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# I. General Information

## A. Welcome

1. Welcome to the Ashland-Greenwood High School. This handbook is being provided to acquaint you with the policies, procedures and programs of this school. These policies and procedures have been developed and adopted by the Board of Education based on state and federal law and the district's experiences in running effective education programs. The purpose of these policy, procedures and program descriptions is to provide a safe, secure, organized and productive learning environment for all students.

## B. Mission and Goals

1. The mission of the district states: Our school, with family and community cooperation, promotes lifelong learning to awaken, develop and enhance the individual potential.
2. In support of the mission the programs of the districts will be directed toward developing learners who: solve problems and make decisions; understand diversity; contribute as citizens; function as adults; use available resources and communicate.
3. To further facilitate the development of such learners, Ashland-Greenwood High School will implement instructional and management strategies to ensure that all students meet minimum performance standards in all classes.

## C. Disclaimer

1. This handbook, although substantial in its content, is not inclusive of all the policies, procedures and programs of the school district. The Board of Education and administration reserves the right, from time to time, to adopt rules, procedures and policies that may or may not be included in this handbook with or without notice.
2. This handbook is not an irrevocable contract commitment to the student or parent but only reflects the current status of rules, procedures and policies of the district.

## D. Enrollment/Attendance Eligibility Provisions

1. Students meeting criteria found in state law and Board policy are eligible for enrollment in and attendance at Ashland-Greenwood High School.
2. Any student transferring in to Ashland-Greenwood High School from another school district must provide the school with a certified copy of his/her birth certificate and with full immunization records prior to attending classes.
3. Additionally, any transfer student who is transferring in from another state must provide the school with a completed physical examination form prior to attending classes.

## E. Part-Time Enrollment

1. Students enrolled at Ashland-Greenwood High School will maintain that enrollment on a full-time basis unless arrangements for part-time status have been agreed upon by both the school and the family.
2. Medical requirements, dual enrollment status at another educational institution, participation in work experience programs, family needs and beliefs, individualized education plan provisions, and a student's status relative to timely completion of all graduation requirements may be considered when creating a part-time enrollment arrangement.
3. In no instance, will a student's part-time enrollment be allowed if doing so violates Nebraska law regarding compulsory attendance.

## F. Hours and Daily Schedule

1. The school day begins at 8:15 and ends at 3:21. Students are asked to arrive at school no earlier than 8:00 and to leave the school building as quickly as possible after 3:21.
2. Ashland-Greenwood High School operates on an eight period day; the schedule for that day is given below:

Period 1	8:15-9:01
Period 2	9:05-9:51
Period 3	9:55-10:41
Period 4	10:45-11:31
Period 5	11:31-12:51
Period 6	12:55-1:41
Period 7	1:45-2:31
Period 8	2:35-3:21

## G. Calendar

### August

- 14 New Teacher Orientation  
15-20 Teacher Workdays/In-Service  
21 First Day of School for Students

### September

- 1 NO SCHOOL: Labor Day

#### October

- 23 End of First Quarter
- 24 NO SCHOOL: Staff In-Service
- 28 Evening Parent-Teacher Conferences
- 29 Evening Parent-Teacher Conferences
- 30 NO SCHOOL: Fall Break

#### November

- 26 EARLY DISMISSAL: Thanksgiving Break
- 27-28 NO SCHOOL: Thanksgiving Break

#### December

- 19 End of Second Quarter/First Semester
- 22-31 NO SCHOOL: Holiday Break

#### January

- 1-4 NO SCHOOL: Holiday Break
- 19 NO SCHOOL: Staff In-Service

#### February

- 20 NO SCHOOL: Staff In-Service

#### March

- 11 End of Third Quarter
- 12 NO SCHOOL: Staff In-Service
- 17 Evening Parent-Teacher Conferences
- 18 NO SCHOOL: Parent-Teacher Conferences
- 19 NO SCHOOL: Quarter Break

#### April

- 9-12 NO SCHOOL: Holiday Break

#### May

- 15 Commencement
- 21 EARLY DISMISSAL: Last Day of School for Students\*

\*175 days of school will be held for students. If no days are lost to inclement weather or other causes, the last day of school for students will be May 21. One day of school will be added to the calendar for each day lost due to inclement weather or other causes with one staff workday concluding the year.

