. The development and growth of America into a great nation;
 2. Art, music, education, medicine, literature, science, politics, and government;
- and
3. The military in all this nation's wars.

All grades below the sixth grade shall devote at least one hour per week to exercises or teaching periods for the following purpose:

1. The discussion of noteworthy events pertaining to American history or the exceptional acts of individuals and groups of Americans;
2. The historical background, memorization, and singing of patriotic songs such as the Star-Spangled Banner and America the Beautiful;
3. The development of respect for the American flag as a symbol of freedom and the sacrifices of those who secured that freedom; and

4. Instruction as to proper conduct in the presentation of the American flag. In at least two of the three grades from the fifth-grade to eighth-grade, time shall be set aside for the teaching of American history from the social studies curriculum, which shall give students the opportunity to:

1. Become competent, responsible, patriotic, and civil citizens who possess a deep understanding of and respect for both the Constitution of the United States and the Constitution of Nebraska; and
2. Prepare to preserve, protect, and defend freedom and democracy in our nation and our world.

In at least two high school courses time shall be devoted to the teaching of civics and American history as outlined in the social studies standards adopted by the Nebraska Department of Education, in which specific attention shall be given to the following matters:

1. The Declaration of Independence, the United States Constitution, the Constitution of Nebraska, and the structure and function of local government in this state;
2. The benefits and advantages of representative government, the rights and responsibilities of citizenship in our government, and the dangers and fallacies of forms of government that restrict individual freedoms or possess antidemocratic ideals such as, but not limited to, Nazism and communism;
3. The duties of citizenship, which include active participation in the improvement of a citizen's community, state, country, and world, and the value and practice of civil discourse between opposing interests; and
4. The application of knowledge in civics, history, economics, financial literacy, and geography to address societal issues.

Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the superintendent on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session.

Complaint Procedures

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Parents and students must follow this chain of command. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

Complaint procedure:

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.

Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. You must submit a written letter to the board president. The matter will then be forwarded to our school attorney to check for proper following of procedure by school employees. Written appeal should be made within five (5) days of the Superintendent's decision.

Complaints taken directly to the school board, or done out of order, will be sent back to the step at which the process should properly begin.

Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

Article 2 – School Day

Regular Bell Schedule

GRADES 6-12	Monday - Friday
Teacher Start Time	7:50
1st Period	8:00-8:48
2nd Period	8:50-9:38
3rd Period	9:40-10:28
4th Period	10:30-11:18
5th Period	11:20-12:08
LUNCH	12:09-12:44
6th Period	12:46-1:34
7th Period	1:36-2:24
8th Period	2:26-3:14
After School Study Time	3:15 – 4:00
Teacher Dismissal	3:50

From time to time there may be meetings or other items that require a teacher to stay until 4:00, but teachers will not be required to stay past 4:00 on those occasions. Unless it is an extra duty assignment that the teacher has been assigned to complete or is a day scheduled on the official school calendar.

GRADES K-5	Monday - Friday
Teacher Start Time	7:50
Student Bell	7:55
Tardy Bell	8:00
Student Dismissal	3:05
Teacher Dismissal	3:50

Late Start: The bus will run accordingly for a 2 hour late start.

Late Start Bell Schedule

GRADES 6-12	10:00 AM Late Start - Monday - Friday
Teacher Start Time	9:50
3 rd Period	10:00-10:28
4 th Period	10:30-11:8
5 th Period	11:20-12:08
Lunch	12:09-12:44
6 th Period	12:46-1:34
7 th Period	1:36-2:24
8 th Period	2:26-3:14
After School Study Time	3:15-4:00
Teacher Dismissal	3:50

From time to time there may be meetings or other items that require a teacher to stay until 4:00, but teachers will not be required to stay past 4:00 on those occasions. Unless it is an extra duty assignment that the teacher has been assigned to complete or is a day that is scheduled on the official school calendar.

District Traffic Flows and District Guidelines

PLEASE CONTACT YOUR CHILD'S ATTENDANCE CENTER IF HE OR SHE WILL NOT BE RIDING THE SHUTTLE BUSES IN THE MORNING AND OR AFTERNOON AS SOON AS POSSIBLE. PLEASE DO THIS ON A DAILY BASIS.

High School (308) 874-3310
Elementary School (308) 874-2911

MORNINGS: District vehicles will carry district students. Please adjust times for all shortened day starting times.

Loading Time and Location (All PK-12 Students)

6:55 a.m. to 7:00 a.m. @ Sunol location

7:10 a.m. to 7:15 a.m. @ Lodgepole location

Arrival Time and Location

7:25 a.m.-7:30 a.m. @ Creek Valley Middle/High School, (6-12)

7:35 a.m. @ Creek Valley Elementary School, (PK-5)

Loading Time and Location

3:05 p.m. to 3:10 p.m. @ Creek Valley Elementary School, (PK-5)

3:15 p.m. to 3:20 p.m. @ Creek Valley Middle/High School, (6-12)

Arrival Time and Location

3:40 p.m. to 3:45 p.m. @ Lodgepole location

3:55 p.m. to 4:00 @ Sunol location

Guidelines

Five minutes will be allowed until the vehicle will leave and not stop until reaching its destination. If your child misses the vehicle, it is up to the parents/guardians at their own expense to transport the student to the proper attendance center. For safety reasons please do not try to stop a school vehicle once it has departed an attendance center, the drivers are instructed not to stop until they reach the next attendance center.

Discipline

All discipline involving detentions will involve a 24-hour notice by the attendance center to the parent/guardian. This will allow you to make arrangements for your student to find an alternative mode of transportation for the next day in which he or she serves his or her detention. No district transportation will be available due to scheduling and cost. Please talk with your student over the hardship this will cause you in finding a ride due to his or her behavior. Students that live in the town where the attendance center is or students that can find transportation that day, may elect to serve out their detention that day.

District Vehicle Discipline Policy

1. First Violation: Verbal warning by the district vehicle driver to the student.
2. Second Violation: The district vehicle driver will notify the student's attendance center's building principal. The principal will notify the parent/guardian and assign consequences.
3. Third Violation: The district vehicle driver will notify the student's attendance center's building principal. The principal will notify the parent/guardian and will suspend the student from all district transportation for 10 school days including athletics, field trips and all other activities, except lunch if transportation is needed.
4. Fourth Violation: The district vehicle driver will notify the student's attendance center's building principal. The principal will notify the parent/guardian and will suspend the student from all district transportation for 30 school days including athletics, field trips and all other activities, except lunch if

transportation is needed.

5. Fifth Violation: The district vehicle driver will notify the student's attendance center's building principal. The principal will notify the parent/guardian and will suspend the student from all district transportation for the remainder of that school year, unless the violation is so serious that a larger suspension is warranted.

This will include all athletics, field trips and all other activities except for lunch if transportation is needed. (All violations are cumulative for the year)

Food Service

The Creek Valley Public Schools provides a nutritious and excellent school food service program. We have a breakfast and lunch program for all students grades K-12. The noon lunch is not, of course, intended to be a complete dinner - only a lunch. Each lunch and breakfast served complies with the rules and regulations of both the Nebraska Department of Education Child Nutrition Division and the United States Department of Agriculture. The cost of the meals is:

Lunch:

Grades K through 5:	\$ 3.35 per lunch
Grades 6 through 12:	\$ 3.65 per lunch
Adults:	\$ 4.65 per lunch

Breakfast:

Grades K through 5:	\$1.60 per breakfast
Grades 6 through 12:	\$1.85 per breakfast
Adults:	\$2.00 per breakfast

Milk price, per carton: \$0.55

Parents may pay any amount at any time to be applied on their child's account. Account balances can be checked on the Internet using the PowerSchool website. Parents will be notified when the balance is less than \$5.00. **CHARGING BEYOND \$10.00 WILL NOT BE ALLOWED.** Free or Reduced priced lunches are provided to students whose parents qualify. Applications are welcome at any time during the year and may be picked up in the office.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue
SW Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Severe Weather and School Cancellations

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. The Superintendent will notify local news media when inclement weather warrants such action. Any time the school will have a late start, or be dismissed either for the day or during the day, the decision will be announced via social media and at newschannelnebraska.com under weather. School will alert all patrons via text and phone of any school closure event. This information goes out to all numbers provided to the school.

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 notice and **parents should have a plan in place to accommodate these circumstances.**

Parental Decisions

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

What Not To Do

Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Students and staff members practice tornado safety procedures regularly. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions

Creek Valley Schools has a signal which, when activated, includes the necessity to either

evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for School Evacuation, Tornado (Severe Weather), Fire, School Lockout and School Lockdown.

Student Automobiles: Open/Closed Campus

All students are required to remain on campus during the school day except for the lunch period. All student vehicles must be parked in the school parking lot. Please consult the office before using a vehicle during the school day. Students are not to go to their vehicles or other vehicles during the school scheduled day unless they have received permission from the office.

At times the school will offer classes or programs during the day that require the student to travel to another building, and the student will need to use his or her own vehicle. A "Liability Waiver" must be signed by the parent/guardian and kept in the student's file before the student will be allowed to participate in this class or program.

Students in grades 6-8 must ride the bus to the elementary to eat the school lunch, if they bring their lunch they either ride the bus to the elementary or they may eat in the commons area .

Students in grades 9-12 may leave campus for lunch. Students in grades 9-12, choosing to eat the school lunch will also ride the bus to the elementary or if they bring their lunch may choose to eat lunch in the commons area.

Properly licensed students aged 16 or older may drive at lunch time. **Students with school permits or learner permits may not drive at lunch time.** The principal may revoke the open noon campus and/or driving at lunch privilege for any student due to excessive tardiness or other violations of the student code of conduct.

