

CREIGHTON  
COMMUNITY PUBLIC SCHOOL



JR/SR HIGH SCHOOL  
STUDENT/PARENT HANDBOOK  
2011-2012

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# **GENERAL POLICIES**

## **NONDISCRIMINATION POLICY**

It is the policy of Creighton Community Schools not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in our educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, the Federal Rehabilitation Act of 1973, and the Nebraska Equal Educational Opportunity Act. Inquiries concerning the application of the Creighton Community Schools nondiscrimination policy may be directed to Fred Boelter, Superintendent, PO Box 10, Creighton, NE 68729.

## **BOARD POLICY**

The following guidelines are most generally outlines of policies set by the Board of Education. One may request to see the actual and complete Board Policy by calling the Superintendent's office.

## **GRADUATION**

After the student has met the requirements for graduation, he or she is therefore entitled to a high school diploma. Only students who are regularly enrolled in school and have met graduation requirements for a diploma may be permitted to participate in graduation ceremonies.

- Successful completion of 240 credit hours
- Minimal requirements to include 135 Credit Hours in the four basic academics: 40 Credit Hours in English, 30 Credit Hours in Mathematics, 30 Credit Hours in Science (to include Physical Science and Biology), and 35 Credit Hours in Social Studies (to include Geography, World History, American History, American Government, and Consumer Law).
- 10 Credit Hours of basic computer usage (to include Keyboarding and an applications course).
- 10 Credit Hours of Physical Education
  - Beginning with the Class of 2015, participation in a full sport season will result in the student being awarded 2.5 PE credits that may accumulate to 10 credits with the participation of four or more sport seasons over a student's academic career.
- 5 Credit Hours of Human Relations (to include Psychology or Family Living).
- 20 Clock hours of Community Service to be completed prior to April 1<sup>st</sup> of the graduating year.

Graduation from the Creighton Public School will be made on the recommendation of the Superintendent to the Board of Education, provided the pupil has completed the requirements as established by State Law, the Nebraska Department of Education and the Board of Education.

# STUDENT POLICIES

## ATTENDANCE POLICY

Student absences will be considered and placed into three categories.

**General Absence** – A general excused absence is one because of illness, parent request, emergencies, or any other reason deemed appropriate by the administration. The parents are aware of the absence and the correct paperwork has been presented to the office.

**Special Excused Absences** – Special excused absences include certified dental or doctor appointments, funeral for **immediate** family members, approved college visits, school sponsored activities, and any other reasons as determined by the administration.

**Unexcused Absences** – Any absence, with or without parental knowledge or permission, from one or more class periods that is not considered as a valid excused absence or is considered truancy will be classified as an unexcused absence.

## ATTENDANCE PROCEDURES

1. In the case of illness or death in the family, an excused absence will be granted if the parents notify the office by 10AM in person or by phone on the first day of the absence. The student should provide a written excuse upon their return.
2. When a student returns from an absence they should bring a written excuse to the office in order to receive a admit pass back into classes.
3. All students that are attending a Creighton High School endorsed activity **should have all work completed prior to the activity.**
4. Students that know in advance that they are going to be absent from school should obtain a makeup slip and complete all work prior to their scheduled absence.
5. Assignments will be provided to students who know they will be absent in for the excess of two days.
6. Any student that is absent for an excess of three days may need to provide a physician's statement before returning to school.
7. If the student returns to school without the proper written excuse, the absence will be considered an unexcused absence until the proper excuse is provided.
8. Any forgery of a written excuse will be treated as an unexcused absence and the student may face further disciplinary action.

**ABSENTEEISM AND THE REDUCTION OF CREDIT**

Any student who accumulates six or more general excused or unexcused absences, per semester, in any class period is subject to being deprived of credits for any given course during the semester. After three such absences in a semester, a letter will be sent to the parents or guardian by mail, advising the parents of the policy. Upon the occurrence of the sixth absence the student’s attendance file and progress in school will be reviewed by the Pupil Personnel Team (PPT). At that time, the PPT may recommend to the Superintendent that graduation credits be reduced.

Should the recommendation include a reduction in credits, the following scale will be considered:

<b><u>Classes Missed</u></b>	<b><u>Credit toward Graduation</u></b>
0 – 5	5 credits
6 - 8	4 credits
9 - 11	3 credits
12- 14	2 credits
15+	0

The parents will be notified of the team’s recommendation and at this time the parents may request a conference with the Superintendent to review the team’s decision. This request must be in writing and submitted within five days of notification of the team’s decision. The Superintendent’s decision, which will be considered final, may be different from the team’s recommendation but will not deprive the student of more credits than was recommended by the PPT. In some cases, students may be able to earn back credits that have been reduced due to absenteeism.

**ANTI-BULLYING POLICY**

One of the missions of the Creighton Community School District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required by all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. If you or a friend have a problem or concern about this policy or believe that you are being bullied, intimidated, or harassed report it to a staff member or the Principal immediately.

**BUS TRANSPORTATION**

Student conduct while riding the bus to and from school and activities could potentially have an effect on the safety of all the students. For this reason, students should conduct themselves in a manner consistent with the classroom. Students who act improperly shall be subject to disciplinary action, which may include having their riding privileges suspended for a period of time by the school administration, driver, or bus company officials. Transportation in these cases becomes the responsibility of the parents.

**CODE OF CONDUCT**

Students are required to conform to all rules and regulations of the school in order to insure the maximum educational benefits for all students. The devotion to high standards by our staff, students, and community help ensure a quality education for all students. The Parent/Student Handbook is issued each year to enable the safety and well being of the students of this school district.

