

AN INTRODUCTION TO THE STUDENTS AND PARENTS

FROM

THE CROFTON COMMUNITY JUNIOR-SENIOR HIGH SCHOOL PRINCIPAL

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the students, faculty, and the administration. This information has been prepared and presented so it will be a value in helping you to adjust to your school and become an integral part of it. All policies in this handbook are implemented to ensure a positive learning process occurs. This handbook also contains the academic and activity calendar for the year. Please keep this handbook in a convenient place for future reference.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in the many activities available here; finding those things within the school which will prepare you to live a fulfilled life.

I wish to make an open invitation to the parents and students of our student body to contribute your valuable ideas, ask questions, and offer constructive criticism. You are encouraged to initiate communication with any school personnel and particularly with the administration as we all stand ready to serve you. Together we can meet the educational needs of our community.

Would the parents please note that a paper requiring a signature is made available at the end of this handbook to help us determine if we are getting the school policy information to you. Please send the signed sheet back to school with your student.

The acknowledgement sheets need to be turned in to the principal's office before the end of the first week of school. Thank you and have a great school year!

Educationally yours,

Todd Strom
Principal
Crofton Junior-Senior High School

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BOARD OF EDUCATION

Kieth Zimmerman.....President
Bob Evans.....Vice President
Terry Thunker.....Secretary
Dana Wortmann.....Treasurer
Clair Arens.....Member
Ed Kleinschmit.....Member
Kevin Kube.....Member

ADMINISTRATION

Randall Anderson.....Superintendent
Todd Strom.....Secondary Principal
Susan Benak.....Elementary Principal

STAFF MEMBERS AND CLASSES

Tom Allen: Computer Science

Ashley Andrews: Secondary & Elementary Instrumental Music

Jayne Arens: Special Education

Peggy Anderson: Family Consumer Sciences

Aaron Losing: Social Science

Justin Bossman: English - Spanish

Becky Bruening: Math

Mary Fillaus: Jr. High Art - Secondary Art

Rod Hegge: Secondary and Elementary P.E.

Mitchell Hofer: Social Sciences

Tony Hoffman: Math

Ann Kramer: Business - Software

Stephanie Mann: Vocational Agriculture

Don Meink: Library – Study Skills – Technical Coordinator

Lisa Nissen: English

Roxann Pier: English – Speech

Ron Sandvig: Guidance, NHS, Student Council

Emily Nelson: Secondary & Elementary Vocal Music

Susan Stewart: Physical Science

Tom Vollmer: Life/Earth Sciences

Wil Sanger: Industrial Technology

CLASS SPONSORS

2011-2012

- GRADE 7:** Mrs. Fillaus
Mr. Vollmer
- GRADE 8:** Ms. Andrews
Mrs. Anderson
- GRADE 9:** Mr. Allen
Mrs. Stewart
Mr. Sanger
- Grade 10:** Mrs. Pier
Mrs. Bruening
Mrs. Nelson
Ms. Kramer
- Grade 11:** Mr. Bossman
Mr. Hegge
Mrs. Arens
Mrs. Nissen
- Grade 12:** Mr. Hofer
Mr. Losing
Mr. Hoffman
Mrs. Mann

SCHOOL SONG

**CROFTON WARRIORS HATS OFF TO THEE
TO OUR COLORS TRUE WE SHALL EVER BE
FIRM AND STRONG UNITED ARE WE
RAH RAH RAH FOR C H S
RAH RAH RAH RAH
CROFTON'S THE SCHOOL FOR ME**

ANNOUNCEMENTS

If bad weather forces a cancellation of school, it will be announced over WNAX - Yankton. These cancellations will be announced before 7:00 a.m. If you are in doubt about the weather, please listen to this station.

Intercom Announcements: Any class or organization needing an announcement made on the intercom must first have it approved by the sponsor, then the principal. Emergency situations will be handled by the principal or superintendent.

ATTENDANCE

Regular attendance in school is prescribed by STATE LAW. Good attendance practices in school and in classes helps the individual student to better cope with the daily assignments and requirements demanded of him. When an absence is necessary, it is the student's responsibility to see that the work is made up in a reasonable amount of time. Reasonable time, usually, would be defined as two (2) days from the date of absence. If five (5) days are missed consecutively then ten (10) days would be given to make up work.

Any parent or guardian with a student absent, who can call the principal's office, (388-2440) should do so before 8:30 a.m. on the day of the absence. The office will attempt to contact those that have not called. Each student who is absent from the building any period of the school day must report to the office as soon as they return to school. If the parent or guardian has not talked with the principal's office, the student must present a written excuse for the absence, signed by the parent or guardian, stating when the absence occurred and the reason for the absence. At that time he/she will secure a class admission slip which will be signed by the principal or secretary. This slip is given to the students to be signed by the teacher of each period missed. The slips will be marked excused or unexcused. If excused, makeup work will be assigned, if unexcused a zero (0) will be given. An excused absence is merely an opportunity to make up work. It will be treated as an unexcused absence if one fails to do the work missed. Excessive absence, even though excused, is bound to affect one's grades. The policy allows for five (5) days of absence per term (ten (10) days per semester). Be sure that you don't use these without cause because you could conceivably use five (5) days and then desire to go to a funeral or be absent for some other bona fide reason and not have any days available. Being in school every day and doing a good job in the classroom will also earn dividends in the future. Many employers call the school to ask about the attendance records for job applicants.

APPLICATION OF ABSENTEEISM POLICY:

1. Students will be permitted to miss five (5) class periods of any one subject, per term, with parent's knowledge and an excuse on file or telephone call having been made and still receive full credit for each subject. Classes missed by students attending funerals of immediate family members will not be counted in the five (5) class periods.
2. Any excused absences, other than sickness or an emergency, must be prearranged at least two (2) days in advance.
3. All students going to a Crofton High School endorsed activity will be issued a school form - FAS (Future Assignment Slip) from the activity sponsor. All assignments must be completed and teacher signatures gathered before leaving on the activity. These forms should be turned into the sponsor or coach.