### **H. School Closings**

1. In the event of postponement of school due to inclement weather or other factors, school closing information will be provided to local radio and television outlets. A listing of those will be provided students and parents.

### **I. Lost and Found**

1. All lost and found items should be reported to the principal's office. The school will assist students, to the extent possible, in recovering lost property. Lost or left items that are unclaimed at the end of the school year will be disposed of one week after the last student day.
2. The school assumes no responsibility for the loss of personal property.

### **J. Media Center**

1. Books may be checked out or renewed for two week periods. Reserved items must be used in the media center itself; such items may be checked out overnight after 3:21. Students are responsible for paying for lost or damaged materials.
2. Use of media center workstations will be for school-related purposes only.
3. Media center use privileges will be denied to all students who have failed to return overdue materials, whose conduct while in the library interferes with the study of others, or who do not have a pass to the media center.

### **K. Lunch**

1. The school will provide hot lunches for students to purchase from a set menu; some ala carte items will also be offered. Students may also bring their lunches. All lunches will be eaten in the designated dining area; students will remain in designated areas throughout the lunch period.

### **L. Transportation**

1. The school furnishes transportation to resident students enrolled in the Ashland-Greenwood Public Schools who reside outside the city limits of Ashland and to those students for whom transportation is required by law. Transportation is provided to and from the student's registered place of residence unless otherwise approved by the Superintendent. Resident students who live outside the city limits but within four miles of the schoolhouse will be transported on a space available basis. The location of the residence of a student's day care provider cannot be used to determine eligibility for the student for district transportation.
2. Transportation to and from school is provided as a service district residents and eligible students shall always have first priority for bus service. The school does not provide transportation to non-resident students except for families who filed option enrollment requests with the school prior to July 1, 1994.
3. A student's home is the pick up and drop off point for transportation unless a parent designates a different point and that point is on a current school bus route and does not cause the district to alter existing bus routes or to overload a bus.
4. In order to request bus service, a family should contact the Superintendent's Office.
5. Pupils attending school events requiring transportation must ride on school buses unless other arrangements have been approved in advance by the principal. Requests for such alternative arrangements must come from the parents and must be in writing.
6. School buses will return to Ashland immediately after all events unless other arrangements have been approved by the principal and sponsors in advance.

### **M. Bicycles, Cars, and Other Vehicles**

1. Students riding bicycles or driving cars or other vehicles to school are to park those bicycles or vehicles immediately upon arrival at school. Vehicles will remain parked throughout the school day and should be locked, if possible.
2. Bicycles should be placed in the bike racks provided by the middle school entrance.
3. Cars and other vehicles should be parked in either the east or the west parking lots; where indicated, parking lines are to be followed.
4. Parking slots in the south driveway are for visitors only.

### **N. Closed Campus**

1. Ashland-Greenwood High School operates on a closed campus basis. During the school day (including the lunch period), students are prohibited from leaving the school grounds unless permission to do so has been granted by the principal or his/her designee. In turn, that approval will be granted only after parental contact has been made.
2. Closed campus shall be interpreted to ban students from being in the parking lot during the school day (including the lunch period).
3. Students who have a medically prescribed diet that must be administered/monitored at home may be excused over the lunch period for that purpose if a note from an appropriate physician is provided verifying the relevant medical condition.

### **O. Telephones, Pagers, and Cellular Phones**

1. Student use of school telephones will be limited to cases of extreme importance (i.e. contacting parents); students will be required to use the pay telephone for other calls.
2. In order to minimize disruption to the school routine, students will be called to the telephone only for calls from parents or close relatives. Messages will be taken and delivered for all other calls.
3. Personal pagers, cellular phones, or other communications devices carried by students will need to be turned off during the school day. Confiscation of the item for safekeeping will occur should the item create a disturbance in the school routine.