Article 3 – Building and Grounds

Entering and Leaving the Building-

Beginning of School: No students should be on school grounds prior to 7:30 a.m. unless they have a special arrangement with a teacher, sponsor, or coach. High school students are to stay in the commons area and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

End of School: The regular school day ends at 3:15 p.m. at the middle/high school and 3:05 p.m. at the elementary school. Make-up work, special help, detention after school, club meetings, and other school activities may begin at 3:50 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

Visitors

All visitors must report to the office, upon being cleared to enter the school's main

entrance. Parents and other community members are welcome at all times. Any visitor on school property for any purpose deemed by the administration to be disruptive of the educational process will be denied permission to remain. If a visitor refuses to leave the school grounds, creates any disturbance, or attempts to disrupt the educational process, the Superintendent or Principal is directed to request aid from the local law enforcement agency.

Smoke-Free Environment

Creek Valley Public Schools declares all of our school's buildings and grounds to be smoke-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 remember that our grounds are smoke- and tobacco-free and abide by our District's policy.

Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. 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.

Fines are determined on books according to the following criteria:

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

Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock that the student may check out from the office. Students must turn in an extra key or provide the combination to the office if they choose to use their own lock. Students are expected to keep all books, book bags, and school supplies in their assigned locker. Students are required to leave their book bags in their lockers during the school day. Book bags will not be allowed in the classroom. 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. No food or drink is allowed in school lockers.

Searches of Lockers and Other Types of Searches

The school owns student lockers, 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, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall 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 must 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, or dangerous object (as defined by board policy 504.11) shall 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.

Safety Devices

The Board of Education has authorized the use of safety devices 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 motion detectors are on District property. The devices will be active when school is closed and no activities are scheduled. If they detect someone in the school during hours when there should be no activity, an alarm will sound in the school and local law enforcement will respond immediately.

Use of Telephone

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. The phone IS NOT to be used during class time unless given permission from your teacher and the office. Use of the phone is not an excuse to be tardy to class.

Bicycles

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

Student Valuables

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

Lost and Found

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

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 Principal. An accident report form is available in each building's office.

School Parties, Dances, or Activities

The school sponsors these activities for the benefit of the students; therefore, the following guidelines have been established:

1. There shall be at least two faculty chaperones at every dance.
2. All dances are to end at 12:00 Midnight or sooner.
3. Students may be screened for alcohol/drug use or possession.
4. Once you leave a dance, you may not come back in.
5. Junior High Students may not attend Senior High dances and vice versa.
6. All school rules apply at dances.
7. All non-Creek Valley student dates must be registered in the Principal's office prior to the event. Out-of-school date forms can be picked up in the office.
8. Sponsoring organizations must place the activity date on the school calendar with administrative approval.
9. Sponsoring organizations must clean up the premises afterward.
10. Participants are expected to exhibit their best behavior.
11. Standard school dress code applies for informal events.
12. Dress code for formal events will be as follows:
 - a. Full formal-attire must be worn at all times.
 - b. Attire that is overly revealing, low cut, or excessively sheer is not appropriate for any school activity. It would be most unfortunate to spoil your high school prom or formal experience through poor choice in dance attire and be asked to leave the event. Please choose wisely and check with the office if you are in doubt.

Laboratory Safety Glasses

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

Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does offer a program to parents to take out a small private insurance policy to cover their students during school hours or all hours and additional coverage for extracurricular activities such as High School Football. This program is offered by Student Assurance Services. Enrollment forms may be found on the school's website.

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters and adhesives are removed within 48 hours after the event.

Copyright and Fair Use Policy

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

notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Article 4 - Attendance

Attendance Policy

Regular attendance supports student achievement. Families and students are encouraged to ensure absences are necessary and to collaborate with the school to promote consistent attendance.

Mandatory Attendance

In accordance with Nebraska law (Neb. Rev. Stat. § 79-201), students who are six years old before January 1 of the current year and under eighteen years of age must attend school regularly. Students must attend a public, private, denominational, or parochial school for the full school term unless they have graduated, earned a GED, reached age 18, or have been legally withdrawn according to state statute.

Regular attendance is essential for academic success. Students are expected to attend school daily unless excused by the principal.

Excused Absences

Parents are responsible for their children before they actually come to school. Parental reasons for keeping a child home from school on a given day are presumed to be valid, and will be considered excused absences. However, parents are expected to provide an oral (call into the school office) or written excuse to the school office for their child's absence.

Absences approved by the principal are considered excused, for approval from the principal the parent must contact the principal prior to or immediately after the absence.

Excused absences count toward chronic absenteeism but may not count towards referral to the County Attorney. Examples include but are not limited to:

- Student illness or injury
- Medical, dental, or counseling appointments
- Family emergencies
- Bereavement or funeral attendance
- Religious observances
- School-sponsored activities

All other types of absences are simply absences, which may be excused by the

principal provided prior notice is given.

Parents must notify the school office by 8:00 a.m. if a student will be absent. Students arriving after 8:00 a.m. must check in at the office before going to class.

For grades 6–12, parents should notify the school at least one day in advance for non-medical absences.

Students with excused absences are responsible for contacting teachers to make up missed work and will receive full credit if completed according to handbook guidelines.

To participate in school-sponsored activities, students must attend at least four periods on the day of (or preceding day of) the activity unless excused by the principal.

If your child will be absent, notify the school as soon as possible. Communication with the school is the most important step in ensuring an absence is properly documented and considered for excused status.

Unexcused Absences

Unexcused Absence: An unexcused absence is any absence from school or class that has not been approved, verified, or properly communicated to the school by a parent/guardian according to district attendance procedures. Parents are expected to notify the school as soon as they know their child will be absent, and the principal may require verification of the reason for the absence. Students who leave school or miss class without permission are also considered unexcused absent.

An absence may be considered unexcused when:

- A parent or guardian does not notify the school about the absence within the required timeframe.
- The reason for the absence does not meet district guidelines for an excused absence.
- Requested documentation or verification is not provided when required.
- A student leaves school, leaves campus, or misses class without parent authorization and school permission.
- A student skips school or is absent without the knowledge of a parent, guardian, or school official.

Consequences of an unexcused absence may include:

- A grade of zero for graded work missed.
- No opportunity to make up quizzes or tests given on the day missed.
- Possible classification as truant under state law.
- Required to make up for missed class time.

Excessive Absenteeism

- Five (5) absences per quarter = excessive absenteeism.
 - Parents will receive a letter to notify them their child has missed 5 days.

- Ten (10) absences = parents notified and meeting scheduled to create a Collaborative Attendance Plan, possible loss of credits. (see Forfeiture of Credits)
- More than twenty (20) days per year (or hourly equivalent) may result in referral to the County Attorney or loss of credits.
 - The county attorney may file a complaint against a person violating section 79-201 before the judge of the county court of the county in which such person resides charging such person with violation of section 79-201 or may file a petition under the Nebraska Juvenile Code alleging the person violating section 79-201 is a juvenile described in subdivision (3)(a) or (3)(b) of section 43-247.
- Consequences of excessive absences may include but are not limited to:
 - Remaining after school to complete work or make up missed class time.
 - Reporting to school on during teacher workdays or non-attendance days to make up missed class time.
 - Possible forfeiture of credits (see Below)

The school will work with families to address barriers to attendance. Services may include:

- Meetings with school officials
- Educational counseling or evaluation
- Health-related support
- Referrals to community agencies
- Family or individual counseling

Illness that makes attendance impossible will not be the basis for referral to the County Attorney.

School-sponsored activities, verified medical absences, and funerals are not counted toward excessive absence limits that require referral to the County Attorney.

Forfeiture of Credit

Students exceeding ten (10) absences in any class per semester may lose credit for that class, regardless of their grade.

- Credit loss is determined per class.
- Students may appeal to the Principal or the Superintendent.
- If ten or more absences are verified as medical, funeral, or court-related, credit may be reinstated without a review.

Leaving During the School Day

Students may need to leave school during the day due to various appointments or other personal reasons or activities; students will be excused by the principal provided the following criteria are met:

- Parent/guardian has given permission and communicated with the office before leaving for approval by the principal.
- Students have notified teachers of classes they may be missing and have handed in any work due for the day and will complete work they may be missing that day.
- If they are leaving early for the rest of the day they must check out in the office
- If they are leaving for part of the day but will return they check out with the office and check in upon returning to school, before returning to class.

Student Walkouts

1. Students wanting to participate in a student walkout, or protest, have the following expectations:
 - a. Parents must notify the school of their student's intent to participate in the event, prior to the start of the event
 - b. Students without parent permission will be marked for an unexcused absence
 - c. Students leaving the designated protest area, or not returning after the protest is complete, will be marked as truant, and parents and law enforcement will be notified
 - d. Signs or chants must be school appropriate and within student handbook guidelines
2. Student walkouts, or protests, are to take place on school grounds, with participating high school students gathering on the outdoor basketball court on the northwest section of campus. Students will be provided supervision by school staff members.

Perfect attendance

Students are given a reward for perfect attendance at Creek Valley Public Schools. A student is considered to have "perfect attendance" if he or she misses four periods or less per year. An "outstanding attendance" award is given to students that miss five to eight periods in a year. Participation in a school activity, approved college visits (seniors only), funerals for immediate family members, and orthodontic appointments do not count as missed periods for this award.

Tardiness

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 period class rings. The student will be counted as absent if the tardy is more than 10 minutes into the class period.