## **CELL PHONES/ELECTRONIC DEVICES**

Student cell phones or electronic devices are not to be used (phone calls, texting, games, pictures, Internet, etc.) in classrooms or hallways during school hours (with the exception of lunch time) unless designated to do so by the teacher for teacher approved educational purposes. Seniors may be permitted to use cell phones or electronic devices in the lounge the last fifteen minutes of homeroom. The use of cell phones or electronic devices is not permitted in bathrooms or locker rooms at any time. First offense, cell phone will be taken and the student can pick the device up in the office at the end of the day with a detention. Second offense, cell phone will be taken, student will receive a detention, and a parent can pick up the device at the end of the school day on the final day of that week from the office. Further offenses, student will face further disciplinary action and the phone will be taken for an extended amount of time.

## **COLLEGE VISITS**

The appropriate form must be completed with appropriate signatures and turned in to the guidance counselor prior to visit or shadowing experience. The student must be a junior or senior and the visit must be a planned visit or shadowing experience that is approved prior to the visit. Understand that not all visits will be approved and visits are approved with administrative discretion. Students are encouraged to visit colleges and investigate their future opportunities, but should not misuse the college visit policy.

## **COMMUNITY SERVICE HOURS**

Creighton Community Schools requires 20 clock hours of community service prior to graduation. It is recommended that every student completes five hours of community service per year. Community service involves volunteer work that helps or benefits the people of the community or non-profit organizations. Students are required to use the correct documentation form to prove that their community service hours have been completed. Documented community service hours are to be turned into the High School Office before April 1<sup>st</sup> of the graduating year.

## **COMPUTER INTERNET USE POLICY**

**ACCEPTABLE USE OF COMPUTERS AND INTERNET:** Use of technology at Creighton Community Schools is a privilege extended to individuals who wish to enhance their learning experiences. Learning through interaction with technology will furnish a graduate with many of the job readiness and skills required by our evolving business and educational community. Each user has a privilege to make use of authorized hardware and software found on school grounds in order to facilitate his/her academic growth.

Transmission and viewing of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: plagiarizing copyrighted material, threatening or obscene materials, hacking, or materials protected by trade secret or that are classified government information. Use of the Internet for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. All board policies and school regulations apply to the use of the network to support the educational goals of this institution.

Guidelines: Individuals at Creighton Community Schools are expected to comply with the following procedures: 1. Individuals will follow the above acceptable use statement, 2. Each individual will be assigned a password which is not to be shared, 3. Sharing of personal notes and non-school related information is prohibited, 4. No student is allowed to access any other user's file, 5. Network administrators may review files and communication to maintain system integrity and to ensure that

users are using the system responsibly, 6. No student is allowed to use any material that has not been assigned by CCS staff, 7. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network, 8. "Hacking" is not allowed, 9. The use of the computer to transmit or view pornography, or any other information generally considered inappropriate in a school setting, is forbidden.

Consequences: Automatic notification will be made to the parent / guardian of any infraction. Depending on the severity of the infraction, ANY of the following consequences may be imposed: 1. Appropriate legal action will be taken, 2. Conference with parent or guardian, 3. Individual access privileges will be revoked, possibly permanently, 4. Loss of network use for a determined period of time, possibly permanently, 5. School disciplinary action according to the handbook and posted rules.

### **DANCES**

The following regulations will be used at all dances.

1. Once a student attends the dance, they may not leave and return.
2. There will be no admittance to the dance after one hour from the time the dance begins.
3. Students must dress appropriately for the dance.
4. All out-of-town dates, when appropriate, must be signed into the office prior to the dance and students are responsible for their date's actions.
5. The dance is a school activity and therefore all school regulations must be followed and the school activity policy will be utilized. See activity policies for further information.
6. Student academic ineligibility will also apply to dances.

### **DATING VIOLENCE**

Creighton Community Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence will not be tolerated and must be avoided by all students and staff. Further information can be found in School Board Policy

### **DETENTION**

If a student receives a detention, they are to serve this time on the Wednesday afternoon immediately following the day they receive the detention. Detention will be held from 3:45-4:45PM. Students are expected to bring study materials in order to make productive use of their time. There will be no talking or leaving the study hall room after students report to the detention room. Any misbehavior while serving the detention or not attending the detention period will be grounds for an additional detention or suspension and notification of parents. Illness, medical appointment, being absent from school, or prior approval from the Principal is the only reasons a student will be excused from serving on the appropriate day.

Parents will be notified by mail when a student receives a detention. Should a student receive a third detention during a semester, the student will receive an in-school suspension and if further discipline issues occur a disciplinary conference will be called and will include administration and the student's teachers. The conference may recommend further disciplinary action that may include the loss of privileges, removal from extra curricular activities, or suspension.

### **DOWN LIST (Further information can be found in the activity policy)**

Because academics are the primary reason for attending school, students who are failing in more than one subject area will be ineligible to participate in school activities for a one-week period. Beginning on the third week of the year and the last school day of each week following, teachers will submit names of those students who are near failing or are failing in their classes. A student deemed ineligible can continue to practice, but may not participate in activity events for the following week (Monday through Sunday).

### **FOOD AND DRINK IN SCHOOL**

New state and federal laws have been implemented to regulate vending machines and to promote healthy lifestyles. Beginning with the 2006 School Year, the Creighton Community Schools have had to implement a new Wellness Policy that focuses on nutrition, health and physical education, and the general health of our students and staff. Due to these new regulations, the Creighton Community Schools have implemented policies that imitate the new state and federal laws and focus on healthy lifestyles. Vending machines will only offer water, diet drinks, low calorie drinks, and low-fat, low-calorie snacks. High-calorie soft drinks will be regulated before school, during school, and immediately following school.