### **P. Custodial - Non-Custodial Parent Information**

1. Unless provided legal documentary evidence to the contrary, the school will assume that parents have joint custody. For purposes of notifying parents about students, the district shall assume that notifying either parent with custodial rights shall be the same as providing notice to both parents unless either parent makes a written request to the contrary. The custodial parent, not the non-custodial parent, has the right to make educational decisions for affected children unless extraordinary and highly unusual circumstances present themselves or a court order grants such rights in full or in part to the non-custodial parent. If joint custody has been awarded, each parent will have equal rights unless restricted by a court order or other legal document.
2. Unless a court order or other legal document prohibits the following actions and the school has been provided with a copy of the order/document, the non-custodial parent may:
  - a. review his/her child's educational records
  - b. attend regular parent-teacher conferences and may arrange for additional conferences
  - c. visit the school as custodial parents do unless such visits are judged by schools officials as disruptive to the school routine
  - d. request general school information such as district newsletters and lunch menus
3. The school will not release a child to a non-custodial parent or other individual prior to the end of the school day unless the custodial parent has granted permission. If custody has not been decided, a child may be released to either parent unless a court order or other legal document prohibits such release.
4. The district may require an individual to show identification when picking up a child if the individual is unfamiliar to the staff.
5. The school will use the legal surname of each child on all official school records. Use of another surname on official school records will require a court order or other legal document evidencing a legal name change.
6. Custodial and non-custodial parents are responsible for providing the school with copies of all relevant court orders and legal documents. The school will not go beyond what is called for by a court order or other legal document.
7. Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. This policy does not prohibit an employee from listening to a student's problems and concerns.

### **Q. Gifts to School Personnel**

1. Students and parents are discouraged from giving gifts to school personnel.

### **R. School Visitors**

1. Parents are always welcome and encouraged to visit Ashland-Greenwood High School. All other visitors must be approved in advance by the principal.
2. All visitors must register in the office upon entering the building and will be issued visitors' identification tags.

## **II. Instructional Program**

### **A. Minimum Performance Standards and Student Success**

1. All students are expected to meet minimum performance standards in all classes.
2. Students who fail to meet those minimum standards on an initial effort will be provided opportunities to repeat the effort in a timely manner until minimum standards are met, with such work being done under the supervision of the affected teacher.
3. Such remediation work may take the form of re-doing an assignment or test in its entirety, correcting errors from an original assignment, or such other learning activities as are deemed appropriate by instructional staff.
4. Remediation efforts must be completed within one week of the original effort's return to the student.
5. Following successful completion of the assigned remediation work within the time frame allowed, students will be considered to have earned the minimum passing mark for the affected assignment or test.

## B. Grading Procedures

1. Grades are listed on report cards and transcripts in letter format. The most restrictive percentage range which may be used for each letter grade is listed below:

<u>Grade</u>	<u>Percentage</u>
A-A+	100-94
B-B+	93-86
C-C+	85-78
D-D+	77-70
F	Below 70

2. Teachers will provide students with class-specific listings of percentage ranges at the start of each school year.

3. GPA point values for each letter grade designation are detailed below:

A+	4.00	B	3.00	D+	1.50
A	4.00	C+	2.50	D	1.00
B+	3.50	C	2.00	F	0.00

4. Grades will represent student achievement and may be based on any or all of the following: tests, quizzes, projects, daily assignments, class participation.

## C. Cheating

1. Any student found to be cheating will automatically receive a zero on the affected work or test but will be required to complete the assignment/test in question at a level meeting minimum performance standards.

## D. Make-Up Work

1. Students who are absent and excused for that absence will have the number of days missed plus one in which to complete make-up work (i.e. a student absent one day will have two days to complete such work, a student absent two days will have three days to complete such work, etc.).

