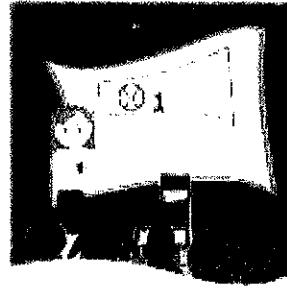
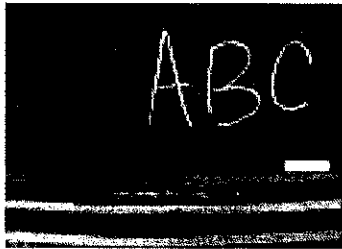


# CREIGHTON ELEMENTARY SCHOOL



2022-2023



# Creighton Community Public School **HOME OF THE BULLDOGS**

1609 Redick Ave • Creighton, NE 68729 • Fax 402-358-3804  
Creighton Elementary School 402-358-5001 • Creighton High School  
402-358-5000  
Josh Weber, Superintendent • Ryon Nilson, Principal

Dear Students, Parents, and Guardians,

Welcome to the 2022-2023 school year! We are excited to partner with all of our students, staff, families, and community members to ensure that we have a successful school year focused on student growth and achievement. Please take the time to carefully review our handbooks as they help provide our students and staff with guidance as we work to fulfill our mission of “challenging and preparing every student to be productive responsible citizens”.

Please do not hesitate to reach out to the appropriate staff member or administrator if you have any questions or concerns throughout the school year.

Go Bulldogs!

**Josh Weber**

Superintendent and PK-3 Principal

**Ryon Nilson**

4-12 Principal

**Dan Polk**

Activities Director

## TABLE OF CONTENTS

### **FERPA NOTIFICATIONS**

Family Educational Rights and Privacy Act	3
FERPA Directory Notice	6
Protection of Pupil Rights Act	7

### **SCHOOL POLICY**

Bullying Prevention Policy	10
Arrival at School	10
Attendance	10
Bus Rules	11
Cell Phone/Electronic Device Policy	11
Disciplinary Action	11
Entrance, Registration, and Withdrawal	12
Essential Oils	12
Fire Drill & Emergency Drills	12
Food Allergies	12
Grades	12
Health/Safety	12
Homework	12
Illness	13
Intervention Program	13
Leaving the School	13
Library	13
Lunch	13
Medication	14
Parent/Teacher Conferences	14
Personal Property	14
Recess	14
Report Cards	14
Retention Policy	15
School Closings	15
School Dress Code	15
Student Assistance Team (SAT)	15
Student Managers	16
Teaching Staff	16
Treats	16
Visitations	16
Prescription/Non-Prescription Medication Form	17
Consent Signature Page	18
Transportation/Photo Release Form	19
Nondiscrimination Statement	20

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Creighton Community School District receives a request for access.

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Creighton Community Schools to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee;

or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes

related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

## **FERPA NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Creighton Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Creighton Community 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 Creighton Community 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 without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Creighton Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1<sup>st</sup> of each school year. Creighton Community 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**

**-Participation in officially  
recognized activities and sports**  
**-Weight and height of members of  
athletic teams**  
**-Degrees, honors, and awards  
received**

- Major field of study
- Dates of attendance
- Grade level

- The most recent educational 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.)

**NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS ACT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;



2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Creighton Community Schools has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Creighton Community Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Creighton Community Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

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

### **Board Policy**

The contents of the following student policies listed below 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.

### **Nondiscrimination Statement**

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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> or 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](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

## **Creighton Elementary Student Handbook**

### **BULLYING PREVENTION 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, at a designated school bus stop, or at school-sponsored activities or school-sponsored athletic events.

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

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for bullying also constitute a violation of this policy.

The Superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of policy 504.18 Harassment by Students.

This policy shall be reviewed annually.