### **FOOD SERVICE PROGRAM**

School is considered in session during the noon hours. Consequently, students are only permitted to leave the school grounds with a parent during the lunch break and after administrative approval. Misconduct in the lunchroom may result in the loss of the privilege of dining in the lunchroom.

School regulations require that any food from outside services into our building must be delivered from 1/2hr prior to the lunch period to 1/2 hour after the lunch period. Food brought in from outside sources or parents are to be provided only to that parent's child. Pop will not be allowed in the lunchroom.

Due to federal regulations, students receiving free and reduced lunches may not sell or share food with others and must pay full price for a second lunch on the same day. Applications for the free and reduced lunch program are available in the school office. This institution is an equal opportunity provider.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## **GRADING POLICY**

Students will be evaluated based upon the following grading scale:

A+	99-100+	4.3	C	80-83	2.0
A	95-98	4.0	C-	78-79	1.7
A-	93-94	3.7	D+	76-77	1.3
B+	91-92	3.3	D	72-75	1.0
B	88-90	3.0	D-	70-71	0.7
B-	86-87	2.7	F	00-69	0.0
C+	84-85	2.3			

For the successful completion of a class (passing or higher), students are awarded five credits towards their graduation requirements, per semester. Classes (beginning with the Class of 2015) that may be repeated (Advanced PE, Advanced Art, Instrumental Music, Performance Speech & Drama, and Vocal Music) will be awarded 2.5 credits, per semester, towards the graduation requirements. All classes (beginning with the Class of 2015) that receive a letter grade are counted toward the student's GPA.

## **HALL PASSES**

No student will be permitted to leave a room without a proper student pass. Passes to see other teachers or administration need to have been issued in advance by the appropriate supervisor. Teachers or administration may ask to see passes at any given time while a student is in the hallway, another room, or any place that a pass is warranted.

## **HEALTH, MEDICATION, & COMMUNICABLE DISEASES**

All students who enter the 7<sup>th</sup> grade in the State of Nebraska are required to undergo a physical examination and have their vaccinations updated. Students who are under the care of a physician and must take food or medications during the school day should leave the medication and written instructions from the physician in the school office. The school is not permitted to dispense medication without proper documentation, which is available in the office.

Students with rashes or other symptoms that are questionable as to whether the condition is communicable to other students are to be sent home at the discretion of the school nurse or school officials. The student may return to school after the condition is identified and treated by a health professional and/or the condition is no longer present. Board policy 5420 will be followed for communicable or infectious diseases.

## **INTERNET USE AND FILTERING**

The use of the Internet, e-mail and computers in general is considered a privilege and not a right of the students. Access to grade information, the Internet or e-mail accounts may be permanently suspended for misuse of these resources or due to a security concern. Each student is responsible for actions taken concerning their secure account; passwords must be kept confidential. ESU#1 will provide filtering in accordance with federal legislation, but such filtering is not a guarantee of accessibility of any acceptable material.

### **INDEPENDENT STUDY**

Due to some scheduling conflicts, students may arrange with the teacher an independent study course. Typically, an independent study course will be taken during the student's study hall period. Independent study will be utilized with approval by the teacher, parent, student, guidance counselor, and principal. Independent study will only be utilized in the event that there is no possible way for a student to schedule the needed or desired course. The student is responsible for keeping in constant, daily contact with the teacher to exchange daily assignments, receive instruction, and take exams. The student will be expected to complete all coursework assigned by the instructor. Independent study courses will be treated like any other course; grades will be assigned, credits may be earned, drop/add and pass/fail policies will apply. The correct form must be completed and turned in before a student can take a class independent study.

### **IN-SCHOOL SUSPENSION**

In school suspension is a form of punishment in which the student is provided all assignments, but must spend the school day away from the student body and under the supervision of school personnel. Students are to follow all rules and guidelines while serving their in-school suspension. Uncooperativeness in any form while serving an in-school suspension will result in an extension to time served or an out-of-school suspension will be issued. Behaviors resulting in an in-school suspension may include: use or possession of tobacco on school grounds, truancy from school, disrespect towards staff, fighting, repeated violations, or other actions that may warrant administrative discretion. An in-school suspension will be served for a number of days that will be determined by the administration.

### **JUNIOR HIGH ATTENDANCE REQUIREMENTS**

Any Junior High student who accumulates twelve or more general excused or unexcused absences, in a school year, is subject to being deprived of promotion to the next grade. Further, any class in which a student accumulates twelve or more general or unexcused absences may not count toward the junior high promotion requirements. After eight general absences, in a school year, a letter will be sent by mail and a second letter will be sent following ten such absences, advising them of the policy. Upon the occurrence of the twelfth absence during that school year, the student's attendance file and progress in school will be reviewed by the administration. The administration may make the decision to deprive the student of promotion to the next grade, give a failing grade to the student in all classes that met or exceeded twelve absences, or allow the student to make up the absences through an independent research project. Any student that meets or exceeds eighteen absences will not have the research project option.

### **LIBRARY**

The Creighton High School Library will be open for study, research, or recreational reading each school day from 8:15AM-4PM. Students are to follow all rules and regulations established by the Librarian. Students are not to disrupt other students that are utilizing the library for academic purposes and the library is not an area to socialize. Fines for lost, damaged, or overdue materials may be assessed according to the established rate.