## E. Make-Up Work in Cases of Exclusion, Suspension, Expulsion, or Mandatory Reassignment

1. Students excluded from school under communicable disease provisions of this handbook will be allowed to make-up all work in accord with regular make-up work provisions.

2. Students suspended from school will not be counted absent for the days suspended and will be allowed to complete all make-up work as part of their assignment to the evening school program. Students not attending assigned evening school program sessions will be counted absent for the days in question and will receive no credit for affected make-up work.

3. Students expelled from school shall be dis-enrolled for the expulsion period. Non-enrolled students may not earn grades or credits for any work completed in the regular education program prior to expulsion but are eligible for such under alternative education program options which will be made available to the expelled students.

4. Transfer grades and credits for students mandatorily reassigned or returning from mandatory reassignment will be handled in the same fashion as all other transfers.

## F. Loan of Materials to Home School Students

1. Textbooks and other nonconsumable school supplies may be loaned to home school students at the discretion of the administration.

2. Home school students borrowing said items are responsible for any damage or loss occurring to school property.

3. The school will not purchase additional items nor deprive itself of an adequate reserve in order to accommodate requests from home school students.

## G. Attendance

1. Attendance Philosophy

a. The Ashland-Greenwood School District complies with attendance provisions found in state law.

b. Regular attendance at school is the responsibility of the student and the parent. Students are expected to attend classes on a regular basis and be on time to gain maximum benefit from their instructional program and to develop habits of punctuality, self-discipline, and responsibility. Parents of school age children are required by law to see that those children attend school regularly.

c. Daily attendance is important for the following reasons: daily discussions contribute a significant amount of the background essential to any course which cannot be made up if missed and a regular attendance pattern will develop a degree of responsibility on the part of the student that will continue throughout life.

d. Thus regular attendance promotes both academic development and growth as a dependable individual.

2. Parental Verification

a. Parents are asked to call in their son or daughter's absence to the school office before 10:00 a.m. on each day of absence.

An answering machine will take calls from parents whose employment requires them to leave town before school begins.

Collect calls are accepted. The school will attempt to contact parents if no call is received and a child is absent. Should no such contact be established on the day of absence, the student must bring a parental note upon his or her return to school.

Parent calls or notes must include a reason for the absence if the absence is to be considered excused.

b. For verification purposes, the school cannot accept a student call or excuse regarding absence. Any absence not verified by a parent will be considered unexcused.

c. A student shall be considered excused for absences caused or necessitated by illness, bereavement, family emergency, or other reasons requested by the parent or guardian and approved by the principal. Absences of three consecutive days or more for illness will require verification that medical treatment was sought and/or obtained. Excused absences will be further classified by the school as unavoidable (i.e. illness, funerals court appointments, etc.) or avoidable (i.e. vacations or family trips, attending district or state competitions other than as a participant, or other absences which are by choice rather than necessity).

d. Any absence not verified by a parent, including those for which a parent fails to provide a reason, within two days of the absence will be considered unexcused and subject to disciplinary action. Additionally, students incurring unexcused absences will be required to make up all work missed in accord with minimum performance standards procedures.