### **Arrival At School**

School begins at 8:10am and is dismissed at 3:25pm. Pupils may enter the school building anytime after 7:45am. For students eating school breakfast, serving begins at 7:45am. **Pre-School** begins at 8am.

### **Attendance**

If your child is absent or will be absent please contact the school (358-5001). This will help enable us to effectively check on the safety and whereabouts of our students. With the exception of chicken pox, children absent 5 or more consecutive days should have a note from a physician. Students who know in advance that they are going to be absent from school should complete all work prior to their scheduled absence. In order to participate in any school activity (music concert, athletic event, etc.) in the afternoon or evening, a student must have been in class attendance for at least half of the school day (11:30am). A student may be excused for a funeral, doctor's appointment, or other special situations with Administrative approval. Students arriving between 8:10am and 10am will be marked tardy. The accumulation of three tardies can result in a detention being issued. Students arriving after 10am or leaving before 2pm will be counted absent for one half day.

General excused absences are an absence with parent's knowledge from class because of general illness, parent request, family trips, or any other absence deemed

“general” by the Principal or Superintendent. Special excused absences are absences from class because of certified doctor or dental appointments and/or verification **(students are to provide written verification of such appointments/visits by the health care/dental provider)**, funerals for immediate family members, school sponsored activities, or any other absence deemed “special” by the Principal or Superintendent. Any Elementary student, who accumulates sixteen or more general excused absences in a school year, is subject to being deprived of promotion to the next grade. After ten general absences in a school year, a letter will be sent to the parents or guardians by mail and following twelve general absences a second letter will be sent to the parents or guardian by mail (Return Receipt Requested), advising the parents of the policy.

Upon the occurrence of the sixteenth 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 or allow the student to make up the absences through an independent project. If the administration allows the student to make up the absences, the student will have until June 30<sup>th</sup> to complete a 15 hour project, in which all time worked on the project must be logged. The final project will be evaluated and assigned the grade of “pass”, “fail.” If a student exceeds twenty general absences, the student will not have the research project option.

### **Bus Rules**

All students are to abide by all rules of the bus service and their drivers. Bus riding privileges can be revoked at anytime by the bus service or school Principal, for a failure to adhere to rules and policies. If there is a specific problem on the bus, it may be brought to the attention of the Principal by the bus service.

### **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 unless designated to do so by the teacher for approved educational purposes. First offense, cell phone will be taken; student can pick the device up in the office at the end of the day and parents will be notified. Second offense, cell phone will be taken, student will receive a detention. Further offenses, disciplinary action will include but not limited to loss of technology privileges.

Parental contact will be made through the office.

### **Disciplinary Action**

Teachers will inform parents of behavior concerns. Students with serious infractions or an accumulation of detentions and/or discipline concerns will be sent to the Principal’s office. Faculty has the right to keep students after school for work completion as well as for disciplinary measures. If students are to be kept after school, parents will be informed by note, phone call, or by any other means possible to advise them of the situation. If a student receives three detentions or has three discipline issues, he or she will be asked to serve an in-school suspension, a conference will be scheduled, and the student may not be permitted to attend the field trip. If disciplinary concerns continue to exist, additional suspensions and/or expulsion will be utilized. During an in-school suspension, the student will report to the office and will be isolated from his or her class and the student

will be expected to complete all assigned work. Administrators are required to report any criminal violations such as stealing, possession of a weapon, using a controlled substance, etc. to authorities. Further information regarding student discipline can be found in Board Policy 504 (old #5100, #5550, and #5475).

Detention is served on Wednesday afternoon from 3:30-4:15 p.m.

### **Entrance, Registration, & Withdrawal of Students**

All pupils entering kindergarten in Nebraska must have reached their fifth birthday on or before July 31<sup>st</sup>. State law requires a certified birth certificate for entrance into their “beginner” year of school (junior kindergarten or kindergarten) or for students enrolling in school from a different state, along with immunization records, vision exam, and physical. Pre-school students are required to provide a certified birth certificate, immunizations records, and a physical prior to enrolling in the pre-school program. Any student not in compliance shall not be permitted to continue in school. Exemptions shall be granted for: 1) health reasons substantiated by a signed statement from a physician; or 2) religious conflict substantiated by a notarized affidavit.