Tardy to Class Students will be considered tardy to class if they are not in their 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. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

Excessive Tardiness If a student is tardy three times for the same period, it will be reported as an absence. Students will be required to serve detention on the third tardy and for each tardy after the third. Detention will be thirty minutes and may be served before or after school. **Tardy detentions will be served with the teacher for whom the student was counted tardy.** Continued instances of unexcused tardiness will result in more severe disciplinary action as deemed by the Principal. A student's tardy count will start over at the beginning of each quarter.

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 two school days or determined by mutual agreement between the student and teacher. A maximum of ten (10) days is allowed to make up work. Assignments, quizzes, or tests made prior to your absence are due as required. After the allotted days have passed, failure to hand in the makeup work will result in a grade of zero for the class missed.

If you know that you are going to be absent or tardy for any reason, all work must be handed in before the day of the absence or tardy. No exceptions will be made. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

For extended absences such as chicken pox, hospitalization, or other prolonged illnesses, arrangements can be made with the office to have homework sent to the student. Students may also contact their teachers for assignments through the e-mail system provided in PowerSchool.

Student work is due upon their return to school and/or at the instructor's discretion as per any other absence with the exception that 2 days need not be allowed per day absent. Students will receive grades as are appropriate in all school assignments while serving a suspension.

Make up work during in-school and out-of-school suspension: students may receive full credit for their school assignments, tests, quizzes, and graded work while serving a suspension.

Attendance Is Required to Participate in Activities

Students must attend school for one half (4 periods) the school day immediately preceding activity/practice or the school day immediately preceding the scheduled school activity/practice (if the activity/practice is on a day school is not in session) in order to attend or participate in the activity. This includes sports contests, scholastic contests, practice and dances. The principal retains the right to grant participation should exceptional circumstances prevail.

Periodically there is a conflict in activities. "Recognized activities" for the purpose of this directive are defined as ones in which the student is registered as an eligible participant, and that are NSAA sanctioned or that involve a school recognized state-wide competition. All other activities are considered "non-recognized activities." Unfortunately conflicts arise when one or more students have to make a choice between activities. The activities director and the building principal will make every effort when scheduling activities far in advance to minimize possible conflicts in activities offered at Creek Valley School. This

will be done through the use of the school calendar, activities schedule, school recognized state-wide competition calendar and the NSAA sponsored activities that have been published.

There are times, however, when activities will create a conflict due to the scheduling being out of our control. When there is a conflict in activities being held at the same time, the student and parent/guardian will have the choice of determining in which activity the student will participate. If grades are involved in the activity that the student does not attend, the following administrative directive will take effect.

1. If a student is involved in a recognized activity that conflicts with another recognized activity, the student will not be penalized by having to make up work or time for the activity that he or she missed.
2. If a student misses a recognized activity due to a conflict with a non-recognized activity, the student will be subjected to making up time or work following his or her handbook rules that are specific to his or her activity. The sponsor of that said activity will develop an activity handbook (as part of his or her paid duty) specific to his or her sponsoring or coaching duties in advance of the school year. The handbook will set forth rules for dealing both with missing an activity one time, and two or more times that are reasonable and will be approved by the activity director and the building principal.

Example of this situation

If the eligible student has a golf tournament and he or she also has a parade to participate in, the eligible student and the parent/guardian has the choice of which activity he or she would like to participate in to resolve the conflict. There will not be consequences, formal or informal, from the sponsor or coach of the activity concerning the student, due to the fact that the student and parent/guardian generated the decision. Provided the activity was a NSAA sanctioned activity or school recognized state-wide competition activity.

If the eligible student decides not to attend an activity because of another activity (such as working) other than the NSAA sanctioned activity or school recognized state-wide competition activity, the student will be subjected to the consequences of the sponsor's or coach's specific activity handbook.

A student who represents our school in an activity should not be penalized by doing make up work for the programs that use grades in their activities. It is clearly stated now in the student handbook, sponsor's and coach's specific activity handbook that if there is a conflict between two school activities or athletic contests there will be no penalty to that student.

Article 5 - Scholastic

Grading System

The Superintendent shall develop and implement student grading guidelines. The objectives of grading guidelines shall be to quantify, report and record the academic progress of each student. Grades should fairly reflect the level of student achievement

in the knowledge and skills specified by grade level or course objectives and outcomes.

All graded student work will be treated as education records and will not be disclosed to anyone, but authorized personnel, without written permission from parents or eligible students.

Creek Valley Schools will use the letter grading system as follows:

A	90 - 100	Excellent
B	80 - 89	Good
C	70 - 79	Satisfactory
D	60 - 69	Needs Improvement
F	Below 60	Failing/No Credit
INC	Incomplete	No Credit if not made up

Each teacher should define for students the grading procedures to be used in his or her classes.

Graduation Requirements

Students must successfully complete the courses required by the board and the Nebraska Department of Education in order to graduate. It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete **260** credits prior to graduation. The following credits will be required:

Language Arts	45 Hours
Computer Education	10 Hours
Mathematics	40 Hours
Social Sciences	30 Hours
Foreign Language and/or Career and Technical Education	30 Hours
Science	30 Hours
Visual or Performing Arts	10 Hours
Personal Health and Fitness	10 Hours
Financial Literacy	5 Hours
Additional Electives	<u>50 Hours</u>
TOTAL HOURS FOR GRADUATION:	260 Hours

The required courses of study will be reviewed by the board annually.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

Class Rankings and Grade Point Average

The official grade point average (GPA) of graduating students is based on a minimum of 8 semesters of studies in order to allow students sufficient opportunity for demonstrating achievement. Temporary GPA will be sent to colleges and universities who request information for admission. The official GPA will be furnished to post-secondary institutions upon request.

The district will name a Valedictorian based solely upon class rank. The Valedictorian shall be the student earning the highest GPA, meeting the graduation requirements of Creek Valley Schools, including one year of Advanced Science, one year of Advanced Math, and attend a minimum of four consecutive semesters of enrollment in the district. Those four consecutive semesters must include the student's Junior and Senior years. The salutatorian shall be the student with the second highest class rank in the same criteria.

Honor Roll

An Honor Roll will be announced after each nine-week grading period. The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized accordingly:

1. Eligibility for the Superintendent's Honor Roll requires an average of 94.5%.
2. Eligibility for the Principal's Honor Roll requires an average of 89.5% .
3. All class grades are figured the same for honor roll status.
4. Honor roll lists are published in the *Chappell Register* each quarter.

Post-Secondary Education Costs

Students are responsible for post-secondary education costs. The phrase "post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution. For a course in which students receive both high school and post-secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution. Classes taken for college credit and passed by the student will be reimbursed by the school upon completion of the class. Those students receiving an A will also get their books reimbursed.

Early Graduation

A student who wishes to graduate from high school in less time than the ordinary eight (8) semesters, grades 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule.

A student who graduates early must complete all graduation requirements established by the board. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies. In all other school activities the early-out graduate will be treated as a graduated student. Parents of students wishing to graduate early must notify

the school principal prior to the beginning of the students' senior year.

Student Promotion, Retention, or Acceleration

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment. Students will normally progress annually from grade to grade. With students in grades K-8, exceptions may be made when, in the judgment of the teachers and the principal, retention is in the best educational interest of the students involved; however the ultimate decision is up to the parents of the student. (Statute 79-2, 161)

When it becomes apparent a secondary student will be unable to meet the minimum credit requirements for the year, both the student and parents will be informed. Teachers must notify the principal of these students and hold a conference with parents.

Students with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements. Acceleration ahead in a grade level should be approached with caution and should only occur with the joint approval of the superintendent, the principal and the parent or guardian.

Schedule Changes

Students will have the opportunity to change their schedule each semester. The time for this change will be determined each semester by administration based on the current schedule. The procedure is to contact the Counselor who will give you a drop and add form which will require the signature of a parent/guardian, the Principal, and both teachers involved. The student is to return the form to the Counselor who gives final approval. Students may not make changes to their schedule after the first week of that semester is completed.

Eligibility- Low-Performance List Policy

Any Student whose grade is below 70 % in any class will be placed on the Low-Performance list.

To be eligible to participate in extra-curricular activities including Sports, Dance and Cheer, Music, Robotics, ESports, FFA, One Acts, and Speech, students must meet the following academic standards:

- Ineligible: Students who are failing two or more classes. Below 60%
- Ineligible: Students with a combination of D's and F's in two or more classes.
- Ineligible: Students with D's in more than two classes (three or more D's).
- Probation: Students with two D's will be given one week to raise their grades to at least a C.
- Probation: Students with only one F will be given one week to raise their grade to at least a C.
 - If they fail to do so, or if another class drops below a C the following week, they will be ineligible.

All students who appear on the **Low-Performance List** are **required to attend Study Time after school Monday through Thursday from 3:15–4:00 PM**. Until they raise their grade to a “C” level, once they have raised their grade to the acceptable level, they will not be required to attend study time.

The official Low-Performance list will be released by the office by noon on Fridays. If there is no school on a Friday, the list will be released on the last school day of the week. Teachers are encouraged to make personal contact with parents if a student is down in that subject for two consecutive weeks. The office will notify students on the list that they need to improve their grade or plan to be in study time beginning on the following Monday. Parents may communicate their concerns to the teacher through the email program.

The list will be compiled on a quarterly and semester basis. Students who do not pass required core classes, and a minimum of 20 hours of courses in the first semester will not be eligible to participate in activities in the second semester.

Testing

Tests administered by the district include all required local and state standardized tests, along with the ASVAB tests for juniors. Results are reported to the NDE and included in our annual report to the public. You may go to the Nebraska Department of Education web site at www.nde.state.ne.us to see the grade level standards. You may obtain a copy of how your student did on these assessments by contacting the office at your student's attendance center.