3. Truancy
  - a. Any child age 7 to 16 who fails to attend school regularly without lawful reason shall be considered to be in violation of Nebraska truancy statutes and will be subject to efforts by the school to compel attendance.
  - b. Students ages 7 to 16 who accumulate more than five absences, excused or unexcused, in any quarter shall be considered to have excessive absences. Notice of excessive absenteeism shall be made to the parents/guardians after the sixth absence. Additional corrective action taken by the school may include, but is not limited to: conferences, counseling, evaluation, alternative placement, suspension, and expulsion.
  - c. If a student age 7 to 16 continues to be habitually truant, written notice to the parents/guardians shall be provided warning them to comply with state law.
  - d. If such compliance does not occur within one week of notice being provided, the principal shall file a report with the county attorney of the county in which the student resides.
4. Return to School after an Absence
  - a. Students returning to school after an absence for which parental verification has not been received must obtain a class admit slip prior to being admitted to any class. No make-up assignments will be given unless a classroom teacher is first presented with a properly completed admit slip. Admit slips will classify all absences as excused or unexcused in nature. Such classification will determine teacher response to requests for make-up work.
5. Attendance and the Earning of Credits
  - a. Subject to additional provisions regarding awarding of credits, students will earn full credits for any class only by being in regular attendance.
  - b. Regular attendance shall be defined as being absent from any class 10 or fewer days per semester.
  - c. After a student has been absent from any class for 10 times in a semester, no credit will be allowed for that class unless the student develops a plan with the principal to address the excessive absences.
6. Notification of Attendance Status
  - a. An attendance summary will be provided to parents when a student has reached six and ten absences in one or more classes for any semester.
  - b. For each absence in one or more classes in excess of ten, affected students and parents shall be notified as to whether or not the absence will result in credit reduction and whether or not the time missed is subject to being made up for purposes of waiving credit reduction.
7. Attendance and School Activities
  - a. Students acting as participants on an extra-curricular team or organization under the direction of a school appointed coach/sponsor will not be considered absent when such participation requires them to miss part or all of a school day. Participants will be required to complete, in advance when possible, all assignments.
8. Attendance and College Visitations
  - a. Twelfth graders who are on schedule to graduate during their senior year will be allowed three days per school year for the purpose of visiting colleges or universities without those days being considered absences provided that such visitation has been arranged in advance through the guidance counselor's office. College visitation days not arranged through the counseling center or in excess of three will be treated as absences.
9. Tardiness
  - a. Tardiness to school or to any class during the school day or extension thereof will be considered excused if a legitimate reason exists for the tardiness and the affected student has a hall pass stating that reason; all other tardies will be considered unexcused.
  - b. Tardiness is defined as not being in an assigned room when the starting bell for any given class period rings.
  - c. Individual teachers will keep tardy records for each student and will implement procedures for dealing with excessive tardiness as part of their classroom management rules.
  - d. Students arriving more than 20 minutes late to any class will be considered to have been absent from that class rather than merely tardy.
10. Attendance Requirements for Extra-Curricular Participation
  - a. Students wishing to participate in extra-curricular practices or contests must be in attendance all day of the school day in question. This requirement can be waived by the principal if an absence is for an unavoidable, non-illness related reason.
11. Attendance Appeal Procedures
  - a. Upon receipt of notice regarding application of credit reduction provisions, parents/guardians may request a review of that reduction by the principal.
  - b. Should the principal decline to waive credit reduction or reclassify absences resulting in credit reduction, parents/guardians may further appeal, in order, to the superintendent and the Board of Education.

## H. Student Fees and Supplies

The following are student and parent expectations regarding the provision of materials, equipment, attire, fees, services and other items under the Public Elementary and Secondary Student Fee Authorization Act.

1. Clothing Required for Specified Courses and Activities
  - a. Students have the responsibility to furnish and wear nonspecialized attire meeting the grooming and attire guidelines established for the building or programs attended by the students and in accordance with district policy. Students also have the responsibility to furnish and wear nonspecialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.
  - b. The school will provide or make available 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.