## **LOCKERS AND PERSONAL PROPERTY**

Each student is provided a locker for storage of coats, books, and school materials during the school day. It is not advisable to store items of personal monetary value in lockers. Loss of personal property should be reported to the Principal immediately. A majority of lockers have been equipped with locks and students are expected to have those lockers locked at all times. If a student desires a lock on one of the remaining lockers, one will be provided for them. Locks are issued and are expected to be used in the locker room lockers and the school will not be responsible for the loss or damage to personal property.

As the lockers remain the property of the school district, school administrators may examine the contents of any locker at any time without notice.

## **LONG-TERM SUSPENSION AND/OR EXPULSION**

After an investigation by the school administration, students may be suspended for any of the behaviors that fall under the parameters of State Law. Suspension and expulsion are used in situations of serious consequence or for multiple minor offenses over a period of time and involve suspensions that are greater than five days. Some of the behaviors warranting suspension or expulsion may include, but are not limited to: fighting, use or possession of alcohol or drugs, property damage, truancy, theft, possession or use of firearms, weapons, explosives, or flammable materials, major disruptions to the educational process or continued disobedience or disrespect. LB 1250 requires that school officials report all offenses, which are considered illegal actions to the local law enforcement agencies. Examples of such offenses include fighting (assault), stealing, the use of alcohol and tobacco products by underage students, and the possession or use of illegal drugs.

The Board of Education of the Creighton Community School delegates to the Superintendent of Schools through the Principals and staff of the schools in the district the establishing of such rules and standards of student conduct, which are reasonably necessary to carry out or to prevent interference with carrying out any educational function, if such rules and standards are not in conflict with the established Board of Education Policy of Nebraska State Statutes.

Teachers and administrators may take actions regarding student behavior which are reasonably necessary to aid the student, further school purposes, or to prevent interference with the educational process. Short of expulsion, exclusion, suspension, or mandatory reassignment teachers may utilize, but need not be limited to techniques such as counseling, parent conferences, rearrangement of schedules, requiring students to remain in school after regular hours to do additional work, restriction of extracurricular activity or requirements that a student receive professional counseling or evaluation, with the consent of a parent or guardian.

### *SUSPENSION, EXPULSION, OR EXCLUSION:*

In the event that a student is absent from school as the result of a suspension, expulsion, or exclusion pursuant to this policy, such absence shall not be regarded as a failure on the part of the student or the school to comply with applicable law regarding compulsory school attendance.

All rules and regulations pertaining to student conduct and discipline as well as suspension, exclusion, and mandatory reassignment shall be guided by the following basic principles:

1. Students may be temporarily excluded from school for the following circumstances:
  - a. communicable disease
  - b. conduct that presents a clear threat to the physical safety of himself/herself or others
  - c. extremely disruptive behavior.
2. Students may be suspended, expelled, or reassigned for such conduct as:
  - a. use of violence, force, coercion, threat, intimidation, or similar conduct that constitutes interference with school purposes
  - b. willful damage to private or school property, stealing of substantial value, or repeated damage or theft involving property
  - c. causing or attempting to cause physical injury to a school employee, volunteer, or student
  - d. threatening or intimidating a student trying to get money or other valuables from the student
  - e. possessing, handling, or transmitting any object or materials generally considered a weapon.
  - f. unlawful possession, selling, dispensing, or use of a controlled substance, alcoholic liquor, or a substance represented to be a controlled substance, or being under the influence of drugs or alcohol.
  - g. public indecency as defined by 28-401 NEB. REV. STATS., if the student is at least 12 years old
  - h. sexually assaulting or attempting to sexually assault any person, if a complaint has been filed by a prosecutor in a competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds, not at an educational function event. For purposes of this policy, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined by Nebraska Statutes or as those statutes may from time to time hereafter be amended.
  - i. engaging in other activity forbidden by law which activity constitutes a danger to other students or interferes with school purposes.
  - j. repeated violations of any established rule if such violation constitutes a substantial interference with school purposes. It is the intent of the School District that alternatives to suspension or expulsion be imposed against a student who is truant, tardy, or otherwise absent from required school activities.  
(Legal Ref.: 79-4, 177-4, 180, L.B. 1250 (1994)).

In the event an administrative decision is made to discipline a student by a long-term suspension, expulsion, or mandatory reassignment, the following procedure shall be followed. On the date of the decision a written charge and the summary of the evidence supporting the charge will be filed with the Superintendent. The school shall, within two (2) days of the decision, send written notice by Registered or Certified Mail to the student and the student's parents or guardian informing them of the rights established under the Student Discipline Act.

The notice will include:

- a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student.

- b. The penalty, if any, which the Principal has recommended and the charge and any other penalty to which the student may be subject.
- c. A statement that before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student shall have the right to a hearing, upon request, on the specified charges.
- d. A description of the hearing procedures, along with procedures for appealing any decision rendered at the hearing.
- e. A statement that the Principal or legal counsel for the school, the student, the student's parent or the student's representative or guardian, shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and the right to know the identify of witnesses to appear at the hearing and the substance of their testimony.
- f. A form shall be sent on which the student or student's guardian may request a hearing with instructions that the form must be signed and delivered to the Principal or Superintendent by Registered or Certified Mail, within five (5) days following receipt of the written notice of the administrative decision to invoke the above disciplinary measures.

When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the Principal until the date of the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested, or if a hearing is requested, that date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent, if the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of interference with an educational function, school proposed function or a personal injury to the student, other students, school employees, or school volunteers.