4. If a student is absent from school or leaves school during the day because of illness, the student may not attend school activities that day or night.
5. A student leaving the school building must check out in the principal's office. He/She must have written permission from their parent or guardian prior to leaving. If not, the student must telephone their parent to get verbal permission to leave. The principal or secretary will then talk to the parent. If a student runs an errand for a teacher, they must have a pass and check out also. If the student does not check out properly, the absence is unexcused.
6. A student, who becomes ill while at school and needs to leave, will report to the principal's office. The student will be encouraged to first see the school nurse, if available. Before the student is allowed to leave the school building, the student will contact the parent or guardian at home or at work, and obtain permission to leave school. School officials will not determine if a child is ill enough to go home. Parents or guardians will make this decision. The student will remain at school until the parent or guardian has been contacted. At times, students feel they are ill and they go to the nurse's station to lie down. These students are counted absent if they do not attend class.
7. Upon return to school after being absent, the student must bring a written parental/guardian note stating the reason for the absence. The principal will then determine whether the absence is excused or unexcused. Parental/guardian notes are accepted for five (5) absences per term only. Notes from a physician, dentist, judge, etc. must be furnished for any absence above the limit of five (5). Absences excused by a physician, dentist, judge, etc. will not be counted against the limit.
8. Upon return from an absence, the student must attend Encore until his/her work is completed.
9. If the student returns to school without the proper written excuse, (parent, doctor, etc.) the absence will be recorded as unexcused until the proper excuse is provided. If the proper excuse is not presented within one (1) day of the absence, detention time will be assigned. After one (1) week without an excuse, the student will be assigned a Saturday School.
10. Unexcused Absences: As previously defined, this type of absence falls in the category of acts leading to suspension or expulsion. The first unexcused absence in any one (1) term will be made up during Saturday School. Any unexcused absences thereafter shall result in suspension and credit reduction.
11. Any forgery or excused form will be treated as an unexcused absence.

12. Tardiness is defined as not being ready for class to begin when the tardy tone sounds. Any entry to class within the first ten minutes is declared a tardy, after ten minutes it is an absence. The third tardy to any class in the same term will result in a detention. All other tardies that term will result in Saturday School. An unexcused tardy will be a tardy not excused by a parental phone call or note within 24 hours.

CLASS CREDITS

If a student misses more than five (5) classes per term he/she will receive credits proportionately on the following scale:

<u>Classes Missed</u>	<u>Amount of Credit Towards Graduation</u>
0 - 5	5 credits
6 - 7	4 credits
8 - 9	3 credits
10	2 credits
over 10	0 credits

PROCEDURES FOR LEAVING THE BUILDING

Students shall not leave the school grounds during school hours without permission from the principal. Report to the principal's office to obtain permission to leave the building. If permission is granted, the student will be issued a "Permit to Leave the Building" and if necessary a "Make-Up Slip" to cover the time he/she is gone during the day.

Students that become ill at school will be given permission to go home after the parent has been contacted.

HALL PASS SYSTEM

All movement from an assigned area requires a pass for each student. Teachers will not give passes to unsupervised areas such as the shop, music room, weight room, gym, etc.

CLASSROOM CONDUCT

It shall be the policy of the school that all classrooms be conducted in a disciplined atmosphere in order to protect the rights of all students. Therefore, when you enroll in a class, you assume the following:

- (a) To be present and on time each day, unless you have a valid reason for being absent;
- (b) To be in your assigned seat promptly;
- (c) To complete each assignment on time;
- (d) To give all your attention in class;
- (e) To participate in class discussions;
- (f) To show special courtesy for substitute teachers who sometimes serve at personal sacrifice in order to help the student and the school;
- (g) There shall be no insubordination tolerated on the part of any student or disruptive behavior
- (h) No vulgar or obscene language of any nature will be tolerated;
- (i) Every teacher will be addressed by the last name, prefixed by the appropriate title.

FOOD AND DRINK

Only food or drink meeting the Nebraska State Nutritional Guidelines will be allowed in the school building. Food and drink are only allowed in the Commons Area and the Family Consumer Sciences room. Students are not allowed to take drinks into the locker or classroom areas, all food and drink will be confiscated in these areas and detention time assigned for each violation, due to Federal reimbursement for our lunch and breakfast program, these rules must be strictly adhered to. Because of the clean-up problems, sunflower seeds are not allowed anywhere in the building.

NONDISCRIMINATION STATEMENT

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer

CELL PHONES, IPODS, MP3's and WIRELESS TECHNOLOGY

Cell Phones, Ipods, MP3 players, personal CD players and any other devices that may distract from the learning environment are not allowed in the school building during the school day from 8 a.m. to 4 p.m. Violations will result in detention or suspension. The device will be taken away and turned into the principal by any observing school personnel. A parent/guardian of the student may pick up items taken from students during office hours. Any reoccurring offenses will result in the item being held for thirty (30) days. There is no right of privacy in this matter.

LUNCH

The school will have a breakfast and staggered lunch schedule. All students must eat in the commons area. Our school has a closed campus which means students may not leave school during lunchtime without permission from the office. You are not to leave the school area nor get into or on cars or other vehicles. Classes will be in session during all lunch periods. Students may study in the commons or use the library with permission of the principals during the lunch period.

LOCKERS

Each student in school will be assigned a locker. Lockers are school property and the contents are subject to search by school personnel at anytime. The district does not assume responsibility for lost items. Students are urged to keep lockers locked at all times. Each unit is large enough to hold all of your personal belongings and there is no reason for any material placed on the floor or around lockers. Materials found in the halls will be placed in the lost and found located in the administrative office. Money and other valuables should be checked into the Administrative Office for safekeeping.

BOOKS

Texts will be assigned to each student by their instructor. All textbooks should be covered by the student for protection. The student is responsible for the books assigned to him/her and should check the books when he/she receives them for damaged ones and report it to the instructor. Any damaged or lost books will be charged to the student.

COLLEGE DAYS

Juniors will be allowed on (1) day of absenteeism and seniors two (2) days (one each term) of absenteeism for college visitation. These visitations must be made with the parent or guardian accompanying the student. Arrangements for the college visitation will be made through the guidance department so the institution being visited will be able to make the arrangements necessary for a meaningful educational experience.

CRITERIA FOR ADVANCEMENT IN SEVENTH AND EIGHTH GRADE

The exploratory courses, which are art, industrial tech., music, and family and consumer sciences, are not included in the following criteria. For the remaining five (5) core courses (math, English, science, social studies, and physical education), the failing of one course will require the course to be successfully completed. The student must accumulate a minimum of 30 credit hours in these courses to be promoted to the next grade level. Teachers will make every remediation possible during the regular academic year so the student would not have make-up work the following year.

GRADING SYSTEM

The following grading system will be in effect in the Crofton Community Schools this year. Numerical grades will be used for each nine (9) week term.

A+ = 99-100	C+ = 83-84
A = 95-98	C = 79-82
A- = 93-94	C- = 77-78
B+ = 91-92	D+ = 75-76
B = 87-90	D = 71-74
B- = 85-86	D- = 70
	F = Below 70

Report cards will be mailed to the parents at the completion of each nine (9) week term. Teachers may be contacted at any time during the semester for current student progress. Progress reports will be sent home with student approximately every 4 ½ weeks. These progress reports require a signature from the parent and are returned to the subject teacher.

GPA CONVERSION TABLE

The GPA of each student attending Crofton High School is calculated by converting the cumulative percentage to a 4 point scale, when needed for purposes other than class rank.