### **Essential Oils**

The use of essential oils or essential oil diffusers will not be permitted in district facilities by students, staff or visitors.

### **Fire Drills, Tornado Drills, & Other Emergency Drills and Procedures**

All drills will be held on regular intervals. Students will be instructed by their teachers as to proper procedures.

### **Food Allergies**

The school must be notified of any food allergies that your student may have. There is a food allergy form available in the Elementary Office for parents to complete. The form must be signed by a physician and posted in the school kitchen. The food allergy form must be completed each year. If your child develops any food allergies you must notify the office to obtain a food allergy form.

### **Grades**

Student reports will use the following grading system:

A = 93-100%	O = Outstanding Progress
B = 86-92%	G = Good Progress
C = 78-85%	S = Satisfactory Progress
D = 70-77%	P = Poor Progress
	N = Needs Improvement
F = Below 70%	U = Unsatisfactory Progress

### **Health/Safety**

Your Child’s health record is recorded on a permanent health card. If new health information is available, please notify the school so that our information is current. A school nurse conducts a health examination of each pupil once a year. The school requires an examination of pupils by a physician when a communicable disease is suspected and/or diagnosed and a Dr.’s release is necessary before re-admission to school. The school may require a Dr.’s note before a pupil is excluded from a required course, such as PE.

### **Head Lice Guidelines**

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

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

### **Homework**

Children may be given homework. When a student has been gone they will be given double the number of school days that were missed to make up the work. If students will be absent for the purpose of a vacation, or from school for a known absence, students will be asked to complete their homework, prior to their planned absence.

### **Illness**

If a child has any flu symptoms (diarrhea, vomiting, nausea, or elevated temperature of 100 degrees or higher) he/she should remain at home. As reference, there should be a 24-hour period after vomiting, diarrhea, or fever has ended before the child returns to school. A child that has chicken pox may return seven days after they have finished breaking out. Any student with a communicable disease shall be excluded from school when his or her condition may be injurious to the health of others. Children who were too ill to attend school during the day cannot attend school functions in the evening. If your child has been absent and you wish to have assignments for your child, please contact the office or their teacher.

Administering medicine is not recommended procedure for schools, but at times is necessary. All medicine must be sent in the prescription bottle so that we have the name of the drug, dosage, time interval, and student's name with the medication. All medicine (prescribed or over the counter) must be provided in its original container or package. If the medicine needs to be measured, an appropriate device to measure the correct dosage must be provided. If possible, medication should be given at home. A copy of the medication request form is included in the back of this handbook.

### **Intervention Program**

The sole purpose of this institution is to provide a solid educational background for our students. The school has multiple programs and resources available to provide students with additional help. Students that are below target on their Aimsweb reading and math assessments will be pulled out of the classroom, or activities, and provided with school-wide intervention strategies until they meet their target. Intervention strategies are provided to students by a Math Specialist and Reading Specialist.

### **Leaving the School**

If you wish to take your child from school early, please notify the office or teacher. No pupil shall be permitted to leave school prior to dismissal except when accompanied by their parent or with written permission from their parents. Elementary students are expected to go directly to their own home after school unless the parents notify the teacher. If your student rides the bus, please notify the elementary office (the office will inform the classroom teacher and bus duty staff that your child will not be riding the bus).

### **Library**

In order to keep track of all library materials and to eliminate student fines for lost books at the end of the year, students must return all library books or pay fines at the end of each 9-week period before receiving their report cards.

### **Lunch**

Meal money for the PK-6 students may be taken to the elementary office. When sending money, please visibly mark an envelope with the child's name and purpose. Parents will be notified by phone via the School Reach program when their account balance reaches \$15 or less. Pupils carrying sack lunches may buy a carton of milk at lunch.