If a hearing shall be requested within five (5) school days of receipt of the notice, the Principal shall appoint a hearing examiner, who shall, within two (2) days of being appointed, give written notice to the Principal, the student, and the student's parents or guardian of the time and place of the hearing. The hearing will be scheduled within a period of five (5) days school days after it is requested but such time may be changed by the hearing examiner for good cause. If a hearing is not requested by the student or the student's parent or guardian within five (5) school days following receipt of the written notice, the punishment recommended and the charge by the Principal, or his designee, shall automatically go into effect upon the fifth school day following receipt of the written notice by the student or parent.

If a hearing is requested more than five (5) days following the receipt of the written notice, the punishment recommended in the charge by the Principal or his or her designee shall automatically go into effect upon the fifth school day following the receipt of the written notice.

If a hearing shall be requested after five (5) school days, but not later than thirty (30) calendar days following the actual receipt of a written notice, the hearing shall be held, but the imposed punishment shall continue in effect pending final determination.

Any hearing conducted under this policy shall be attended by the hearing examiner, the student, the student's parent or guardian, the student's representative, if any, and the counsel for the School Board of Education. Witnesses shall be present only when they are giving information at the hearing and the student may be excluded in the discretion of the hearing examiner at times when the student's

psychological evaluation or emotional problems are being discussed. The student may speak in his or her own defense and may be questioned on his testimony, but he may choose not to testify and in such case he shall not be threatened with punishment nor be later punished for refusal to testify.

The School Board, acting through the Principal, may cause legal counsel to be present, either for the purpose of acting as the designee of the Principal or for the purpose of advising the hearing examiner in the conduct of the hearing. Any attorney who acts as the designee of the Principal in presenting the school's case against the student shall not advise the hearing examiner of the conduct of the hearing or later advise administrators or Board members on the conduct of any appeal.

At the hearing, the Principal shall present to the hearing examiner statements, in affidavit form, of any persons having information about the student's conduct and the student's records, but not unless such statement and records have been made available to the student, the student's parent or guardian, or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian of the student, or the student's representative, at their request, by appropriate school personnel.

The student or the student's parent, guardian, or representative, as well as the Principal or the hearing examiner, may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing examiner shall be authorized to administer the oath. The hearing examiner shall make reasonable effort to assist the student, the student's parent, guardian, or representative in obtaining the attendance of witnesses. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. Proceedings of the hearing shall be recorded at the expense of the school district.

When one or more students is charged with violating the same rule and having acted in concert when the facts are substantially the same for all such students, a single hearing may be conducted for such students as a group if the hearing examiner believes that a single hearing is not likely to result in confusion and that no student will have his interests substantially prejudiced by a single hearing. If, during the conduct of the hearing, the hearing examiner finds that a student's interest will be substantially prejudiced by a group hearing or that the hearing is resulting in confusion, he may order a separate hearing for any student.

A report will be made by the hearing examiner of his findings and a recommendation of the action to be taken which report shall explain, in terms of the needs of both the student and the School Board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion or mandatory reassignment. A review shall be made of the hearing examiner's report by the administrator, who may change, revoke, or impose the sanction recommended by the hearing examiner, but shall not impose a sanction more severe than that recommended by the hearing examiner. The finding and recommendations of the hearing examination, the determination by the administrator and any determination on appeal to the governing body shall be made solely on the basis of the evidence presented at the hearing or, in addition, any evidence presented on appeal. Written notice of the finds and recommendations of the hearing examiner and the determination of the administrator shall be made by Certified or Registered Mail, or by personal delivery, to the student, the student's parent or guardian. Upon receipt of such written notice by the student and parents or guardian, the determination of the administrator shall take immediate effect.

Except in the cases of a student who is expelled for the knowing and intentional use of force in causing or attempting to cause personal injury, or the knowing and intentional possession, use or transmission of a firearm or other dangerous weapon, expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred 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. If the misconduct occurred within ten school days prior to the end of the first semester, the expulsion shall remain in effect for summer school and the first semester of the following school year. All expulsions which are proposed to be continued during the first semester of the school year from the prior year shall be reviewed by the hearing examiner after providing notice of the review to the student and the student's parents or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may result in a recommendation that the student be re-admitted to school.

In the event that a student is to be expelled for the knowing and intentional use of force or the knowing and intentional possession, use or transmission of a firearm or other dangerous weapon, the expulsion shall be for a period not less than a year (Federal Regulation).

The student or the student's parent or guardian may, within seven (7) days following receipt of the written notice of determination of the Superintendent appeal the administrator's determination to the School Board or Board of Education by a written request which shall be filed with the Secretary of the Board or with the Superintendent. A hearing will be held before the Board within ten (10) days after it is requested. The appeal shall be made on the record, except that new evidence may be admitted to avoid a substantial threat of unfairness, and that such new evidence shall be recorded as provided. In the event a hearing is scheduled for a particular time within the time framework described, that time may be changed upon the mutual agreement of the parties.

After examining the record and taking new evidence, if any, the Board of Education may withdraw to deliberate privately upon the record and new evidence. Any deliberation shall be held in the presence only of Board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the designee of the administrator in presenting the school's case before the hearing examiner. If any questions arise during the deliberations which require additional evidence, the Board may reopen the hearing to receive such evidence, subject to the right of all parties to be present. The Board may alter the administrator's disposition of the case if it finds the decision to be too severe, but may not impose a more severe sanction. The final action of the Board shall be evidenced by personally delivering or mailing by Certified Mail, copy of the Board's decision to the student and his parent or guardian.