Report Cards

Report cards are issued at the end of each quarter or nine-week session. Percentage grades are used to designate a student's progress. Incompletes shall be designated by an "INC." Students have five school days after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to the appropriate letter grade earned. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter. Parents may check their student's progress at any time using the PowerSchool Program.

Parent-Teacher Conferences

Parent-teacher conferences will be held mid-1st quarter and mid-3rd quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed or contacting the teacher through the email program in PowerSchool.

High Ability Learner (HAL) Program

It is the philosophy of the Creek Valley Education Program to support teachers and parents as they strive to address the emotional, cognitive, and social needs of the High Ability Learner in a setting that represents a typical cross-section of society.

The high ability student is one who gives evidence of high-performance capability in such areas as intellectual, creative, or artistic capacity, or in core academic fields and who requires accelerated or a differentiated curriculum program in order to develop these capabilities fully.

1. Goal

The primary goal of the High Ability Learner program is to provide enrichment opportunities, both inside and outside the regular classroom to meet the needs of students.

2. Objective

The classroom teacher will use a variety of instructional techniques including but not limited to: independent study, critical thinking exercises, contracting, compacting, and tiered independent work.

3. Procedure for Identification

The criteria to identify students will be outlined in the High Ability Learner (HAL) handbook.

National Honor Society

The National Honor Society Chapter of Creek Valley High School is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Creek Valley Public Schools follows the selection procedures in line with the "System A" procedure recommendation of the national association as per Article IX, Section 2 of the constitution. Students in the 10th, 11th, or 12th grade are eligible for membership. For the scholarship criterion, a student must have a cumulative average of 90%. Those students who meet this criterion are then evaluated based on service, leadership, and character. The Faculty Council assigns value to each candidate's service, leadership, and character using a three-point scale, three being high, one being low. These scores and additional comments are confidential and shared only with the Faculty Council who then determine selection or non-selection.

Article 6 – Support Services

Return From Pediatric Cancer

The Board recognizes that students who have been treated for pediatric cancer and are returning to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

The district shall establish a return to learn protocol for students returning from the treatment of pediatric cancer. The return to learn protocol shall recognize that these students may need accommodations for specific cognitive, behavioral, physical, developmental, and social impairments.

When appropriate, a section 504 plan may be developed to coordinate and accomplish these accommodations and modifications.

Special Education Identification and Placement Procedures

1. What Does Special Education Mean

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

2. How are Students With Disabilities Identified

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

3. Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairments, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

4. 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.

5. Reevaluation

Students identified for special education will be reevaluated at least every three 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 shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

6. Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services that will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent. An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

- a. A representative of the school district;
- b. An individual who can interpret the instructional implications of evaluation results;
- c. One or both parents;
- d. The child (when appropriate);
- e. At least one regular education teacher if the child is, or may be participating in the regular education environment;
- f. At least one special education teacher;
- g. A representative of a service agency if the child is receiving services from an approved service agency; and
- h. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

7. 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). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. 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.

8. Alternative Programs

Creek Valley High School has available ESU 13's VALTS Alternative School for students qualifying based on academic need, grade level, and attendance. Students who struggle to learn in a regular classroom, have trouble attending due to medical reasons, and are in grades 11 or 12, may qualify.

9. Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Creek Valley district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Creek Valley Public Schools District Offices.

School Counselor Services

Creek Valley Public Schools employs school counselors for the purpose of assisting with scheduling, monitoring graduation requirements, and for students to discuss problems and resolve conflicts. Teachers having students who they feel need to be referred for

counseling are encouraged to do so. It will sometimes be necessary for students to be excused from classes for counseling or testing purposes. Passes are required for visits to the School Counselor Office. The counselor will notify a teacher in advance of working with a student when the student is taken from an assigned class period.

Health Services

Student Illnesses

School office 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 administration 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 form so that you can be reached if your child becomes ill or injured while at school.

Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

School personnel cannot administer medication, including over-the-counter pain relievers, to students without written permission from a health care provider. There are no exceptions to this requirement. Whenever possible, your child should be provided medications by you outside of school hours. A consent form for during school administration is available in the office.

Prescribed 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. Please limit the amount of medication provided to the school to a two-week supply.

School Health Screening

Children in kindergarten through sixth grades, 7th grade, and 10th grade, are screened for vision, hearing, dental defects, height and weight. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school health office where their child attends 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 Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Physicals are also required for any student participating in an athletic activity or cheerleading.

Immunizations

Students must show proof of immunization upon enrollment in Creek Valley Public

Schools. Any 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 may complete a waiver statement which is available in school offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Summary of the School Immunization Rules and Regulations

3-008 IMMUNIZATION STANDARDS: Each student must be protected by immunization against the following diseases, unless otherwise exempted from this requirement under the provisions of 173 NAC 3-010:

Measles	Diphtheria	Invasive pneumococcal disease
Mumps	Tetanus	Varicella
Rubella	Pertussis	Hepatitis B
Polio	Haemophilus	Influenzae type b (Hib)

3-008.01 For the purposes of complying with the requirement of immunization against the diseases listed above:

3-008.01A Students 2-5 years of age enrolled in a school-based program not licensed as a child care provider are considered to be immunized if they have received:

- 3 doses of hepatitis B vaccine;
- 4 doses of DTaP, DTP, or DT vaccine;
- 3 doses of polio vaccine;
- 1 dose of MMR vaccine given no earlier than 4 days before the first birthday;
- 3 doses of hib vaccine or 1 dose of hib vaccine given at or after 15 months of age;
- 1 dose of varicella vaccine; and
- 4 doses of pneumococcal vaccine or 1 dose of pneumococcal vaccine given at or after 15 months.

3-008.01B Students enrolling for the first time (kindergarten or 1st grade, depending on the school district's entering grade), enrolling in 7th grade, and all transfer students from outside the state regardless of the grade they are entering are considered immunized if they have received:

- 3 doses DTaP, DTP, DT, or Td vaccine with at least 1 dose given no earlier than 4 days before 4 years of age;
- 3 doses of polio vaccine;
- 2 doses of MMR vaccine with the first dose given no earlier than 4 days before the first birthday and the 2 doses separated by at least 28 days;
- 3 doses of pediatric hepatitis B vaccine, or, if the alternate hepatitis B vaccination schedule is used, 2 doses of a licensed adult hepatitis B vaccine specified for adolescents 11-15 years of age;
- and 2 doses of varicella vaccine.

Students enrolling in 7th grade must provide evidence of having 1 booster dose of tetanus, diphtheria, and pertussis (Tdap) vaccine, given on or after 10 years of age.

3-008.01C All other students are considered immunized if they have received:

- 3 doses of DTaP, DTP, DT, or Td vaccine, with at least 1 dose given no earlier than 4 days before 4 years of age;
- 3 doses of polio vaccine;
- 2 doses of MMR vaccine given no earlier than 4 days before the first birthday and the 2 doses separated by at least 28 days;
- 3 doses of hepatitis B vaccine; and
- Beginning July 1, 2011 and thereafter, 2 doses of varicella vaccine.

Birth Certificate Requirements

In accordance with Rule 10, within 30 days of enrollment, parents or guardians must submit to the district a certified copy of the child's birth certificate or other documentation in compliance with the Missing Children's Identification Act (*Neb. Rev. Stat. §§43-2001 through 43-2012.*)

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Creek Valley Public Schools for the first time, you may obtain this document 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 would 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:

1. Children will be sent home from school for head lice and/or nits.
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice.
3. With proper treatment, a child should be able to return to school within a few days. **ALL LICE AND NITS MUST BE GONE.**
4. A child who has been sent from school due to head lice must come to the office for inspection before returning to class.
6. Families are encouraged to report head lice to the school office.

7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

Article 7–Drugs, Alcohol, and Tobacco

Drug-Free Schools

The District implements regulations and practices that will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with the principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided age appropriate, developmentally based drug and alcohol education and prevention programs. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Reentry Programs

Students may be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the

students of the District upon request by the School Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities

(In addition to the standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school sponsored activities off school premises.

Conduct prohibited at places and activities as herein above described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff

1. The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.
2. The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or

during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

3. The possession, selling, dispensing, use or being under the influence of any glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.
4. The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.
5. Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

Disciplinary Sanctions

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardians will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Intervention

The Creek Valley School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

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.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the Every Student Succeeds Act (ESSA), if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Article 8 – Student Rights, Conduct, Rules, and Regulations

Student Conduct and Discipline Policies (Student Discipline Act)

The common goal of students, parents, faculty and administration of Creek Valley Public Schools is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Creek Valley Public Schools continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE CREEK VALLEY PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Forms of School Discipline

Out of school suspension

If suspended out of school, a student is not to be on school grounds or attend any school sponsored activities (on campus or off campus) during the duration of his or her out of school suspension. Depending on the offense, a student could be suspended out-of-school for up to 19 days. If a student is suspended out-of-school for more than 5 days (long term suspension), then the student's legal guardians may request a hearing with the principal. This must be done in writing. In this case, a hearing officer will be hired by the district and the hearing will take place within 5 days of the request. This timeline can change based on the schedule of the hearing officer, the principal, the parent, and any legal support. It is the responsibility of the hearing officer to schedule the hearing. Once the hearing is completed, the hearing officer will submit a report to the superintendent, detailing the findings from the hearing. The superintendent will then make a final determination. If the legal guardian is not satisfied with the superintendent's decision, the legal guardian can then appeal to the board of education. This must be done in writing to the superintendent and board of education president. A hearing will then take place, in front of the board of education, following the same procedure referenced in the previous step.