93-100 = 4.0	92 = 3.9	84 = 2.9	76 = 1.9	69 = 0.9
	91 = 3.8	83 = 2.8	75 = 1.8	68 = 0.8
	90 = 3.7	82 = 2.7	74 = 1.7	67 = 0.7
	89 = 3.6	81 = 2.6	73 = 1.6	66 = 0.5
	88 = 3.5	80 = 2.5	72 = 1.4	
	87 = 3.4	79 = 2.4	71 = 1.2	
	86 = 3.2	78 = 2.2	70 = 1.0	
	85 = 3.0	77 = 2.0		

HONOR ROLL

Students on the honor roll will be listed on two (2) lists: the merit roll of honor roll: one having grade averages of 93 or above, the other list having an average between 90 and 93. Music and Physical Education classes are not used in these computations.

NATIONAL HONOR SOCIETY

Honor students in the sophomore through senior grades have the opportunity to join the local chapter of the National Honor Society if they meet the following stipulations:

1. All members present and prospective, must serve three (3) Hours of community service each year.
2. G.P.A. requirements are: sophomores - 95, juniors - 93, and Seniors - 90.

Students must be proposed for membership by two members of the teaching staff from an eligibility list compiled after the end of the first semester. If nominated by a staff member, the student will be given an application form and the faculty council will vote on membership.

Present and prospective members, who have minor violation of the law will receive a reprimand letter from the sponsor and then serve six hours of community service. A second offense will result in immediate suspension from the National Honor Society. The national constitution states that, once a student has been officially removed from the National Honor Society, they are no longer eligible for membership.

ACADEMIC ELIGIBILITY POLICY

1. Eligibility will be determined at the end of the second week of each term and will continue for each week thereafter.
2. Student eligibility runs from Monday to Monday. Grades for the failing students will be turned into the office on Monday before the start of the first period. Academic eligibility is as follows: if failing two (2) classes, then become ineligible; warning list if failing one (1) class for one (1) week; if failing same class for a second week, then become ineligible (no back-to-back warning for same class); grace period - first full week of each term. The students will be notified by the guidance counselor or principal. Parents will be notified by mail. Incompletes will become zeros unless special arrangements have been made.
3. Students must be given an opportunity to become eligible each week of their academic probation. This may involve completing work previously not done. If a situation occurs when no grades for a student are taken for a week in a class, that student's eligibility will be reviewed by the principal.
4. All activities are included in the eligibility policy.

ENCORE

We believe all students can learn, but some need more time and attention. Encore is a time for reteaching and structured study time. Encore will run from 8:10-8:35 a.m. Any students with less than a "C" average in a class is required to attend this class during encore. Students will be informed verbally or receive an encore notice when they are to attend encore. They will be required to attend encore everyday until their instructor informs

them otherwise. Encore is also required for those students who have makeup work to do. If a student is on the encore list for more than one subject, they should arrange their attendance with each teacher and vary their attendance daily. Encore is a class and all stipulations of the handbook apply.

Our tardy regulations for encore will be the same as they are for the regular school day. Three tardies in one term result in a detention. Every tardy thereafter will be a detention. Three detentions result in Saturday School. If a student misses more than ten (10) minutes of the encore period, they will be counted absent. Unexcused absences from encore or the mandatory study hall will result in an office detention on the first and second offense. On the third (3rd) unexcused encore absence of a term a Saturday School will be required.

PROGRESS REPORTS

Progress reports will be sent home with students from each class approximately every 4 ½ weeks. These reports are required to be signed by the parent and returned to the subject teacher. Students and parents are reminded that Crofton Jr-Sr High School uses an automated grading programs and each teacher will have current grades available daily if you wish to contact them. Parental involvement is welcome and vital for student academic success.

CLASS CHANGES

Students work closely with the guidance counselor in developing a drawing board for their high school classes in accordance with career plans. Students will register according to this plan. Registration for classes occurs in the spring of the year and parents sign student registration sheets at this time. Class changes are kept to a minimum because of the exactness needed in our school timetable and section sizes. Any class changes will require the student to conference with the guidance counselor, teachers affected, and the principal if necessary. Students requesting transfers into classes that have minimum safety requirements must learn these safety procedures. Testing will be prerequisite to transfer. The content of the test is left to the discretion of the teacher.

GUIDANCE OFFICE

The guidance department exists for the benefit of every student in the Crofton Community Schools. The guidance services, including personal, educational and vocational counseling, are available to the students. The doors to the guidance office are always open to the students. Parents are also welcome to confer with the guidance counselors at their convenience. The purpose of the guidance department is to:

- (a) Help each student to get the most from his/her class work;
- (b) Help each student to find his/her place in the extracurricular program;
- (c) Help each student plan for his/her life's work;
- (d) Help each student with his/her personal problems;
- (e) Give students information on available scholarships;
- (f) Administer intelligence, aptitude, interest, and achievement tests so students may realize their capabilities;
- (g) Assist students in the selection of an appropriate vocation.

CHEATING

Any student caught by a staff member cheating on an assignment or examination shall receive a zero on that exam. Repetitive cheating or cheating on major exams will be subject to further discipline as determined by the principal. Character education is important in this school. Pride in your own personal performance is expected and is a valuable lifetime skill.

INSTRUCTIONAL PROGRAMS

The instructional program of the Crofton Community High School offers the following subject fields. Included are: 1) the instructional units required by law, 2) the instructional units offered by the Crofton Community School, and 3) the instructional units required to graduate from the Crofton Community School. (Instructional units as defined in Rule 10 of the Nebraska School Code).

CLASSES	UNITS REQUIRED BY STATE DEPT. ED.	UNITS OFFERED BY OUR SCHOOL	GRADUATION
LANGUAGE ARTS	60	60	40
SOCIAL SCIENCE	40	50	30
MATHEMATICS	40	70	20
SCIENCE	40	80	20
FOREIGN LANGUAGE	20	30	
VOCATIONAL EDUCATION AND/OR PRACTICAL ARTS	80	180	
PERSONAL HEALTH & PHYSICAL FITNESS	20	20	10
VISUAL AND PERFORMING ARTS	40	70	
COMPUTER EDUCATION		30	
ELECTIVES			160
TOTAL	340	590	280

GRADUATION REQUIREMENTS

Students graduating from Crofton Community School during the 200-2006 school year must have successfully completed 280 credits of work. Current year classes will be required to successfully complete:

The following courses will be required for students to graduate from the Crofton Community School, unless special consideration is given due to extreme hardship:

- (a) 40 credits of English to include: English 9, English 10, English 11, and English 12
- (b) 30 credits of social studies to include: 10 American History, 10-World History, and 10-American Government
- (c) 20 credits of mathematics to include: Algebra I
- (d) 20 credits of science to include: Introductory Physical Science and Biology
- (e) 10 credits of Physical Education

Students shall clear the record of disciplinary action, pay all fines, fees, and dues, complete all assignments, and return all equipment belonging to the district prior to recommendation for graduation or promotion.

The valedictorian and salutatorian will be selected on the basis of highest grade point average over the four years.

MEDIA CENTER

Our Media center is available to all students at the Crofton Community Schools. Books may be loaned for a two (2) week period. Each student is financially responsible when books and other articles are not returned. Students are welcome to use the computer, view and listen to filmstrips, record, tapes, books, and films to aid in their research assignments. Films and tapes of school games and activities will not be shown during the regular school day. Students should use the media center for reading, research, and quiet study. Conversation should be held at a minimum unless students are involved in small group study. Please be considerate of others when using these facilities.