Any person aggrieved by the final decision shall be entitled to judicial review under Section 79-4201 to 79-4205 of the Nebraska statutes.

**Criminal Violations:** To the extent that the Principal recognizes that any conduct engaged in by a student subject to disciplinary proceedings violates the Nebraska Criminal Code, the Principal shall report the violation to appropriate law enforcement authorities.

(Legal Reference: The Student Discipline Act, LB 1250 (1994), NEB.REV.STATS. 79-4,170 to 79-4,204.)

### **MAKE-UP OF LOST CREDIT**

In the event that a student's credits are reduced due to excessive absenteeism, that student may earn up to two credits through an independent research project. Each project shall be in the curricula area in which credits are to be earned and will require the minimum of 15 hours of research per credit hour. This project will be directed by the guidelines developed by the teaching staff which will include the required format, use of sources, topic approval, time in which the project must be completed, and final product. The product will be evaluated by a committee, and they will assign a grade of "pass", "fail", or "re-write."

### **NO CHILD LEFT BEHIND ACT**

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Creighton Public Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met state qualifications and licensing criteria for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. A parent may also request information about the other graduate certification or degrees held by the teacher and the field of discipline of the certification or degree.

The request for information should be made to the administrator in your child's school building. The information will be provided to you in a timely manner.

#### *Disclosure of Student Recruiting Information*

The No Child Left Behind Act of 2001 requires Creighton Public School to provide military recruiters and institutions of higher education access to secondary students' names, addresses, and telephone listings. Parents and students have the right to request that Creighton Public Schools not provide this information to military recruiters or institutions of higher education, without prior written parental consent. Forms may be requested from the Creighton High School office. The Creighton Public Schools will comply with any such request.

### **OUT-OF-SCHOOL SUSPENSION**

If a student earns an out-of-school suspension, the student will not be allowed to be on campus or attend a school activity during the suspension period. Credit and missed assignments may be made up while the student is suspended. Examples of behaviors that may result in an out-of-school suspension may include, but not limited to: being under the influence or in the possession of alcohol on school grounds, sexual harassment, gross disrespect or assault, threats of deadly violence, destruction of school property, or repeated school violence. Out-of-school suspension will be issued in accordance to School Board Policy 5550 and State and Federal Law.

## **PASS/FAIL DESIGNATION**

A student may designate that they wish to take a class on a pass/fail basis assuming that they qualify according to the school board policy and follow the general requirements:

1. The Student must be of Junior or Senior status.
2. The class to be designated pass/fail must be a 3<sup>rd</sup> or 4<sup>th</sup> year math/science course or an upper level advanced course that is not a required course.
3. A student may take no more than 20 credits on a pass/fail basis during their high school career.
4. No more than 2 classes may be designated pass/fail in the same semester.
5. All signatures must be acquired by the end of the 4<sup>th</sup> week of the semester.
6. After designating a class pass/fail prior to the end of the 4<sup>th</sup> week of the semester, a student may elect to take an earned grade rather than the pass/fail designation only if they inform the instructor 4 weeks before the end of the course. If the student elects to take the earned grade the GPA points will be counted and although the student elected to take the grade it will count as 5 credits of pass/fail designation.
7. All signatures must be acquired before the student may take a course pass/fail and administrative discretion will be utilized.

## **PERMISSION TO LEAVE SCHOOL**

Because the school is ultimately responsible for students' safety during the school day, students may not leave school without permission from their parent or legal guardian. Once the leave has been approved, the student **must check out of the office** and upon return, check back into the office.

## **PUBLIC DISPLAY OF AFFECTION**

It is considered to inappropriate to be involved in kissing, petting, holding hands, or embracing during school hours or while attending school events.

## **REMOVAL FROM CLASS**

Students must understand that **ALL** students have an equal right to an education. Disruptive behavior in the classroom interferes with the educational opportunities for others. If a teacher finds it necessary to dismiss the student from class and to the office, depending on the nature of the incident, the following disciplinary action(s) may occur: 1) the student will remain in the office for the remainder of the period and face disciplinary action, 2) the student will be suspended from the class for three days and a parent conference will be called, 3) removal from class for the remainder of the semester and a failing grade for the class for the semester. Any of the above consequences may be assigned at any time depending upon the conditions surrounding a student's removal.

## **SCHOOL ANNOUNCEMENTS**

School announcements (no school, late start, early outs, etc.) will be made via a phone calling system. Parents are encouraged to return their contact number information with the signature page of this handbook. In addition to the phone calling system, announcements will be broadcast over radio stations WNAX in Yankton, WJAG and KNEN, US 92, KEXL in Norfolk, and KBRX, KGRD in O'Neill.

## **SCHOOL DRESS CODE**

Some types of clothing and hair length may be restricted due to classroom and activity rules and guidelines for health and safety. Clothing that condones or advertises drugs or alcohol or includes profanity or obscene material is not allowable at school or at school activities. Pants, skirts, and shorts must be worn above the hip and skirts and shorts are to be longer than the first knuckle of your hand when they are placed to the individual's side. Spaghetti strap tops, shirts, shorts, or pants that display undergarments are not acceptable. Bare midriffs are not acceptable. Low-cut shirts that are revealing are unacceptable. As a health factor, it is expected that all students will wear shoes. Hats will not be permitted into the building during the school day. Administrative discretion is reserved for judgment in cases where student dress seems to be immoral, immodest, or is disruptive to the educational environment. Students that do not adhere to the policy will be asked to change, turn the material wrong-side out, cover it up, or will be sent home with an unexcused absence to change. Continued problems with student dress will result in disciplinary action by the administration or staff.