2. Personal or Consumable Items
  - a. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities. Items necessary for students to benefit from courses will be made available by the school for the use of students during the school day. Students are encouraged, but not required, to provide items including, but not limited to, pencils, paper, pens, erasers, and notebooks. A student supply list is available at the end of this section.
  - b. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the school, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students.
  - c. While the school will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student
3. Materials Required for Course Projects
  - a. Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy.
  - b. Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy; however, the school is not required to provide for the use of a particular type of musical instrument for any student.
4. Extracurricular Activities Specialized Equipment or attire
  - a. Extracurricular activities means student activities or organizations which are supervised or administered by the school, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.
  - b. The school will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The school is not required to provide for the use of any particular type of equipment or attire. Students may furnish their own specialized equipment and/or attire rather than that which is provided by the district provided that equipment and/or attire meets standards established by the district and has the approval of the coach, leader, conductor or sponsor.
  - c. 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 music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.
5. Extracurricular Activities -- Fees for Participation
  - a. The District charges a fee of \$20 for participation in extra-curricular activities except those activities which are a required part of a curricular class that leads to earning credit towards graduation or grade promotion. Fees collected for participation in extra-curricular activities shall be used to support various extra-curricular activities.
  - b. Students who pay the fee will be admitted free to all school sponsored activities held at the our school including athletic events, musical and play events and dances. Students who do not pay the fee will be charged a fee for admission to school activities and will not be permitted to participate in extra-curricular activities. The fee is subject to the District's fee waiver policy.
6. Postsecondary Education Costs
  - a. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.
7. Transportation Costs
  - a. The district shall collect fees for transportation to and from school as permitted by law. The district shall not collect fees for travel to and from school extra-curricular activities or the travel portion of school sponsored trips including those which are considered to over night or long-distance travel under policy 6153.1. Overnight and long distance travel may take place if it meets the criteria of district policies for such travel and provided that the expenses for such travel are borne by the district either through tax supported funds or through student activity funds.
  - b. All group travel shall include the entire group or a select portion of the group with a selection process that is not discriminatory based on the district's discrimination policy. The ability of a student to pay shall not be a criteria for participation in school sponsored travel.
  - c. Nothing precludes an individual or staff member to travel on his or her own without school sponsorship. Nothing precludes staff from traveling with or without students at their own expense and without being compensated to travel by the district.
8. Copies of Student Files or Records
  - a. Students may receive a copy of their student records or have their records mailed to another educational institution without charge. A charge of 5 cents a page will be assessed for student records. This 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. The district shall also provide duplicates of records for other school districts or post-secondary institutions a student plans to attend at no charge.
9. Participation in Summer School or Night School
  - a. 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
  - a. 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.
  - b. 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.

11. Waiver Policy
- a. The school provides fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under the 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.
  - b. 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. Application can be made as a part of applying for free and reduced price lunches.
12. Uniforms
- a. The school will generally furnish students with specialized equipment except as stipulated within Policy 5500 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.
  - b. The district shall provide all uniforms that are not fitted to a particular student and the equipment required by the district to be a part of a club, team, organization or squad except for that specified in policy 5500. The district shall not collect funds from free and reduced price lunch students for such uniforms or equipment. Such funds may come from tax supported funds or from student activity funds.
  - c. Uniforms that are specially fitted to a particular student and that cannot be reused for others shall become the property of that student. Funds for these types of uniforms shall be paid for by the student or through fundraising by the group or organization. The school shall pay for any specially fitted uniform for a free and reduced lunch student but reserves the right to retain ownership of the uniform upon completion of the activity.
  - d. The school administration shall approve any uniform prior to final selection in order to consider its appropriateness to school dress codes and its cost to students and the district. Without this approval it does not become the official wear of the district.
  - e. Nothing shall preclude groups or individuals from making donations to a particular club, team or squad provided the donation meets the district criteria for the acceptance of a donation and provided the donation is being made to the benefit of the entire club, team, organization or squad. Nothing precludes a student, with permission from the coach or sponsor, to purchase and provide his or her own equipment and/or specialized attire.
  - f. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities. For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.
  - g. The provision of uniforms and equipment may be limited by the district and in no case shall the funds exceed the available funds on hand unless a reasonable plan has been established to remove any deficit spending.
13. Organizational and Class Dues
- a. The district shall not charge students dues or fees to participate in a school organization, class, squad, team, club or non-optional school activities except that which is established as a part of the fee schedule.
14. Supplies Listing
- a. The listing that follows assumes that all students will provide personal, non-specialized clothing appropriate for physical education classes and for vocal and instrumental concerts. Items which are listed are those students are encouraged to purchase for use for the affected classes (in addition to those listed in Section 2 above); if students are unable to or choose not to purchase those items, the district will make available a limited number of said items for student use during the class period in question. Students will be responsible for paying the cost of replacement or repair for any school provided item which is lost, destroyed, or damaged.