POLICY CONCERNING INTERNET USE BY STUDENTS

It shall be the policy of Knox County School District No. 96, Crofton, Nebraska, to provide educative and curriculum related opportunities to the students of the district by providing telecomputing services by (Internet) the school district to the students of the district. The district by adopting this policy, recognized that access to the Internet, data available through the Internet, and the placing of data onto the Internet may be technically difficult to monitor and control. It shall, in recognition of the educative and curricular benefits of Internet, be the policy of this district to revoke privilege of any user who misuses the Internet by engaging in activities not related to the educative purposes or to the curricular offerings of the district.

User access will be prohibited and revoked as to any person who uses the Internet for activities such as, but not limited to, receiving or inputting pornographic material, promoting violence, transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices, for engaging in uses of defamatory nature, for personal attacks on or "flaming" of another, for engaging in non-educative or non-curricular related conversations, including chat rooms, and for accessing or inputting items of a strictly entertaining or recreational nature not related to the educative purpose or the curriculum of this district.

Additionally, to the extent that it can be reasonably determined by the administration what fees, if any, have been incurred by a person for nonauthorized purposes, it shall be the policy of this district to seek reimbursement and full restitution from the student or his or her parent or guardian, for use of the Internet in a manner inconsistent with this policy.

It shall further be the policy of this district to provide a copy of this policy to each student user of the Internet, and to this or her parent or guardian, when requested by the latter.

DRIVING OF "VEHICLES"

Students who drive to school are to use the south driveway and are to park in the second, third, fourth and fifth row of the area east of the main entrance of the school. Please do not use the driveway north of the building as that is reserved for service vehicles. Vehicles are not to be driven during the noon break. When you arrive at school in the morning, the vehicle you drive is to be parked and not moved until school is dismissed in the afternoon. At dismissal time, students' cars must not be moved until the buses have cleared the school property. Vehicles may be moved during the day only with the permission of the principal or the superintendent. No one is to be sitting in or on cars or motorcycles during the lunch periods.

TELEPHONES

A Phone is available for students use on the wall by the office. The students may use the phone in the administrative office with permission from that office.

In the event a student receives a call he will be called out of class only if it is an emergency. Normally, phone calls will be handled between classes, during the lunchtime, or after school. All long distance calls from school must be made collect.

BULLETIN BOARDS

Organizations wishing to post information on the bulletin boards or in the school will clear the material through the principal.

DAILY ANNOUNCEMENTS

The information for the daily bulletin must be in the hands of the school secretary by 8:30 each morning. The announcements will be posted on the bulletin boards and given to each morning on the school website, croftonschools.com. be sure you have read the bulletin each day.

STUDENT COUNCIL

Your student council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the council are your representatives and have direct access to the school administration.

SCHOOL PLAYS

A school play will be staged. The play will be presented between the football and basketball seasons. Students in grades 7-12 are eligible to perform in this play.

SCHEDULING OF EVENTS

The scheduling of events must be on the school calendar two (2) weeks in advance. This time limit must be waived by the principal in extenuating circumstances. Ordinarily, there will be no scheduling of events on Wednesday night or Sunday. This allows the students to participate in the programs of the church of his/her choice. Any deviation from this established policy must be cleared through the administrative offices.

VISITORS

All Visitors to Crofton Community Schools are required to check with the superintendent's or principal's office prior to contacting anyone in school. The parents are encouraged to visit school and will be welcomed by the staff. Arrangements for persons other than parents and patrons, such as students' friends from another school, must be made three days in advance. These arrangements must be made with the principal of the school being visited.

HEALTH SERVICES

A student who becomes ill or in need of first aid treatment should report to the principal's office and they will be referred to the nurse.

SCHOOL BUS TRANSPORTATION

Students who ride buses are expected to observe the rules established by the school board and enforced by the bus drivers as they are in charge of the bus and the students.

Rules for activity buses:

Cost of the transportation will be determined by the

1. administration for each activity.
2. Sign up by 1:00 PM the day of the event in the principal's office so arrangements can be made.
3. Only 7-12 students may sign up.
4. Twenty (20) students will be the minimum.
5. The person riding the bus should sit together at the event.
6. Misconduct will not be allowed, names will be turned into the principal's office. Anyone signing the list and then not showing up will lose their \$3.00 and have their parents called for an explanation of the absence.
7. Admission to the event will be collected by the supervisor.
8. Cheerleaders will always ride the bus when one is available. If a bus does not go to an event the cheerleaders will ride in the school van or car with a faculty member, supervisor, or advisor. Cheerleaders may not ride with anyone else.
9. All students riding to an event on the bus will also ride home on the same bus. Exception: Students may go home only with his/her parents, but the parents must inform the bus driver or person supervising. Parents may decide on other forms of transportation with written notification on record in the office.

REMINDER

NO WEAPONS ARE ALLOWED

AT

CROFTON COMMUNITY SCHOOLS

REGARDLESS OF THE CONCEALED HANDGUN LAW

Crofton Community Schools

The legislature has passed a concealed handgun law. We want to remind and assure staff, students, parents and visitors to our schools that weapons are NOT permitted to be brought to our school buildings, school grounds, or school activities.

The concealed weapons law will allow adults to get a permit to carry a concealed handgun. Permit holders will be allowed to carry a concealed handgun in many places, but NOT at our school. Anyone who carries a handgun or weapon at our school is in violation of Board policies and is also committing a crime which will be reported to law enforcement. We have copied below the section of the new law:

Laws 2006, LB 454, Section 15

A permit holder may carry a concealed handgun anywhere in Nebraska, EXCEPT any: Police, Sheriff, or Nebraska State Patrol station or office; detention facility, prison, or jail; courtroom or building which contains a courtroom; polling place during a bona fide election; meeting of the governing body of a county, public school district, municipality, or other political subdivision; meeting of the Legislature or a committee of the Legislature; financial institution; professional, semiprofessional, or collegiate athletic event; school, school grounds, school-owned vehicle, or school-sponsored activity or athletic event; place of worship; emergency room or trauma center; political rally or fundraiser; establishment having license issued under the Nebraska Liquor Control Act that derives over one-half of its total income from the sale of alcoholic liquor; place where the possession or carrying of a firearm is prohibited by state or federal law; a place or premises where the person, persons, entity, or entities in control of the property or employer in control of the property has prohibited permit holders from carrying concealed handguns into or onto the place or premises; or into or onto any other place or premises where handguns are prohibited by law or rule or regulation.

DISCIPLINE POLICY

It shall be the policy of the school, that should you be dismissed from a class for disciplinary reasons, you will be given a statement from the instructor stating the reason. Come immediately to the principal's office. Most discipline should be handled by the individual instructors, and it is assumed that students sent to the principal's office need strong disciplinary action. A record of all such disciplinary actions will be kept on file in the principal's office. Parents will be notified of all disciplinary action.