Kindergarten students will have a milk break in the afternoon (afternoon milk is not covered in the free or reduced plans). For a free or reduced meal application, please contact the school. 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 (including gender identity and sexual orientation), age, disability, or reprisal or retaliation for prior civil rights activity. 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 toll free (866) 632-9992. 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.

### **Medication**

Administering medicine is not recommended procedure for schools, but at times is necessary. All medicine must be sent in the prescription bottle so that we have the name of the drug, dosage, time interval, and student's name with the medication. All medicine (prescribed or over the counter) must be provided in its original container or package. If the medicine needs to be measured, an appropriate device to measure the correct dosage must be provided. If possible, medication should be given at home. A copy of the medication request form is included in the back of this handbook.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are held prior to the completion of the first quarter of school. The conferences are planned to allow for an exchange of information between home and school.

### **Personal Property**

It is strongly recommended that children do not bring valuables to school. The school does keep a lost and found for any items that may be misplaced. Parents may also want to label personal items (jackets, snow pants, coats, school supplies, etc.) with some type of identification (name, last name, or initials).

### **Recess**

Faculty and staff members are assigned to playground duty on a daily basis. Our recess policy is that if a student is well enough to be in school, the child is well enough to go outside at recess. Very few exceptions to this policy will be considered. If a student cannot participate in recess or PE a note should be provided. When the weather is extremely cold or stormy children will not be required to go outside.

**Report Cards**

Pupil report cards will be sent home at the end of each quarter. Parents are encouraged to access student grades on PowerSchool.



### **Retention Policy**

Students will be placed at the grade level best suited to them academically, socially and emotionally as determined by the educational team or teacher, parent and administration. Students will typically progress annually from grade to grade. A student may be retained at a grade level when such is determined in the judgment of the administration to be appropriate for educational interests of the student and the educational program. If parents/guardians object to retention they will be asked to complete a written statement.

### **School Closings**

SchoolReach will send an automated school update to staff, parents and students. If you are not receiving this call and would like to, please contact the High School office (358-5000). TV: KTIV Channel 4 Sioux City, Iowa. Radio Stations: KEXL (Lite Rock 97.5), KQKK (106 KIX), WJAG (780AM), KBRX (102.9 FM). Creighton School App

Reminder: Parents have the final say whether to send your child or not on days of inclement weather.

### **School Dress Code**

Students are encouraged to dress appropriately. Several activities (recess, PE) require students to be active and involved and proper attire and shoes are expected. Students are expected to dress appropriately during cold weather and this includes wearing boots, gloves, and stocking caps. Overshoes, second pair of shoes or boots must be worn when there is mud or snow. Students that are not prepared to play in the mud or snow may not be allowed to take part in recess.

In addition to the above policy, the following policy will be included for 4<sup>th</sup> through 6<sup>th</sup> graders. 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 at 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.

### **Student Assistance Team (SAT)**

The SAT Team is composed of teachers, administration, parents of the child, and in some cases the child. When a student is referred, the team engages in a structured process of understanding the problem, brainstorming solutions, and planning interventions. Teachers then initiate interventions and measure the progress. A series of follow-up meetings may be held to evaluate the student's progress and to plan further interventions as needed.

### **Student Managers**

Student managers must be in grades 7-12 or the child of the coach to leave early from school.

### **Teaching Staff**

The professional staff is charged with the responsibility of designing and implementing the educational program of the school system.

Each staff member's primary focus will be to meet the needs and facilitate the optimum development of each and every student.

Staff members are expected to be familiar with the provisions of the Nebraska State Law relating to the professional staff and pupils, with the policies and regulations of the Board of Education, and with the courses of study and curriculum guides adopted for the work of their respective assignments.