<b>COURSE NAME</b>	<b>SUPPLIES</b>
Accounting	None
Advanced CAD	None
Advanced Mathematics	Scientific calculator or graphing calculator
Ag Mechanics	Materials for personal projects
Algebra I	Ruler, calculator
Algebra II	Scientific calculator
American History	None
American Literature	None
Anatomy	None
Applied Geometry	None
Applied Math I	None
Applied Math II	None
Art I	9 X 12 sketchbook; colored pencils; markers
Art II	9 X 12 sketchbook; colored pencils; markers
Art III/IV	9 X 12 sketchbook; colored pencils; markers
Band	Method book; instrument cleaning kit; flip folder; instrument; instrument accessories
Biology	None
Business Law/General Business	None
Chemistry	None
Chorus	None
Composition	None
Construction	Materials for personal projects
Contemporary Novel	None
Drafting	None
Economics/Civics	None



English Survey	None
Expository Writing	Notecards, poster board
FFA Intro	Materials for personal projects
Foods	None
Fundamentals of Language Arts	None
Fundamentals of Math	Calculator
Fundamentals of Technology	Materials for personal projects
Geometry	Ruler, compass, protractor, calculator
Health	None
Home Maintenance	Materials for personal projects
Human Relations	None
Life Skills	None
Livestock	Materials for personal projects
Microsoft Office	Storage media for personal projects
Music Theory	None
Parenting	None
Physical Science	None
Physics	None
Pre-Calculus	Scientific calculator or graphing calculator
Programming Applications	Storage media for personal projects
Psychology/Sociology	None
SCC Composition	Tuition and fees for college credit
Spanish I	Spanish-English dictionary
Spanish II	Materials for projects
Spanish III	Materials for projects
Spanish IV	Spanish-English dictionary
Speech & Drama	None
Study Hall	None
STW: Classroom	None
STW: Work Experience	As required by employer
Teacher Assistant	None
Team Sports	None
Weight Training	None
Wildlife	Materials for personal projects
World Geography	None
World History	None
World Literature	None

### **I. Student Testing and Assessment**

1. Students in 7<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> grades will annually participate in achievement testing.
2. Students in 8<sup>th</sup> and 11<sup>th</sup> grades will annually participate in the Nebraska writing assessment process.
3. Students at all grade levels will annually participate, as appropriate, in assessment processes related to the Nebraska standards for reading, writing, listening, speaking, math, and science.

### **J. Promotion/Retention**

1. At the high school level, promotion/retention decisions are, for the most part, irrelevant as graduation requirements govern when a student is said to have completed high school.
2. Inadequate progress toward graduation may, as indicated elsewhere in this handbook, affect a student's ability to participate in extracurricular activities or to be eligible for various honors, awards, or positions within the school.

### **K. Reporting of Academic Progress**

1. Report cards detailing grades earned will be issued every nine weeks.
2. All teachers will provide notice to parents of students who are not participating in remedial work necessary to meet minimum performance standards. Said notice may be in written form or may be via information available online through PowerSchool. Based on that contact, a plan of action will be developed by parents and teachers.
3. Parents and students are encouraged to contact classroom teachers regarding academic progress as those concerns arise.

### **L. REACH Program**

1. The REACH Program provides a framework for identifying and meeting the needs of high ability students. The identification process begins with a student nomination. Nominations for the program may be made by the student, peers, teachers, or parents. Data is collected for nominated students and submitted to the REACH Committee. The Committee determines whether or not a student qualifies for inclusion in the program.
2. Students who qualify for the REACH program are provided opportunities for a differentiated curriculum within the classroom setting and expanded learning opportunities outside the classroom.