DETENTIONS

A detention period is a punishment given to the student for disregarding the rules and regulations established for the purpose of making it possible for all students to gain an education.

When the student receives a detention, the student will report to the place and time designated by the teacher assigning the detention.

Detention periods supersede all athletics and activities that the student participates in.

Any student disregarding a detention period will be disciplined in the following way. The student will receive double the time missed. The second time the student misses the assigned detention, Saturday school will be assigned.

Each time a student receives a detention, a behavior form with the teacher's explanation of the offense committed and the punishment assigned, will be filed in the principal's office and one will be sent home. If a student should accumulate three detentions in a semester, the fourth and all additional detentions will result in Saturday School.

Saturday School will be held between the hours of 8:35 a.m. to 12:35 p.m. A student in Saturday School can expect time for punishment work as well as school work. Saturday school will supersede all school activities, jobs, etc. If Saturday School is disregarded by the student a suspension will result. It is the student's responsibility to grow and meet the demands on his/her time. Problems with discipline can be eliminated only by an improvement of his or her behavior patterns.

If Saturday School interferes with a family emergency, the parents can make a formal appeal to have the student attend at a later time.

SUSPENSION OF STUDENTS

The Board of Education has adopted the following policy in regard to the suspension and expulsion of students:

A. Short-Term Suspensions:

The superintendent and/or principal may suspend a student from school codes or personal conduct while attending school or participating in or attending an activity sponsored by the school.

B. In-School Suspensions:

In-School suspension may be substituted for suspension from school in certain cases. In-school suspension will be served in a room apart from the other students. The student will take his/her books to the room so that assignments made by teachers may be completed or the student may be required to complete work assigned by the principal.

The student will be allowed to leave the room two (2) times to go to the bathroom. Lunch will be brought to the student by a staff member.

A supervisory person will see that the rules of the suspension are being carried out and that additional materials, such as library materials, may be obtained for the student.

A students may be assigned an additional in-school suspension if rules are broken, again, but the third (3rd) offense will result in an out of school suspension. The student is not counted absent for an in-school suspension.

The following is a partial list of offenses that will result in suspension:

- (a) Insubordination towards school employees;
- (b) Gambling;
- (c) Unlawful sex acts;
- (d) Unsportsman-like conduct toward visiting teams or officials;
- (e) Fighting;
- (f) Vandalism of property belonging to the school district, staff or students;
- (g) Gross disrespect for school employees;
- (h) Possession or use of tobacco, alcohol, or illegal drugs on school property or at school sponsored activities;
- (i) Willful truancy or tardiness;
- (j) Committing any other act or becoming involved in any other activity which disrupts the normal educational opportunities for other students;
- (k) If the student's conduct constitutes a clear threat to the physical safety of himself, herself, or others or if it is so extremely disruptive as to make a temporary removal necessary to preserve the rights of other students to pursue an education;
- (l) Habitually failing to give proper observance to the requirements of the school;
- (m) Conduct constituting grounds for expulsion or longterm suspension as set out in Nebraska Law;
- (n) If the student has a dangerous communicable disease transmissible through normal school contacts;
- (o) If the student is infected with or can be proved to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well-being of the school community.

C. Long-Term Suspensions and Expulsions:

The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during an educational function or event off school grounds.

- (a) Use of violence, force, coercion, threat, intimidation, or similar conducting a manner that constitutes a substantial interference with school purposes:
- (b) Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value;

- (c) Causing or attempting to cause physical injury to a school employee or to any student; physical injury caused by accident, selfdefense, or other action undertaken on the reasonable belief that it was necessary to protect some other person, shall not constitute a violation of this sub-division;
- (d) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student;
- (e) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- (f) Engaging in the unlawful possession, selling, dispensing, Or use of a controlled substance or alcoholic liquor;
- (g) Engaging in any other activity forbidden by the laws of the State of Nebraska when such activity constitutes a danger to other students, or school employees, or interferes with school purposes;
- (h) A repeated violation of any rules, validly established by the school if such violation constitutes a substantial interference with school purposes;
- (i) A repeated violation of the short-term suspension may be cause for a long-term expulsion.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be available in the principal's office for each student on the first day of classes. Purchase of this program is optional. Only students playing nine (9) through twelve (12) varsity athletics must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this package.

STUDENTS

Student Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-or expelled, the student shall not be permitted on school grounds without specific administrator approval.

Short-Term Suspension

- A. Students may be excluded by the principal or designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
- (1) Conduct constituting grounds for expulsion as hereinafter set forth; or
 - (2) Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.
- B. The following process will apply to short-term suspension:
- (1) The principal or designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
 - (2) Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
 - (3) The student shall be afforded an opportunity to explain the student's version of the facts to the administrator or designee making the short-term suspension decision.
 - (4) Within twenty-four (24) hours of such additional time as is reasonably necessary following the suspension, the principal or administrator shall send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the

action taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or designee before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.

2. Long-Term Suspension

Students may be excluded by the principal or designee from school or any school function for a period of six (6) school days but less than twenty (20) school days (long-term suspension) for conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

3. Expulsion

Defined. Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in Paragraph 4d, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

Summer Review. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student's parent 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 lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the board of education or a committee of the board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the superintendent.

Suspension of Enforcement. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program which the school district deems appropriate for rehabilitation of the student. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to

return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the superintendent or designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the student's participation and conduct has been satisfactory or not shall be made by the superintendent or designee.

Student Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen (19) years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the superintendent or designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicates, be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment.

The following types of student conduct shall constitute grounds for shortterm suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event, or when in violation of the school's policies.

- (1) Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- (2) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
- (3) Sexual assault or attempting to sexually assault any person.
- (4) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
- (5) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.
- (6) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
- (7) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
- (8) Engaging in the selling, using, possessing or dispensing of alcoholic

beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia.

- (9) Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substances or inhalant.
- (10) Truancy or failure to attend assigned classes or assigned activities.
- (11) Tardiness to school, assigned classes or assigned activities.
- (12) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
- (13) Public indecency.
- (14) Repeated violation of any of the school rules.
- (15) Engaging in any unlawful activity as determined by the laws of the United States or the State of Nebraska.
- (16) Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
- (17) Willfully violating the behavioral expectations for those students riding the District's buses or other vehicles.

b. In addition a student may be suspended (short-term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purpose of this provision sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in section 79-267(8).

c. In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:

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

(2) the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon, shall be expelled for the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

d. In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one (1) calendar year. The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis.

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

(1) Prior written permission to bring the firearm or other dangerous weapon to school shall be obtained from the student's teacher, building administrator and parent.

(2) The purpose of having the firearm or other dangerous weapon in school shall be for a legitimate educational function.

(3) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed shall have prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such times as is necessary to fulfill the educational function.

(4) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

(5) A student who brings a firearm or other dangerous weapon to school without having complied with the above conditions shall be subject to disciplinary action.