In School Suspension

Students may be suspended in-school, meaning they will remain in the school building, in a designated area, for the determined amount of suspension time. The student will be

allowed to eat lunch while in ISS.

Expulsion

Meaning of Expulsion:

Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. If a student is expelled, then the student's legal guardians may request a hearing with the principal. This must be done in writing. In this case, a hearing officer will be hired by the district and the hearing will take place within 5 days of the request. This timeline can change based on the schedule of the hearing officer, the principal, the parent, and any legal support. It is the responsibility of the hearing officer to schedule the hearing. Once the hearing is completed, the hearing officer will submit a report to the superintendent, detailing the findings from the hearing. The superintendent will then make a final determination. If the legal guardian is not satisfied with the superintendent's decision, the legal guardian can then appeal to the board of education. This must be done in writing to the superintendent and board of education president. A hearing will then take place, in front of the board of education, following the same procedure referenced in the previous step.

Other Forms of Student Discipline

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Restorative Practices & Discipline Philosophy

Creek Valley Public Schools expects every staff member and student to be treated with respect and dignity. As a community of educators, we believe that building relationships with students is paramount to their success. This includes building collaborative relationships with students and their families, so together we can partner to ensure student success. The ultimate goal of restorative practices and school discipline is to build inclusive school communities that allow students to remain actively engaged in learning and minimize time taken from instruction and learning. We need the support of all stakeholders, especially our families, to make this goal a reality.

Restorative Practices is a "shift" from traditional punitive discipline towards a restorative discipline. Not all cases will warrant a restorative practices opportunity, and while restorative practices is a potential option, the administration reserves the right to address each case as being unique and individualized.

Student Conduct

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Creek Valley Public Schools, all students are expected to refrain from the following conduct.

Student Appearance Policy

Students at Creek Valley Public Schools are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples that will not be considered appropriate:

1. Clothing or jewelry that is gang related.
2. Clothing that shows an inappropriate amount of bare skin or underwear.
3. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs.
4. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play."
5. Head wear including hats, caps, bandanas, hoods and scarves.
6. Clothing or jewelry which exhibits nudity, makes sexual references or carries double meanings
7. Clothing that has a main purpose to be worn as sleepwear or pajamas (unless approved by administration for special events such as homecoming dress up days)

For formal events, such as Winter Formal, Prom Dinner, and Prom, the following dress code will apply:

1. Full formal-attire must be worn at all times.
2. Attire that is overly revealing, low cut, or excessively sheer is not appropriate for any school activity. It would be most unfortunate to spoil your high school prom experience through poor choice in dance attire and be asked to leave the event. Please choose wisely and check with the office if you are in doubt.

In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the principal for approval. Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

Students who violate dress code guidelines will be required to correct the violation. On

a first offense of the dress code; the student may call home for proper apparel. If clothes cannot be brought to school, the student will be provided proper clothing for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct above. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

Harassment

Harassment includes, but is not limited to, race, religion, national or ethnic origin, color, marital status, disability, sex, veteran status, age, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other prohibited status. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive or hostile learning or work environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- unwelcome and offensive public sexual display of affection;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Bullying Policy

The board recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as 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 his or her designee, or at school sponsored activities or school-sponsored athletic events.

Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district's student discipline and due process procedures.

It shall be the responsibility of the superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention.

It is Board Policy 504.20, Neb SS 79-2,137 of Creek Valley Public Schools that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment,

harassment of students with disabilities, race harassment, etc.).

Step One: The first time school personnel become aware of a possible bullying situation, the accused student will be informed that such a complaint has been filed, as will the parent. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student and parent. If, in the school's opinion, the first occurrence of bullying behavior is severe, the school may move immediately to any of the four steps in the bullying policy. Moreover, at any stage the student may be disciplined under the student code by actions, which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

Step Two: The second time school personnel become aware of a bullying incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has bullied another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the bullying behaviors. If it is determined that there is no basis for the bullying accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

Step Three: If the school authorities determine that the student continues to bully another student or the student fails to agree not to bully in the future, the school may assign the student to the Bullying Program level set forth below which the school authorities determine to be appropriate.

Step Four: If a student fails to respond positively to the corrective measures of the Bullying Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to ensure a safe learning environment for all students.

Bullying Program--Levels (6-12):

Purpose: All students have the right to attend Creek Valley Public Schools free from verbal and physical bullying. The purpose of the Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

Level I: The guidelines for a Level I placement are listed below.

1. The length of the assignment will be for a minimum of two weeks.
2. The student will report to the office no later than 8:50 a.m. each morning.
3. The student will eat on campus at an assigned table.
4. The student will report to an assigned room at the end of the day, and will remain until 3:47 p.m. This will allow all other students to leave the school grounds in safety.

Level II: The guidelines for this level are listed below.

1. The length of the assignment will be for a minimum of four weeks.
2. The student will report to the office no later than 8:50 a.m. in the morning.
3. The student will eat on campus at an assigned table.
4. The student will report to an assigned room at the end of the day and remain until 3:47 p.m.
5. The student will remain in class at the end of each period. The student

will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

Level III: This is a long term assignment. The guidelines are listed below.

1. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
2. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

Bullying Program--Levels (K-5)

Level I: The guidelines for a Level I placement are below.

1. The length of the assignment will be for a minimum of two weeks.
2. The student will report to the office upon arrival at school.
3. The student will eat lunch at an assigned table.
4. At the end of the day, the student will remain with an assigned staff member through the dismissal process.
5. For students that ride the bus, they will sit in an assigned seat.
6. Student will play in an assigned area during recess.
7. Student will be directly supervised during transition times.

Level II: The guidelines for this level are listed below.

1. The length of the assignment will be a minimum of four weeks.
2. All of Level I assignments will be used, except the length of the assignment will be no less than four weeks.
3. Student will have an alternate recess plan with direct supervision.
4. Student will have an alternate plan for transition times with direct supervision that includes an adult escort to the bathroom.

Level III: This is a long term assignment. The guidelines are listed below.

All items in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if

Specific Group Level Offenses & Group Consequences

It is near impossible to provide for every major or minor behavior infraction which might occur within the walls or on the grounds of a school. However, the information included in this policy is intended to inform students of inappropriate behavior and its consequences. In most circumstances, this list will be an effective guideline and the order of the offenses and consequences will be appropriate. HOWEVER, by its very nature, a policy/list cannot be complete and ALL inclusive. The severity of an infraction may require a consequence more severe than the one indicated on the list. Therefore, the administration will judge each infraction individually. When, in its discretion, the administration determines that the severity of an infraction requires a consequence more or less severe than the one indicated on the list, it may deviate from the list and impose the consequence it deems most appropriate. In applicable cases, discipline may be handled through Restorative Practices. Restorative Practices is a “shift” from traditional punitive discipline towards a restorative discipline. Not all cases will warrant a restorative

practices opportunity, and while restorative practices is a potential option, the administration reserves the right to address each case as being unique and individualized. When this is the case, the disciplinary matrix outlined below will be utilized accordingly.

Every reasonable effort will be made to keep students in their learning environment, **using suspension and/or expulsion as determined by administration. Our goal is to keep students in school and actively engaged in learning.**

Group One Offenses

The first two offenses will be handled by the classroom teacher or by whoever sees and files the offense.

- Littering on School grounds or in buildings.
- Disturbance of class, study hall, cafeteria, school functions or while traveling in a school vehicle.
- Inappropriate display of affection.
- Inappropriate behavior.
- Skipped detention.
- Violation of Lunch policies
- Continued (more than 3 per semester) unexcused tardies

Group One Consequences

First Offense - Oral reprimand, detention, teacher/student conference.

Second Offense - Long-term detention, notification of parents.

Third Offense - Office disciplinary referral, in-school suspension, a conference involving the parent, student, teacher, and principal.

Fourth Offense - Short-term out-of-school suspension, parent/principal conference. ** A parent may choose to accompany the student to class for the same length of time.

Fifth Offense - Long-term out-of-school suspension, parent/principal conference. **A parent may choose to accompany the student to in-school suspension for half the suspension time.

Sixth Offense - Recommendation to the Superintendent for expulsion.

Group Two Offenses

- Truancy (skipping class or part of class).
- Use of profanity.
- Insubordination (disobedience to authority)
- Lying or stealing.
- Plagiarism, cheating, or any other type of academic dishonesty.

Group Two Consequences

First Offense - Office disciplinary referral, long term detention, notification of parents. A student who is truant or caught cheating will also receive a grade of "0" for the period or periods in which the truancy or cheating occurred.

Second Offense - Office referral, in-school suspension, parent/student/teacher/principal conference, school counselor/student counseling sessions and parent contact.

Third Offense - Short-term out-of-school suspension, parent/principal conference. **A

parent may choose to accompany the student to class for the same length of time.

Fourth Offense - Long-term out-of-school suspension, parent/principal conference. **A parent may choose to accompany the student to in-school suspension for half the suspension time.

Fifth Offense - Recommendation to the Superintendent for expulsion.

Group Three Offenses

- Damages to property of substantial value. The administration will determine what constitutes "substantial value." Financial restitution will be required of the student in all cases of damage, defacing or destruction. If damage is over \$100.00, it will be turned over to the appropriate law enforcement agency.
- Fighting or causing to fight in school, on school property, or during a school sponsored activity. A student would not be considered to have violated the policy if the student participated in the fight, but does so only in self defense. (May include threatening to fight, or threaten to beat up others or shoving, hitting, pushing, hurting.)
- Trespassing and minor acts of vandalism.
- Verbal abuse, harassment, profanity towards, disrespect for school personnel, other adults, or students to include hazing, bullying, continued teasing (does not include sexual harassment - see group four offenses).
- Possession of a pocket knife (a single edge blade no longer than two and a half inches).
- Possession of forbidden look-alikes, snuff cans, drug paraphernalia on school grounds or within the school building or during school sponsored activities. This includes electronic cigarettes and other devices.