The teaching staff meets the highly-qualified teacher requirements. In the event that a teacher is absent for more than four weeks, due to special circumstances, the district will inform the students of parents involved, if the substitute does not meet the highly-qualified teacher requirements.

### **Treats**

Children may bring treats for their birthday (lists of students names may not be provided to anyone under any circumstances). Birthday invitations and birthday gifts should not be brought to school.

### **Visitations**

All visitors are requested to stop at the office before going to the classroom. In order to protect instructional time and the welfare of all students, the office will deliver messages (or other items) to the classroom at a time when instruction will not be interrupted. In cases of suspected child abuse, social services personnel and law enforcement personnel will be allowed to visit with students with an administrator present.

**PRESCRIPTION MEDICINE**

TO THE SCHOOL OFFICE:

Parent's Authorization for giving **PRESCRIPTION MEDICINE**:

I authorize the principal's secretary or designee to administer \_\_\_\_\_  
(Name of medication)  
prescribed by \_\_\_\_\_ for the treatment of \_\_\_\_\_  
(Physicians name) (Illness)  
to \_\_\_\_\_ for the period from \_\_\_\_\_ to \_\_\_\_\_  
(Name of student) (Start Date) (End date)

The medicine is to be furnished in the **prescription bottle** by the parent and is to be **labeled** with the **name of the medicine, time to be administered, dosage,** and the **name of the physician.** Information about medication or student's condition we should know: \_\_\_\_\_.

We understand the school district will not be held responsible for any reaction that might result from the use of prescriptive medicine administered in school.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

-----OR-----

**NON-PRESCRIPTION MEDICINE**

We do not provide medicine for students.  
The medicine is to be brought from home in the **original package.**

TO THE SCHOOL OFFICE:

Parent's Authorization for giving **NON-PRESCRIPTION MEDICINE**:

I authorize the principal's secretary or designee to administer \_\_\_\_\_  
(Name of medication)  
to \_\_\_\_\_ at school. Dosage: \_\_\_\_\_ Time: \_\_\_\_\_  
(Name of student)

Does child have any known allergies? NO \_\_\_ YES \_\_\_ list \_\_\_\_\_.

Information about medication or student's condition we should know? \_\_\_\_\_.

We understand the school district will not be held responsible for any reaction that might result from the use of prescriptive medicine administered in school.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_.

**CREIGHTON COMMUNITY SCHOOLS**



*ELEMENTARY PARENT AND STUDENT CONSENT PAGE*

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Teacher

Parent Printed Name: \_\_\_\_\_

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.

The below signatures indicate that I/we have read a copy of the Student/Parent Handbook. I/we 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.

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

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

Computer Internet Use Policy, School Board Policy #3110 & #3110A

**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: \_\_\_\_\_

PLEASE TAKE THE TIME TO ANSWER THE FOLLOWING QUESTIONS:

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. I give permission for my son/daughter to be transported by school transportation for these types of activities.

YES \_\_\_\_\_ NO \_\_\_\_\_

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. 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.

YES \_\_\_\_\_ NO \_\_\_\_\_

On occasions, various student activities may arise in which your child may leave the building. My child has permission to leave the school building throughout the year to attend such events as: the Arbor Day program, tree study at the park, and special programs at the Creighton Care Center and Hospital, etc.

YES \_\_\_\_\_ NO \_\_\_\_\_

The school district does not purchase any type of health insurance to cover injuries incurred by your child at school or while involved in school activities. We encourage all families to have accident coverage for their children.

YES \_\_\_\_\_ I have adequate insurance or have made alternative arrangements.  
NO \_\_\_\_\_ I do NOT have adequate insurance. Send additional information regarding insurance for purchase.

My signature below indicates that I have read and understand the above questions as well as the rules and regulations of the Creighton Elementary Handbook. If throughout the year, my decisions regarding the above questions change, I will contact the school.

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

Parent Printed Name: \_\_\_\_\_

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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> or 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](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.