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment

The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

a. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged with the superintendent or his or her designee.

b. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of findings and a recommendation of the action to be taken to the superintendent.

c. The principal or designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:

(1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented

- against the student as submitted by the principal or designee.
- (2) The penalties to which the student may be subjected and the penalty which the principal or designee has recommended.
 - (3) A statement explaining the student's right to a hearing.
 - (4) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (5) A statement that the administrative representative, legal counsel for school, the student, the student's parents, 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 identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (6) A form to request or waive a hearing to be signed by such parties and delivered to the principal or designee in person or by registered or certified mail.
- d. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 - e. In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal or designee shall automatically go into effect.
 - f. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
 - g. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 - h. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

Hearing Procedure:

- a. Hearing Officer. The hearing officer shall be any person designated by the superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
- b. Administrative Representative. The principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.

c. Notice of Hearing. If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative representative, and the student and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all the parties.

d. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

e. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the schools at any reasonable time prior to the hearing.

f. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit or other reliable form, of persons having information about the student's conduct and the student's records. Such statements and records are to be made available to the student, the student's parents, 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, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question witnesses giving information at the hearing. The student may testify in the student's own defense in which case the student shall be subject to cross-examination. The student may choose not to testify and, in such case, will not be threatened with punishment or later be punished for refusal to testify. 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.

A single hearing may be conducted for more than one (1) student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each of any of said students.

g. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.

h. Record. The proceedings of the hearing shall be recorded at the expense of the school district.

i. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent written findings and recommendation as to disposition. This 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.

j. Review by Superintendent. The superintendent shall review the findings and recommendations of the hearing officer and may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. The superintendent may not impose a more severe sanction than that imposed by the hearing officer.

k. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice, the determination of the superintendent shall take immediate effect.

l. Appeal to Board. The student, student's parents or guardian may, within seven (7) school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.

m. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three (3) members shall within ten (10) school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such 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 administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the superintendent's disposition of the case if it finds the superintendent's decision to be too severe, but it may not impose a more severe sanction. The designated method of giving public notice of the hearing, if required, shall be by posting on the schoolhouse door or on the door to the hearing room.

The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

B. Special Education-Discipline Actions for Special Education Students

Additional procedures related to discipline of special education students are provided for in the special education policies.

C. Use of Corporal Punishment

Corporal punishment is not to be used as a form of discipline. Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:

1. Protection of the staff member;
2. Protection of other students or property from the student;
3. Removal of the student from a situation that endangers the student, other persons, or property.

D. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents of guardian as soon as possible.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

3. In effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- a. Knowingly possessing illegal drugs or alcohol.
- b. Aggravated or felonious assault
- c. Vandalism resulting in significant property of a significant nature.
- d. Theft of school or personal property of a significant nature.
- e. Automobile accident.
- f. Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

E. Attire and Grooming

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail.

The administration may by regulation establish specific attire that is and is not permitted. The following do not constitute acceptable school attire:

1. Shorts of a length which pose a disruption to the environment of the school.
2. Cutoffs.
3. Pants and/or shorts with frayed ends.
4. Shorts and/or dresses which are more than four (4) inches above the knee
5. Tank tops.
6. Tops which have spaghetti type straps.
7. Body piercing of all visible body parts except the ear.
8. Markings or tattoos on all visible body parts.
9. Pants or shorts which are worn below the waist.
10. Pants which drag on the floor when worn.
11. School dress which exposes undergarments such as sports bras, underwear, etc.
12. Articles which are unwashed and inappropriately soiled.
13. Articles displaying indecent writing, pictures, or slogans.
14. Articles which could cause damage to other individual property;
Example: cleats on shoes, chain or spiked articles.
15. Jewelry (necklaces, rinds, bracelets, etc.) that may pose a safety hazard will be removed upon request.
16. Headwear, such as caps/hats/bandannas, may not be worn in school buildings during the school day or at school activities other than outdoor activities.
17. Any type of attire that advertises, promotes, or makes reference to drugs, alcohol, violence, tobacco or sexual acts.
18. Clothing with tears or holes that expose flesh or underclothes are not acceptable.

The dress code will be in effect during school hours and school activities unless students are given permission by the principal to wear something different. The final decision regarding attire and grooming will be made by the Principal or Superintendent. On the first offense of a dress code, a student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes, unless given permission by their parent/guardian and the Principal. Continual violations of the dress code will result in disciplinary actions (suspension or expulsion).

F. Building Entry and Movement

Students involved in special activities before 8:00a.m. or after 4:00 p.m. must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. If a student needs to enter the building prior to 8:00 a.m. and will not be under the direct supervision of a teacher sponsor, the student must stay in the front entrance area. Failure to do so will be referred to the Principal.

During school time students may be permitted to leave the classroom or study hall for specific purposes. A pass signed by a teacher is

required. Each teacher will maintain a sign out sheet in their room.

G. Respect for Persons and Property

Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or the District.

H. Tobacco/Alcohol and Other Drugs

As a participant in Toward a Drug Free Nebraska Program, certain training level and standards are present in the District's policies. A comprehensive, age-appropriate, developmentally based, alcohol and other drug education and prevention program for all students in all grades is in place. The education and prevention program includes information on the legal, social and health consequences of alcohol and other drug use. The program includes teaching students effective techniques for resisting peer pressure to use alcohol and other drugs.

The District takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. This policy will be revised biennially to 1) determine program effectiveness and implement any necessary changes, and 2) to ensure that the policy sanctions are consistently enforced.

Appropriate disciplinary sanctions and educational measures shall be imposed when any student is found to be in violation of school policy relating to the possession, (including "under the influence") use, sale, manufacture or distribution of alcohol, tobacco, (including smokeless tobacco) controlled substances, or "look-alikes," on school property, at school sanctioned activities, (either on school property or at other community sites), or when being transported in vehicles dispatched by the school district.

Legal Source: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: August 14, 2006

STUDENT ACTIVITIES

A parent or guardian, who wishes his child or children to be excused from certain types of student activities for religious or physical reason, must present the request in writing to the principal who will make his decision in the light of board policy.

VANDALISM AND PROPERTY DAMAGE

Our school building and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damage. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher immediately.

STUDENT DANCE POLICY

Any dance held at the school will be open to all the students in grades 9-12 and their dates. Each student will be allowed to bring a date subject to the following conditions:

- (a) The dates must be signed in at the principal's office in advance;
- (b) The dates will be expected to conduct themselves in the same manner as our students;
- (c) Each individual student is responsible for the conduct of his or her date;
- (d) NO date shall be below the 9th grade.

Dances shall be limited in time from 9:00 p.m. to 12:00 midnight. All dances shall be governed by sponsors in charge of the activity, with additional sponsorships of no less than two (2) sets of parents. Once you have entered the building for a dance, you will not be readmitted if you leave the building.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

1. It is the policy of the Crofton High School not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973, and the Nebraska Equal Educational Opportunity Act.

2. Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race, or handicap in violation of this policy may grieve such matter using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

3. Inquires regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504 or Title VI, may be directed to Daniel J. Hoesing, Superintendent, Box 8, (402)256-3133, or in case of Title IX and the Rehabilitation Act to the Director of Region VII, Office of the Civil Rights, 1022 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153, (816)891-8026.

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

1. Age Hardship Waiver Applications. The NSAA Constitution and Bylaws permit schools to file Hardship Waiver Applications for students that are otherwise ineligible to participate in NSAA varsity competition. The NSAA Constitution specifies those criteria that constitute a hardship. If there is documented evidence that a hardship exists, the Executive Director has the authority to set aside certain eligibility rules and declare such student eligible.

An age limitation requirement provides the following: commonality between student-athletes and students in interscholastic competition; inhibits "redshirting;" allows the participation of younger and less experienced players; promotes equality of competition; and helps to diminish the inherent risk of injury associated with participation in interscholastic athletics.

NSAA bylaws place an age restriction on participants, rendering students ineligible if they reach the age of 19 prior to August 1st. The Executive Director has fielded numerous Hardship Waiver Applications, seeking a waiver of the age rule. Some of the reasons that have been expressed have been (1) ignorance of the fact that 7th and 8th students can participate at the high school level if they turn age 15 prior to August 1; (2) claims that schools did not adequately advise the student and parents; (3) injury preventing students from participating one or more years at the high school level; and (4) special education or other special needs.

Many denied Age Hardship Waivers have been appealed to the Board of Control, only to have those appeals denied. The courts in the Eight Circuit have upheld the age rule as an objective rule—either the student is the correct age or is too old—without amendment or accommodation for ADA, Section 504, or other arguments for eligibility beyond age 19.

NSAA legal counsel recommended and the Board of Control approved language to serve as the basis for age Hardship Waivers. That approved language states, "The Age Limitation Bylaw 2.3.1 is an objective standard; a student must meet the age limitation set forth in Bylaw 2.3.1 to be eligible for participation and competition. The only consideration for a waiver of the age eligibility rule shall be to determine if a discrepancy exists in the student's reported Date of Birth that, upon further examination and evidence, would result in the establishment of the correct Date of Birth.

(See, Pottgen v. MSHSAA, 40 F. 3d. 926 (8th Cir. 1994))

Schools may still file age Hardship Waiver Application, but the only basis on which such waiver will be granted will be a discrepancy in the student's reported Date of Birth.

2. Football Scheduling. It is time once again for the NSAA Staff to gear up to provide regular season football schedules for all eight and eleven-man football schools. That means that schools and communities need to do the requisite planning to assure that the school is playing at the correct level for the next two years. Due to rapidly changing demographics in many areas of our state, it is necessary for school-decision-makers to become involved in the necessary planning to make the correct decision for the students and communities they represent.

Student Refusal Form for Military Recruiter Information Requests

The No Child Left Behind Act (NCLB) requires school districts to take certain actions with respect to efforts by the United States military to recruit high school students.

If Students over 18 or parents of Junior and Senior students do not request a "Student Refusal Form for Military Recruiter Information Requests" from the school office, release of your information is automatic when recruiters ask.

**Crofton Community School Board of Education Policy
Violation / Exclusion from Activities**

It shall be the policy of Crofton Community School District No. 54-0096, Crofton, Nebraska to recognize the value *of* all school activities in the development of the District's youth. Participation in school activities is voluntary and shall be considered a privilege made available to the students by the District.

The Board of Education is aware of the dangers inherent in alcohol and drug use to both the physical and psychological well being of the students of Crofton Community School. The Board of Education is also aware that the students may need additional stimulus and support *to* resist the use of alcohol and other drugs. One of the purposes of this policy is to provide one more tool to help all students remain drug free.

The students and patrons of the Crofton school district are proud of the school's record and the effort exhibited by the participants in all school activities involving area schools. With pride comes the expectation that all students will represent the Crofton Community School in an exemplary manner. Rules and guidelines developed by the Nebraska School Activities Association (NSAA) and / or the Crofton Community School must be adhered to before any student can participate in any activity offered by the Crofton Community School.

The following policy will serve as the guideline and rule for all activities at the Crofton Community School. The application of the guidelines and rules shall be in effect year round and shall apply to all activities.

I. Student Participation.

A. A student participating in any school activity or practice held after school must be in attendance at least one half of the school day and that attendance must begin by the beginning of the third block period.

B. Any exception to item 1., A., must be approved by the principal.

C. All student participants must meet eligibility requirements.

II. Exclusion from activities:

A. A student will be excluded from an activity when found guilty in a court of law, or found in violation of the school's policies by an investigation conducted by the principal concerning the following infractions:

1. Engaging in the unlawful possession, selling, dispersing or use of a controlled substance or alcoholic beverage.
2. Possession or use of tobacco.
3. Causing or attempting to cause physical injury to another student during school or a school activity. Physical injury caused by accident, self-defense or other actions taken on a reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
4. Being involved in theft or damage or attempting to cause damage to school property, property belonging to a school employee, property belonging to another school district, or property belonging to another student.
5. Engaging in behavior that would bring discredit to the participant and I or his / her activity members.
6. Refusing to abide by a coach's or sponsor's request concerning actions, appearance, and I or general conduct as a representative of the Crofton Community School.
7. Engaging in any other conduct which may not be described previously, but which constitutes a substantial interference with the activities of the school or is a danger to another student.

B. The duration of the exclusion shall be thirty (30) school days from participation in all activities for a first violation of this activity participation policy. Activities held on weekends shall cause the participant to be excluded from said activity, but shall not count in the thirty (30) day activity exclusion. A second violation, and all subsequent violations, of the activity participation policy will cause a student to be excluded from participation in all school activities for ninety (90) school days.

Crofton Community School Board of Education Policy

Violation / Exclusion from Activities

Page 2

C. Violations involving the use of tobacco will require the student to enroll in the Crofton Community School Tobacco Cessation Program. Successful completion of the Tobacco Cessation Program will reduce a first offense violation from thirty (30) days from all activities exclusion to twenty (20) days from all activities exclusion. There will be no reduction in exclusion time for a second offense, (See Item II. B.).

D. Violations involving the use of alcohol and / or other controlled substances may require the student to enroll in a recognized alcohol or drug treatment program. Successful completion of such a program will reduce a first offense violation from thirty (30) days from all activities exclusion to twenty (20) days from all activities exclusion. The cost of such a program will be borne by the student. There will be no reduction in exclusion time for a second offense, (See Item II. B.).

This policy adopted by Board of Education Action this 9th day of June 2003.

ATTEST: Kieth Zimmerman
 President, Board of Education

**Policy Regarding Body Exposure
And
Exhibitionism by Students**

It shall be the policy of Crofton Community School District No. 54-0096-000, Knox County, Nebraska to pursue through all legal and lawful channels available to the School District the filing of charges against any student knowingly exposing oneself by acts of "mooning", "flashing", or otherwise exposing one's body for the purpose of offending the moral sense of others. Punishment may include, but is not limited to, suspension or expulsion from school, fines imposed by a court of law, or imprisonment as ordered by a court of law.