Group Three Consequences

First Offense - Office referral, in-school suspension, parent/student/teacher/principal conference.

Second Offense - Short term out-of-school suspension, parent/student/principal conference, counselor/student counseling sessions. **A parent may choose to accompany the student to class for the same length of time.

Third Offense - Long term out-of-school suspension, parent/principal conference. **A parent may choose to accompany the student in in-school suspension for half the suspension time.

Fourth Offense - Recommendation to the Superintendent for expulsion.

Group Four Offenses

- Unlawfully possessing, distributing, consuming or being under the influence of any drug, narcotic, or alcohol; unlawfully possessing, distributing, or consuming any "look alike" drug, or drug paraphernalia; or the abuse of over the counter drugs at school, at school sponsored events, or prior to attending school or school sponsored events.
- Smoking, chewing tobacco, and/or possession of tobacco on school grounds or within the school building or during school sponsored activities. This includes

- electronic cigarettes and other devices.
- Sexual harassment, to include verbal and/or physical harassment, of students to students, or students to staff.
- Possession of pornography on school grounds or producing sexually explicit material in a class or activity (via artwork, crafts, or media production).

Group Four Consequences

First Offense – Out-of-school suspension up to 19 days, notification of parents, notification of law enforcement personnel, recommendation drug/alcohol assessment at the expense of the student or his/her parents, or possible recommendation to the Superintendent for expulsion.

OPTIONS

5 day out-of school suspension

*The student has been proven to be in violation of a school policy on drug/alcohol use.

*The student has agreed to a drug alcohol assessment.

*The student has revealed the source of their chemical to the proper school official after having been informed that this information will be passed on to the appropriate law enforcement official for their further handling of the matter. Under no circumstances will a student be told that nothing further will happen to him or her. Since the matter has been referred to law enforcement officials, the issue is now in their hands and must be dealt with according to their policies and procedures.

*An out-of-school suspension for 10 days is to be made when a student has been proven to have violated the Creek Valley Public School drug and alcohol rules and who has agreed to formal drug and alcohol assessment, but who has refused to reveal the source of the chemical. In other words, a student who has been drinking, but refuses to tell who acquired the liquor for him or her, can receive no less than a 10-day suspension.

*A 19-day out-of-school suspension is to be given to all students who refuse a chemical assessment or who for severity of infraction or other extenuating reasons do not fall into the first time suspension given for 5 to 10 days.

Second Offense - Notification of law enforcement personnel and possible recommendation to the Superintendent for expulsion.

Group Five Offenses

- Assault and/or battery on an employee or student of the Creek Valley School.
- Threatening (bringing weapons or dangerous object, as described in board policy 504.11) or causing bodily harm to school personnel or students.
- Pulling fire alarms.
- Making a bomb threat.
- Possession of fireworks/other explosives.
- Engaging in any activity forbidden by law which interferes with school purposes.
- Verbal abuse, harassment, profanity towards school personnel.

Group Five Consequences

First Offense - Long-term out-of-school suspension, parent/principal conference.

Second Offense - Recommendation to the Superintendent for expulsion.

Group Six Offenses

- Possession of a weapon other than a firearm as defined by local law enforcement and/or school policy.

Group Six Consequences

First Offense - Recommendation to the Superintendent for expulsion.

Group Seven Offenses

- Possession of a firearm as defined by section 921 of Title 18, United States Code.
Firearms may be possessed by a student receiving instruction and who is under the immediate supervision of an adult instructor and must have prior approval from the administration.

Group Seven Consequences

First Offense - Expulsion for a period of not less than one year. Title VIII - Gun-Free Schools. Sec. 8001. Gun-Free Requirements.

IMPORTANT FACTS: REPOSITIONING OF LEVELS

On group 2 & 3 Offenses, students will be able to move back one position (in the corresponding group of consequences) if the student can go 45 school days without an office referral. Regardless of the offense within a given group, the student will progress to the next level of consequences. Furthermore, if a student receives an offense in a different group than what he/she has previously obtained the most severe consequences will be administered.

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 shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
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 Creek Valley 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:
 - a. Knowingly possessing illegal drugs or alcohol.
 - b. Assault.
 - c. Vandalism resulting in significant property damage.
 - d. Theft of school or personal property of a significant nature.
 - e. Automobile accident.
 - f. 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.

Due Process Procedure

There are procedures in place for Long-Term Suspension, Expulsion or Mandatory

Reassignment. Please refer to board policy 505.03 for more information.

Staff Conduct with Students

Definitions:

Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place;

Personal communication system means a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform;

School employee means a person nineteen years of age or older who is employed by a public, private, denominations, or parochial school approved or accredited by the State Department of Education. Neb. Rev. Stat. § 28-720. School employees also include any person who is contracted with, or otherwise paid by the district and who has access to or interaction with students including all student teachers or interns.

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of this policy or any violation of professional boundaries is misconduct and will likely result in disciplinary action.

In addition a violation of employee and student boundaries is also a violation of standards of professional conduct which could result in the revocation of a certificated educator's certificate or permit. 92 Nebraska Administrative Code Chapter 27.

Such violations could also result in a referral to the Nebraska Department of Health and Human Services and law enforcement.

All employees are prohibited from engaging in grooming, sexual contact, sexual penetration, or any other activity listed within this policy while any student is attending any school within the district and for one year after the student graduates or otherwise ceases enrollment.

Prohibited Activity:

Engaging in any relationship that involves sexual contact or sexual penetration with a student while the student attends the school where the employee works and for one year after the student graduates or otherwise ceases enrollment.

The following is a non-exclusive list of actions that will be regarded as a violation of the professional boundaries that all employees are expected to maintain with all students. In addition, repeatedly engaging in any of these activities or a combination of these activities are examples of grooming as defined in this policy.

1. Communication with students through any method not approved or not designated by the school district including social networking apps or websites and texting, or other instant messaging, one-on-one with any students.
2. Communication with students on any matters or subjects that do not pertain to school or school-related activities. School or school related activities include student homework, in class activities, school sponsored sports or clubs or any other school-sponsored activity.
3. Engaging in any kind of behavior or communication that could be reasonably construed as a sexual advance or respond in any positive manner to a student's sexual advance.
4. Being alone with a student anywhere where all doors to such a room are closed.
5. Showing a student any inappropriate or sexually suggestive material that is not part of classroom lesson or curriculum known to appropriate school authorities.
6. Telling jokes with sexual themes or subject matter.
7. Invading a student's physical privacy. One example would be walking in on a student changing in a locker room or bathroom when the employee has no duty to be there.
8. Intruding on a student's personal physical space in any manner that makes a student uncomfortable.
9. Initiating unwanted physical contact.
10. Treating one student differently from other students either by providing privileges or failing to enforce school policy or other disciplinary action.
11. Discussing an educator's private personal matters with a student and inquiring about a student's private personal matters when there is no basis for concern about the student's health or safety.
12. Providing rides to a student in an employee's personal vehicle without the express written permission of a student's parent or guardian and permission from an administrator unless another school employee is in the vehicle.
13. Meeting with a student outside of school for any reason other than a school sponsored activity or event.
14. Having a student in an employee's home without a student's parent or appropriate chaperone.
15. Giving or receiving gifts to or from one student. A gift to a class or the same gift to a group of students is not prohibited.
16. Consuming alcohol in the presence of any student when the student's parent or guardian is not present or consuming illegal drugs in the presence of students at any time.
17. Providing alcohol or illegal or unauthorized drugs or medications to a student under any circumstances.
18. Any other behavior could exploit the unique position of trust and authority between a student and employee.

Exceptions to these prohibitions may include:

1. communicating with your own child or another student with whom there is personal relationship that exists independent of that child being a student at the same school where the employee works such as when the student is a relative, neighbor or fellow member of a group or organization outside of the school or school sponsored setting when such communications pertain to such a group or organization.
2. an emergency or concern for that student's immediate health or safety.

3. a singular chance encounter at a public place provided the encounter provided there is no additional violation of this policy.

Except in the case of a true emergency, or an unplanned chance encounter, employees should obtain permission in writing from his or her administrator prior to engaging in such communication.

Permissible methods to communicate with students outside of school:

The Superintendent is responsible for informing staff of any apps or social media websites permitted for employees' use in communicating with students on educationally-related matters.

In addition, employees may utilize:

1. Text messages that include at least one other adult and a student. The adult may either be the student's parent or guardian or another school employee.
2. Use of social media through a district approved social media account as a coach or supervisor of a school sponsored club or activity. However, even approved social media communication must abide by the standards of professional conduct and must be professional in nature and in the best interest of the school district.
3. Use of the school district email system.

Allowing students to view an educator's social media postings is not a preferred method of communication. Educators are responsible for any social media postings that are viewed by students when such posting violates the standards of professional conduct.

Permissible ways to engage with students when the employee has concerns about the student's well-being:

1. Contact the school counselor and ensure the student's parent or guardian is aware of your concerns.
2. Contact the student's parents or guardian if the concern is not with the parent or guardian.
3. If you believe the student is in immediate danger, contact the Nebraska Department of Health and human services child abuse hotline or contact law enforcement.

Reporting Violations:

If any school employee violates this policy or has reason to believe another employee has violated this policy the employee is required to make a report to the superintendent within hours. The school employee also has an obligation to report to the Nebraska Health and Human Services and the Nebraska Department of Education.