## **SCHOOL INSURANCE**

Students are advised that the school is not financially responsible for injuries the student may receive while participating in school activities. Students are advised to carry an insurance plan available to them.

## **SOCIAL MEDIA POLICY**

Creighton Community Public School recognizes the important role that technology plays in the education process as well as in the personal lives of the students, their families, and staff. It is important that all participants feel free to express their thoughts and ideas in a manner that does not disrupt the educational process, create unnecessary distractions, or adversely impact the interpersonal relationships among students and staff.

No student of Creighton Community Public School shall post, forward or otherwise disseminate any data, documents, photos, images, videos or other information using social media tools or social networking websites which might be discriminatory, harassing, or defamatory, resulting in the disruption of the educational process. Communication between students and staff, through social media, must be for educational purposes only and socializing between students and staff is strictly prohibited.

## **STUDENT DRIVING REGULATIONS**

Vehicles are to be parked in the designated areas and are not to be moved without permission from the Principal and without parental permission during the school day. Students may park in the south parking lot, or south of the driveway on the west side of the building. All parking shall be within the normal boundaries of the lots and in an orderly fashion so as to not obstruct the movement of any other vehicle. Abuse of these guidelines may result in time after school or the revoking of a student's parking privileges. Students and visitors park at their own risk. The school assumes no responsibility to loss of items or damage to vehicles in the parking lot.

## **STUDENT LOUNGE**

The Student lounge is a privilege and that privilege can be revoked at anytime for a failure to follow the guidelines. Students that appear anywhere on the down list will have their student lounge privilege revoked. The lounge is open to seniors after they eat lunch and is open to seniors the last fifteen minutes of 8<sup>th</sup> period. Once in the lounge, students are to remain there, except to go to the high school restrooms. All drink containers and snack wrappers are to be placed in the trash. Failure to adhere will result in the student lounge being closed for a probationary or extended period of time.

## **STUDENT USE OF THE BUILDING**

Students should not be in the building outside of regular school hours unless they have adult sponsors with them that have secured the building for the activity.

## **STUDENT REGISTRATION OF CLASSES**

Students are required to register for 7 classes per semester, not to include study hall or work release. Registration will be completed by the student with the guidance of parents, the student, guidance counselor, and Principal. It is important that the student considers their future career and educational path when registering for classes. Students should know the number of credits that will be earned by the end of the semester, the grade in which they will be classified, the required courses to graduate, the required credits needed, and that any failed required courses must be repeated.

Once students are registered for classes, students may drop/add at anytime up to one week after the semester begins. Any class that is dropped following this one week period will be recorded as "withdrew failing" on the transcript and an "F" will be calculated in the student's G.P.A.

## **STUDENTS AT RISK**

During early adolescence, many students may test the system at home and school. Truancy, substance abuse, and defiance of authority may be seen as an attempt to assert their independence. Early adolescents need a supportive and secure environment. Adolescents need to know the limits on what is safe and responsible. Children are being exposed to choices about drugs and alcohol at an earlier age and it is a problem that raises many questions for parents, friends, and family.

### **Signs of Drug and Alcohol Use**

- 1) An identification with a drug culture
  - Drug related magazines or slogans on clothing
  - Conversations or jokes that are preoccupied with drugs
  - Hostility in discussing drugs or alcohol
- 2) Dramatic changes in school performance
  - Decreasing grades
  - Increased absenteeism or tardiness
- 3) Changes in behavior
  - Chronic dishonesty such as lying, stealing, and cheating
  - Changes in friends, evasiveness in talking about new ones
  - Possession of large amounts of money
  - Increasing and inappropriate anger, hostility, irritability, secretiveness
  - Diminished interest in extracurricular activities and hobbies

When symptoms are observed, respond promptly. Parents are in the best position to notice signs of drug and alcohol abuse. In order to prepare: familiarize oneself with the signs of drug and alcohol abuse and talk with other parents about who is using and buying drugs and alcohol. If parents suspect that their child is using drugs or alcohol, they should devise a plan of action and then discuss the suspicions with their child in a calm, objective manner. Do not confront them if they are under the influence. Impose disciplinary measures that help remove their youngster from situations where drugs or alcohol may be used. Take a firm stand against the use of drugs or alcohol by your child and seek advice from drug treatment professionals.

### **STUDY HALL / HOMEROOM REGULATIONS**

The end of the day will be an opportunity for most of the student body to complete a great deal of their work prior to leaving school. A large majority of students and teachers will be free during this block of time and students will have the opportunity to get help when needed. Homeroom teachers will check grades on a weekly basis and inform you of your grades, needed work, etc. This time is to be utilized doing homework, studying, or reading. Most meetings, assemblies, pictures, etc. will be conducted during this time to further preserve the school day. This will be treated like a normal class; all policies, rules, passes, and attendance procedures will be utilized. Students are encouraged to utilize this time. Seniors are permitted to go to the student lounge the last fifteen minutes of homeroom.

### **TARDINESS TO CLASS**

Tardies:

1. All tardies will be reported by the teacher and office personnel and submitted for record via Powerschool.
2. Student tardies at the beginning of the day must have a note of reason from their parents or their parents must contact the school to provide an excuse. Failure to do so will result in the tardy being unexcused.
3. If a student is tardy going to the next class, for whatever reason, the student must obtain a pass from the previous teacher to have the tardy excused.
4. The accumulation of unexcused tardies throughout the semester will be punishable by the following standard:

<b># of Tardies</b>	<b>Detention Time</b>
6	30 minutes
10	1 hour
14	2 hours
18	In-School Suspension

### **TEXTBOOKS, FINES, AND FEES**

Textbooks are furnished to the students with the hope that the students will protect this large financial investment. Reasonable wear is expected; unreasonable damage will be assessed fines. To reduce damages, textbooks are expected to be covered at all times. Students may be required to pay for damages to textbooks and other school property. The appropriate school personnel will assess fines based upon replacement value of the property.