It shall further be considered against School District policy for students to ride unsecured in the cargo area of vehicles, or to otherwise drive with willful and reckless regard for the safety of others. Charges of "reckless driving" shall be filed by the School District for such acts of exhibitionism.

Policy to Prevent Dating Violence

Crofton Community School 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.

Pursuant to Section 79-2, 240, the Legislature has defined (a) "dating violence" to mean a pattern of behavior where one person uses threats of, or actually uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) "dating partner" to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Dating violence training, as defined by Section 79-2, 141 (4), shall be provided to staff deemed appropriate by the administration. The administration will be responsible for reviewing the school district's Student Code of Conduct to insure that this policy is reflected therein.

Adopted June 14, 2010
Reviewed Annually

STUDENT FEES POLICY

As adopted by the
Board of Education of the Crofton Community Schools
in the year of 2011.

STUDENT FEES POLICY

The Board of Education of Crofton Community Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulation which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2010-2011 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator teacher responsible for the program, course or activity.

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

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District-property

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property; Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be

encouraged 10 supply materials for course project. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable, value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire, Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the 2 participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility .to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities" Fees for participation. Any fees for participation in extracurricular activities for the 2010-2011 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

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

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian, or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver -Policy. The District's policy *is* to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary -materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free lunch program or reduced price lunch program is not required to qualify for free or reduced "price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at-no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the 8th day of August, 2011, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2011-2012 school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal References:

Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249
(The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)

Neb. Rev. Stat. §79-2,104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or prekindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: August 8, 2011.

Appendix "I" to 2011-2012 Student Fees Policy of Crofton Community Schools

Additional Specification of Required Materials and Fees

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Elementary Program		
Physical Education Classes	Appropriate Clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-Shirt
Art Classes and Special Projects or Events	Appropriate Clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional Band Courses	Musical Instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres flip folders, slide grease, Teed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures and a "gig bag", etc.) Limited instruments available for use by any student. Refundable Damage Deposit of \$30.00 for use of school owned instrument.
Classroom Supplies	General Supplies, Such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	Non-necessary classroom supplies will be made available by the school. Students will be responsible for the cost of damaged or lost supplies. Students are encouraged, but not required, to bring items from class supply lists which may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	Non costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School Lunches will be provided for free-reduced lunch eligible students.
Summer School Courses	Classes offered during the summer, or at night, if any	Not more than \$50 per class
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10 per page when charges apply).
School Meals		Breakfast - 1.25 Lunch - 2.90 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.

1 This listing is a part of the 2011-2012 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy,

2 Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2011-2012 school year.

Secondary Program	General Description of Fee of Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education Classes	Appropriate Clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-Shirt
Art, FCS, Shop Classes and Special Projects	Appropriate Clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes
Music Optional Band Courses	Musical Instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposits of \$30.00 for use of school owned instrument.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None- necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Advanced Math or Science Classes	Specialized Calculators	Refundable damage deposit of \$25 per semester will be required for students who wish to use school calculators outside the classroom. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten copies (.10) per page when charges apply.
School Meals		Breakfast - 2.00 Lunch - 3.00 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-Secondary Education Classes	Tuition and fees for college courses taken for credit	None – Any postsecondary education costs are to be paid directly by students to the college
College Entrance Tests and Preparation	Prep programs and tests	Costs of college entrance test or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved
Summer School Courses	Classes offered during the summer, or at-night if any	Driver's Education Class: \$300 Other Classes: \$50 per class
Locker Usage	Use of school padlock	Refundable damage deposit of \$25 per year may be required for students who wish to use a school locker
Parking	Use of school parking lot during school day	\$20.00 per year. Students may be required to sign and display a parking permit
Extracurricular and Other Programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Athletic Programs		
Admission	Spectator fees for admission to events	\$6.00 per event maximum. Students may purchase an Activity Ticket for \$70.00 per year. For District and Conference events hosted by the school cost to be set by NSAA but to exceed \$20.00 per event
Athletic Participation Fee	Fee to participate in athletic programs.	In the event an athletic participation fee is charged, the fee will be \$50.00 per year maximum.

Equipment and attire	Students are responsible for required for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment or other items associated with the sport or activity.	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include; personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <p>Basketball - No additional</p> <p>Cross Country - No additional</p> <p>Football - Mouth piece</p> <p>Golf - Golf bag and clubs</p> <p>Speech/Debate - Dress attire; copies of research</p> <p>Track - No additional</p> <p>Volleyball - Volleyball Knee Pads</p> <p>Wrestling - Wrestling Head Gear</p> <p>Cheerleading and Dance Team Squads - Shoes, approved uniforms (tops & skirt; jacket) poms and other accessories</p>
Travel Meals	Meals	Students are responsible for their own meals while traveling. Individual sports or activities may request students to pay up to \$50.00 per season to be used towards team travel meals.
Locker Use	Padlock for gym locker	Refundable damage deposit of \$25 per season may be required.
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics such as t-shirts shall be at the student's expens
Athletic Clubs	Letterman Club and other clubs supporting the athletic program	Annual dues not exceed \$50.00 per club
Marching Bands and Musical Groups	Equipment and Attire	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00
Clubs/Organizations		
Future Farmers - FFA	State & National dues, meals and activities	Annual dues not to exceed \$50.00 per club
Future Career/Community Leaders - FCCLA	State & National dues, meals and activities	Annual dues not to exceed \$50.00 per club
National Honor Society	State & National dues, meals and activities	Annual dues not to exceed \$50.00 per club
Student Council	State & National dues, meals and activities	Annual dues not to exceed \$50.00 per club
Social & Recognition Activities		
School Plays, Musical and Social Activities	Admission to events	\$10.00 per play or activity
School Dance	Admission to prom, homecoming, etc.	\$25.00 per event

Class Dues		Each of the six secondary classes may assess its members an amount not exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Senior Recognition Assessment	Optional Graduation Activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A singular Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.
Trips	Transportation, Lodging, Meals, Admission to Events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student if the trip is not subject to this policy and no fee waivers will apply. A trip is not school sponsored if : it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement and participation on the trip is voluntary for students.

RECERTIFIED BY BOARD ACTION AUGUST 8, 2011.

PARENT ACKNOWLEDGEMENT FORM

Teaching is a cooperative effort. Without it, there is negative learning taking place. Teaching needs cooperation between parents, children, teachers, and the community. If one of the elements is missing, the others cannot work effectively, and the education of the child suffers.

I signify by my signature that I am aware that the student handbook is available for review on the school website, www.croftonschools.com . I have read the contents of the student handbook. A copy of the student handbook is available from the school at my request.

This form must be returned to the Administrative Office no later than
Thursday, August 18, 2011.

Parent's Signature

Date

Student's Signature

Date