The most serious violations shall be reported immediately. The superintendent the superintendent shall also ensure a report is made to the Nebraska Department of Education, the Nebraska child abuse and neglect hotline and law enforcement authorities as required by law and notify the school board President. If the superintendent is the alleged violator or fails to take appropriate steps, the school board President shall be notified by the school employee.

Students who feel his or her boundaries have been violated or know of another student whose boundaries have been violated may report to any school employee he or she is comfortable confiding in. That school employee will then have an obligation to report as identified above.

Reprisal or retaliation for good faith reports made by students or school employees is itself a violation and is prohibited.

Dating Violence Prevention

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. Board Policy 504.21, Neb. Statute 79-2,141 approved 8-10-10.

Network, E-Mail, Internet and Other Computer Use Rules

General Rules

1. All devices (i.e. computers, smart phones, iPads, etc) that connect to the school provided internet could be monitored. Staff, students, anyone connecting to the school provided network approves the right for the school district to monitor open data and open source connections.
2. 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 students is a privilege and not a right.
3. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Students will comply with district rules and will honor the agreements they have signed.
4. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications. Students 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.
5. Students shall not make purchases of goods and/or services via the district's network.
6. WEB SITE POLICY – The school website will be used to temporarily display student photos, artwork, or other projects. When signing this handbook

- parents and students are agreeing to this provision.
7. For those students issued a Chromebook: The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Issued Device Appropriate Use Policy:

This policy shall apply to devices issued to students by the school, including all Chromebooks, iPads, and other electronic devices.

1st offense	2nd offense	3rd offense	4th offense
Loss of use of the device for the day, except for educational use.	Loss of use of the device for two school days, except for educational use.	Loss of use of the device for three school days, except for educational use.	Parent will be contacted, loss of device privileges, except for educational use.

Student 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 students. The Superintendent has hereby delegated all authority to be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

1. Students 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. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members)
3. Students shall not use or try to discover another user's account or password.
4. Students shall not use the computers or network for non-educational purposes (e.g., games or activities for personal profit).
5. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
6. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
7. Students 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. Students shall not use the computer to annoy or harass others with language, images, or threats. Students shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
9. Students 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.

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 administering 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 will result in the following disciplinary action :

1. First offense – Student will be denied access for a 2-week period.
2. Second offense – Computer access will be denied for at least 1 month.
3. Third offense – Access will be denied for 90 days from the date of the offense.
4. Subsequent offenses may result in the permanent elimination of access.

The administration of Creek Valley Public Schools reserves the right to penalize a student by skipping steps in this order should the severity of the offense dictate a longer period of denied access.

Students will only be allowed use of Creek Valley Schools Technology after signing this handbook. It will serve as your computer use agreement.

Personal Electronic Devices at School

Creek Valley Public Schools is committed to maintaining a safe, predictable learning environment conducive to the learning and success of all students. By maintaining and adhering to the District's Personal Electronic Device (PED) Expectations, we ensure every student has access to rigorous learning opportunities that support college, career, and life readiness.

It is our belief that personal electronic devices, including cell phones, earbuds, smartwatches, and similar technology, do not serve an academic purpose during the school day and have the potential to contribute to the following negative outcomes:

- Disengagement from classroom instruction and learning activities
- Reduced positive interactions with peers and staff
- Cyberbullying and inappropriate digital communication
- Attendance concerns, including unauthorized departures from class
- Verbal or physical conflicts and other safety-related incidents

For these reasons, and in accordance with Revised State Statute 79-2,162. Creek Valley Public Schools operates as a PED-Free School, during school operating hours.

SCHOOL HOURS

Personal Electronic Devices are prohibited during the school day from 7:30 a.m. until 3:15 p.m. on all Creek Valley Public Schools campuses. These expectations remain in effect during any required after-school academic interventions, including after-school study time and other school-sponsored academic support programs.

Requests for temporary exceptions must be submitted to the principal or designee. Final decisions regarding exceptions will be made by the administration to ensure consistent and equitable implementation of this policy.

DEFINITION OF PERSONAL ELECTRONIC DEVICES

Personal Electronic Devices include but are not limited to the following:

- Cell phones
- Smartwatches
- Earbuds, headphones, and other devices paired to a cell phone
- Personal tablets
- Personal laptops or Chromebooks not owned and issued by the district
- Any other privately owned electronic communication device

STUDENT EXPECTATIONS

Students are expected to:

- Follow all Creek Valley Public Schools Personal Electronic Device Expectations.
- Secure personal electronic devices upon arrival at school by either:
 - a. Checking the device into the school office; or
 - b. Storing the device in a backpack, locker, or other approved storage location.
- Personal electronic devices that are brought to school are the responsibility of the student.
- Students are strongly encouraged to leave devices at home whenever possible. Devices that are brought to school must remain secured in an approved location and may not be used, displayed, or carried on a student's person during the school day.
- Encourage peers to follow school expectations.
- Self-monitor their compliance with this policy.

- Address concerns regarding this policy respectfully through discussions with school administration rather than disrupting the educational environment.

The best way to avoid violating this policy is to leave personal electronic devices at home. Students who bring a device to school should secure it in the school office, locker, backpack, or other approved storage location and refrain from carrying the device on their person during the school day.

PARENT COMMUNICATION DURING THE SCHOOL DAY

Parents and guardians who need to contact their student during school hours should contact the school office.

- School personnel will locate the student and provide an opportunity for communication through the office. Students who have secured a personal electronic device in the office may be granted temporary access to the device for parent communication with administrative approval. Following the communication, the device must be returned to its approved storage location.
- Likewise, students who need to contact a parent or guardian during the school day may do so through the school office.

CONSEQUENCES FOR VIOLATIONS

Classroom Environment

- Only prior approved use of the device for a specific class will be allowed during that class; the device must then be secured during the rest of the day.
- If a teacher sees or notices a device, the teacher will request the device be handed in, the device will then be taken to the office by the teacher after class

If a student refuses to comply:

- The office will be contacted the device will then be confiscated by the Principal or their designee.
- The student may be removed from class.

Hallway and Commons Area Violations

- The device will be confiscated.
- The device will be secured in the office.
- Parents/guardians will be notified.

Progressive Consequences

First Offense

- Device confiscated and returned at the end of the school day.
- Student reminded of expectations regarding device.

Second Offense

- The device will be confiscated.
- The device will be secured in the office
- Parent/guardian notified
 - Device released only to a parent/guardian, by appointment or at end of school day.

Third Offense

- The device will be confiscated.
- The device will be secured in the office
- Parent/guardian notified
 - Device released only to a parent/guardian, by appointment or end of school day.
 - Parent/guardian conference required upon pick of device
- Student may be required to leave the device at home or participate in daily check-in procedures.

Accommodations and Exceptions

Students may be granted exceptions for:

- Documented medical needs.
 - This constitutes an official notice from the family physician or specialist outlining the need for the device and how it should be used.
- IEP requirements.
- Section 504 Plan requirements
- Authorized instructional use.
- Emergency situations.
- Administrative approval.

Questions regarding accommodations should be directed to the principal.

SHARED RESPONSIBILITY

The successful implementation of this policy requires the cooperation of students, staff, parents, and administrators. By working together, we can reduce distractions, increase student engagement, strengthen relationships, and maintain a safe learning environment where every student can thrive.

Our goal is simple: maximize learning opportunities and ensure every student is fully engaged in the educational experience throughout the school day.

Article 9 – Extracurricular Activities

Activity Philosophy

We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. Extracurricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate.

The Creek Valley Public Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student.

The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire. It is also noted that a sport must have at least five participants in order to be offered by Creek Valley Schools.

Safety

The District's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type.

Activity Code of Conduct

This activity code of conduct is supplemental to the Creek Valley Public Schools student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Attendance and Academics

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Students must attend school for one half (4 periods) the school day immediately preceding activity/practice or the school day immediately preceding the scheduled school activity/practice (if the activity/practice is on a day school is not in session) in order to attend or participate in the activity. This includes sports contests, scholastic contests, practice and dances. The principal retains the right to grant participation should exceptional circumstances prevail. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.

Academic Grade Standard for Activities Participation

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must therefore earn a minimum of a C average (70%) in all required courses.

To be eligible to participate in extra-curricular activities including Sports, Dance and Cheer, Music, Robotics, ESports, FFA, One Acts, Speech, and school dances students must meet the following academic standards:

If a student maintains a C average of 70% or higher they will be considered eligible to participate. The following criteria will determine ineligibility or probationary action to improve academic performance.

- Ineligible: Students who are failing two or more classes.
- Ineligible: Students with a combination of D's and F's in two or more classes.
- Ineligible: Students with D's in more than two classes (three or more D's).
- Probation: Students with two D's will be given one week to raise their grades to at least a C.
 - If they fail to do so, or if another class drops below a C the following week, they will be ineligible.

Eligibility requirements shall not apply to:

- (A) Instructional field trips which are a part of the scheduled course learning experience; and
- (B) Activities or events which are a part of the student's grade requirements.

Student Fees Policy

The Board of Education of Creek Valley Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The district does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the district's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, school dances and plays. The district's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the district.

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

Guidelines for Clothing Required for Specified Courses and Activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in

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

Personal or Consumable Items

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the district. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the district, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property. While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardians will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

Materials Required for Course Projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the district's fee waiver policy; however, the district is not required to provide for the use of a particular type of musical instrument for any student.

Transportation Costs

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

Waiver Policy

The district's policy is to waive certain fees in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) materials for course projects, and (3) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to students of the district at no cost.