There may be fees that are associated with the following classes: industrial arts, Vocational Agriculture, Home Economics, Art, Science, Business, Physical Education, and other classes or organizations that make prior announcements.

## WORK RELEASE

Work release is a privilege provided by Creighton High School. This privilege may be revoked at any time under the discretion of the Administration if a student fails to adhere to the established guidelines. We are counting on good judgments by the student, parents, and employers to allow the student to participate in the work release program. We will do periodic phone calls to check on students and to insure that they are at the location that is provided to the school. On days that the student is not working he or she is to be at school and in study hall.

### WORK RELEASE GUIDELINES

1. For each employer the correct form must be completed.
2. The student must be a Junior or Senior.
3. The student must have 8<sup>th</sup> period Study Hall and must be registered for seven other classes.
4. The student may not leave school until the end of 7<sup>th</sup> period and **must checkout from the office** before leaving.
5. The student's grades and attendance will be reviewed each week by the administration, at which time work release may be revoked. The student must maintain grades of a "C" or higher to be eligible for work release. If the student has a grade of a "C-" or below, in any class, work release will be revoked until the student raises that grade or grades.
6. If a student is involved in extra-curricular activities after school, he/she must remain in study hall during that activity season.
7. Any change in employment must be reported to the administration immediately.
8. On occasion, the school may call an employer and ask to speak to the student. If the student is unavailable, the student must return the phone call as soon as possible.
9. When leaving the school for work release, the student will take the most direct route to the place of employment. Careless driving, speeding, and/or leaving the school grounds carelessly will lead to work release privileges being revoked.
10. Any material provided by the school must be completed and returned by the student and/or employer in a timely fashion.
11. Work release privileges can be revoked at anytime for a failure to adhere to the guidelines.

## VISITORS

All school visitors must report and check-in at the main office if they wish to visit classes, students, or enter the building. No visitor will be permitted to visit classes for more than half of the day unless the Principal grants special permission. Visits shall be scheduled so as not to interfere with the child's basic classes. Visits before or after school are strongly recommended.

**CREIGHTON COMMUNITY SCHOOLS**



**PARENT AND STUDENT CONSENT PAGE**

A. In accordance with Nebraska State Law Section 79-4, 176, paragraph (3) which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents...”and pursuant to P.L. 101-226 which states that parents/guardians and students be notified that this school district absolutely prohibits the unlawful possession, use or distribution of illicit drugs, alcohol and tobacco on school premises or during any school activities, parents or guardians are requested to sign and return the statement below.

I have read a copy of the Student/Parent Handbook online or requested, received, and read a copy of the Creighton Community Schools Student/Parent Handbook. I have had the opportunity to examine this handbook and understand its contents. I also understand that there are other board policies which govern school operations and that the handbook is not intended to be all inclusive.

**\*\*\*To access the Student/Parent Handbook, via the Internet, please go to [creightonpublicschools.org](http://creightonpublicschools.org) and click the Handbook Tab on top of the screen. If you cannot access the handbook, via the Internet, copies are available in the office.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

B. I understand that the Creighton Community Schools, on occasion, provides photographs and general information about student activities to the media for publication and that they also maintain a school website on the Internet. No sensitive data, addresses, etc. are provided, while photos and general accomplishments may be published.

My signature below indicates that I give my permission for my son/daughter’s picture and general information to be published by the school in the media and/or on the school’s website.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

C. Computer Internet Use Policy, School Board Policy #5560

ACCEPTABLE USE OF COMPUTERS AND INTERNET: Use of technology at Creighton Community Schools is a privilege extended to individuals who wish to enhance their learning experiences. Learning through interaction with technology will furnish a graduate with many of the job readiness and skills required by our evolving business and educational community. Each user has a privilege to make use of authorized hardware and software found on school grounds in order to facilitate his/her academic growth.

Transmission and viewing of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: plagiarizing copyrighted material, threatening or obscene materials, hacking, or materials protected by trade secret or that are classified government information. Use of the Internet for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. All board policies and school regulations apply to the use of the network to support the educational goals of this institution. Further information regarding technology use, filtering, and the Internet can be found in Board Policies #3110 and #3110A and in the student handbook under Internet Use and Filtering and Computer Internet Use Policy.

The following signatures indicate that I have read the above information and agree to follow all rules and regulations regarding Internet Use and technology. Further, I understand that misuse of these privileges will result in all technology privileges being revoked and other consequences may apply.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

D. I understand that the Creighton Community Schools, on occasion, provides transportation for students when attending school related activities such as, but not limited to, activities and athletic events in which my child is involved. My signature below indicates that I give permission for my son/daughter to be transported by school transportation for these types of activities.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E. The “No Child Left Behind Act” of 2001 requires that the Creighton Public Schools provide military recruiters and institutions of higher education access to secondary school student’s names, addresses, and telephone listings. Parents and students have the right to request that the Creighton Public Schools not provide this information to military recruiters or institutions of higher education without their prior written consent. Forms may be requested from the Creighton High School office.

The following signatures indicate that I have read the above statement regarding military recruiters and institutions of higher education.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