Student Extracurricular Eligibility and Conduct Code Policy

See the [Student Activities Handbook](#) for more information.

Article 10 – State and Federal Programs

Notice of Nondiscrimination

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Creek Valley Public Schools, and all others who interact with Creek Valley Public Schools are hereby notified that the Creek Valley Public Schools does not discriminate on the basis of race (including skin color, hair texture, and protective hairstyles), color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Designation of Coordinator(s)

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Creek Valley Public Schools, PO Box 608, Chappell, NE 69129 (308) 874-2911.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Creek Valley 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: Creek Valley Public Schools is committed to offering employment and educational opportunity 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. The district does not discriminate on the basis of race (including skin color, hair texture, and protective hairstyles), color, religion, national origin, sex, disability, or marital status, sexual orientation or gender identity in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

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.

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

The intent of the law is for qualifying students with disabilities 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.

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.

Title IX

Procedure for Complaints of Sexual Harassment

A. Complaint Procedure - Generally, all employees are responsible for helping to prevent sexual harassment. Employees, or students, who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor or the principal or supervisor of the offending person, the Title IX Coordinator, the Executive Director of Human Resources, if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator, the Executive Director of Human Resources, if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator

may file a formal complaint and begin the following complaint procedure.

Allegations of sexual harassment or discrimination shall be investigated and if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against an employee for reporting discrimination or harassment.

B. Response to a Formal Complaint:

1. Filing Formal Complaint: An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

TITLE IX COORDINATOR CONTACT INFORMATION

Loren Engel
PO Box 608, Chappell, NE 69129
308-874-2911
loren.engel@cvsstorm.com

The formal complaint must be signed by the complainant or by the Title IX Coordinator. The following procedures apply only in the event that a formal complaint is filed. All other allegations of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.

2. Immediate Actions Upon Receipt of Formal Complaint: Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following to all known parties of (A): The complaint procedure as outlined in this regulation; and (B): Notice of the allegations of sexual harassment including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sexual harassment, and (iii) the date and location of the alleged incident.

The parties to the formal complaint may select an advisor of their choice, who may be, but is not required to be an attorney.

3. Investigation of Formal Complaint:

Upon receipt of a formal complaint, the Title IX Coordinator shall notify the Investigator. The Investigator will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the district's investigation.

The Investigator will aim to complete its investigation within a reasonable time frame as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to the allegations of the formal complaint, the number of witnesses that may need to be interviewed, and

whether the police are also conducting an investigation into the allegations. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as he or she deems necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

(A) **Neutrality:** The Title IX Coordinator, investigator, decision-maker, or any person designated by the district to facilitate this complaint procedure, shall not have any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates this complaint procedure shall receive training on the definition of sexual harassment in accordance with this regulation, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias. The district shall ensure that the individuals involved in the complaint procedure receive training on issues of relevance of questions and evidence and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

(B) **Burden of Production:** It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding responsibility. To reach a determination, the investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

(C) **Rights of the Parties:** The respondent is entitled to a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process. The Investigator must provide an equal opportunity for

the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. The Investigator shall provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice if the Investigator deems appropriate. However, the Investigator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties. The Investigator shall provide to all witnesses expected to attend a meeting notice of the date, time, location, participants, and purpose of all hearings within 2 days of the meeting. Up until the conclusion of the investigation, the parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. This includes the evidence upon which the Investigator does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence obtained from any source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The District retains the right to place a non-student employee respondent on administrative leave during the pendency of the investigation. The District also retains the right to remove a respondent from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the respondent shall have the opportunity to challenge the decision for removal.

(D) Conclusion of Investigation: Prior to the conclusion of the investigation, the investigator shall send each party and the party's advisor, if any, the evidence that is subject to inspection and review in an electronic format or a hard copy. The parties shall then have ten (10) days to submit a written response, which the investigator will consider. Once the investigator has considered the written statements of the parties, if any, and any questions of the parties, if any, the investigator shall create an investigative report that fairly summarizes relevant evidence. The investigator shall then submit the written investigation report to the decision-maker. The parties shall each receive a copy of the final investigative report at the same time as the decision-maker.

4. Decision of Responsibility: The decision-maker, shall review the investigative report. Prior to coming to a determination regarding responsibility, the decision maker shall provide 10 days for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party. Once the decision maker has considered the written questions of the parties, if any, the decision maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame as determined by the Title IX Coordinator. The decision-maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as complainant, respondent, or witness. The decision-maker shall provide the written determination

to both parties simultaneously. The written determination must include:

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

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the district to disclose relevant information to a student who was discriminated against or harassed.

5. Supportive Measures and Disciplinary Actions:

Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

At the conclusion of the investigation, the Decision-Maker may institute disciplinary measures to the respondent if the Decision-Maker determines that the respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in school suspension, out of school suspension, expulsion, and in the case of an employee disciplinary action up to and including dismissal from employment. This regulation does not limit or prohibit the District from instituting disciplinary measures if in the course of the investigation it determines that the complainant or respondent violated the student code of conduct.

The Title IX Coordinator is responsible for coordinating the effective plementation of supportive measures.

C. Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the decision-maker, they may appeal on the following bases:

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

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent of Schools. Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties. The Superintendent of Schools shall give both parties a reasonable, and equal opportunity to submit a

written statement in support of, or challenging the outcome. The Superintendent of Schools shall review the investigative report, decision-maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent of Schools shall provide the written decision simultaneously to both parties.

D. Informal Resolution

If a formal complaint is filed, the district may offer the complainant and respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

- a. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- b. The parties' voluntary, written consent to the informal resolution process; and
- c. That the allegations of the formal complaint do not involve any allegations that an employee sexually harassed a student.

E. Record Keeping

The district will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings for a period of seven years.

NOTICE CONCERNING DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, states in part that **Creek Valley Public Schools** may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the **Creek Valley Public Schools** to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed. [\(1\)](#)

If you do or do not want **Creek Valley Public Schools** to disclose directory information from your child's education records you must notify the District by filling in the appropriate information on the form on the backside of this page. Creek Valley Public Schools has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

The school district disclosing personally identifiable information from its student records

to the Nebraska Department of Education (NDE) for the Nebraska State Student Records System understands that NDE may re-disclose such information to another school to which the student transfers on its behalf. In addition, Neb Rev. Stat. **Section 79-776** required the State Board of Education for the NDE to enter into a memorandum of understanding with the Board of Regents of the University of Nebraska, the Board of Trustees of the Nebraska State Colleges, and the Board of Governors of Each Nebraska community college area to share student data. Pursuant to Section 79-776, the aforementioned organizations have signed a memorandum of understanding to share student data for the purposes of evaluation of, and research related to, public prekindergarten, elementary, secondary, and postsecondary education, with NDE being the warehouse for such student data, to improve education in Nebraska. The school district understands that NDE may make any student data, whether previously submitted or submitted herein, available to any of the aforementioned organizations for purposes of evaluation and improving education in Nebraska.

The school district understands that it is responsible for requirements regarding notification of parents or eligible students concerning the re-disclosure by NDE of this information in accordance with the Family Educational Rights and Privacy Act (FERPA).

Notice Concerning Disclosure of Student Recruiting Information

The Every Student Succeeds Act (ESSA) requires Creek Valley Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Creek Valley Public Schools 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. Creek Valley Public Schools will comply with any such request.

Notice Concerning Staff Qualifications

The Every Student Succeeds Act (ESSA) gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Creek Valley Public Schools will give parents/guardians information about their child's classroom teacher.

Student Privacy Protection Policy

It is the policy of Creek Valley 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 Instructional Materials

Parents shall 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.

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."

Parental Involvement Policies

A. General - Parental/Community Involvement in Schools

Creek Valley Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Creek Valley Public Schools' 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.

B. Title I Parental Involvement Policy

This Title I Parental Involvement Policy was established in compliance with the Every Student Succeeds Act (ESSA). Creek Valley Public Schools 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 Creek Valley Public Schools 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.

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 shall 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.

Homeless Students Policy

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence. The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated liaison for identification of homeless children and for tracking and monitoring programs and activities for these children is Creek Valley Schools Superintendent or his/her designee.

Breakfast and Lunch Programs

The Creek Valley Public Schools 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 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:

The following attachments will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

Article 11 – Acknowledgement Form

RECEIPT OF 2026-2027 PARENT-STUDENT HANDBOOK CREEK VALLEY SCHOOL'S STUDENT HANDBOOK SIGN-OFF

Return to: Corresponding Student Building Office

This signature below acknowledges digital* access of the 2025-2026 Student Handbook of Creek Valley Public Schools on the school's website (www.cvsstorm.com). This receipt acknowledges that the recipient understands that the online handbook contains student conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the district's policies of non-discrimination and equity, and specific complaint and grievance procedures exist in the handbook and should be used when responding to harassment or discrimination.

This receipt acknowledges that the recipient understands the contents in these specific areas:

1. General School Information, School Policy and Student Conduct – Articles 1-6
2. Computer/ Technology Conduct
3. Student Discipline, Offenses and Consequences – Articles 7-8
4. Parent Involvement Policy

Drug-Free Schools Statement:

Receipt shall also serve to demonstrate that you as parent or guardian of a student attending Creek Valley public schools have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. This notice is being provided to you pursuant to the safe and drug-free schools law and 34 c.f.r. part 86, both federal legal requirements for the district to obtain federal financial assistance. your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Date: _____ Date: _____

Student's Printed Name

Parent or Legal Guardian's Printed Name

Student's Signature

Parent or Legal Guardian's Signature

*Handbook has been shared in a digital form. Students or parent/guardian may request a printed copy.