### **M. Honor Roll**

1. Ashland-Greenwood High School's Honor Rolls recognize academic achievement and are published at the end of each grading period. Any student with a Full GPA of 3.00-3.74 for the current grading period will be included on the Second Honors honor roll. Any student with a Full GPA of 3.75-4.00 for the current grading period will be included on the First Honors honor roll.
2. Students must carry a minimum course load equal to 25 credits in order to be considered for honor roll.

## **N. Required Classes/Class Load**

1. In light of the fact that the content of some courses is of such an essential nature or is a necessary prerequisite for further study, certain classes offered by Ashland-Greenwood High School will be designated as required. Failing those classes will require the affected student to re-take the class in question. Details on which classes fall into the required category are included in the registration packets distributed in the spring.
2. Additionally, all students must carry a minimum load of seven classes; this means that students may register for no more than one study hall.

## **O. Dropping and Adding Classes**

1. During the first week of each semester, students may request schedule changes providing that those requests are in accord with all other academic provisions.
2. Schedule changes after the period designated for that purpose will not be allowed except in cases involving work release, mandatory reassignment, or students with a full load (i.e. eight classes) in need of a study hall.
3. Classes dropped after the period designated for schedule changes will be subject to the following procedures regarding grades awarded, credits applied, and effect on GPA:
  - a. classes dropped during the first or third quarter will not be reflected on final transcripts or included in GPA calculations
  - b. classes dropped during the second or fourth quarter will result in semester grades of "F"; such grades will earn no credits and will be included in GPA calculations.

## **P. Study Hall**

1. Students are allowed study halls on the assumption that such time is necessary in order to complete required work.
2. To that end, students are expected to bring materials and books to study hall and to engage in quiet study. Card or other game playing in study hall is prohibited.

## **Q. Grade Point Average**

1. Grade point average (GPA) for all students will be calculated each semester on a cumulative basis. GPA is determined according to the following formula:

$$\text{GPA} = (\text{GPA Points} \times \text{Credits Earned}) / \text{Credits Attempted}$$

2. GPAs will be calculated for all courses taken by a student (Full GPA) and for only those courses taken in the subject fields of language arts, mathematics, science, and social studies which count toward meeting graduation requirements for those subject fields (Core GPA).
3. GPA calculations are used by Ashland-Greenwood High School to determine eligibility for inclusion on the honor roll, to determine eligibility for membership in National Honor Society, and to determine class rank.

## **R. Class Rank**

1. Students within each grade level will be ranked academically at the conclusion of each semester.
2. Class rankings shall be based on cumulative Core GPAs.
3. For each class being graduated, the student ranked first in his or her class will be designated Valedictorian and the student ranked second in his or her class will be designated Salutatorian. If two or more students are ranked first in their class, Valedictorian status for those affected will be determined by the number of Core credits earned. If a tie still exists, the affected students will be designated Co-Valedictorians and no designation of Salutatorian will occur. If two or more students are ranked second in their class, they will be designated Co-Salutatorians.

## **S. Supervised Work Experience**

1. Students meeting the standards established for membership in the senior class are eligible for supervised work experience. Guidelines for obtaining supervised work experience are detailed below:
  - a. application for supervised work experience must be coordinated through the guidance office
  - b. such application must include certification of employment, parental authorization, and school approval
  - c. students engaged in supervised work experience will participate in regular progress reviews scheduled with employer representatives, school personnel, and parents or guardians
  - d. course credit for supervised work experience will be awarded on the basis of five credits per semester for every ninety hours worked, with participating students required to verify (through pay stubs or other documentation) the number of hours actually worked

## **T. Graduation Requirements**

1. Two hundred forty total credits are required for graduation. In accord with state law, 80% of those credits must be earned in core curriculum subjects.
2. Specific subject area requirements for graduation have been established in addition to the total credit requirements just discussed:

English/Language Arts	40 Credits
Social Studies	40 Credits
Mathematics	30 Credits
Science	20 Credits
Health	5 Credits
PE	5 Credits

3. In order to meet the English/Language Arts requirement, students will need to pass one literature-based and one writing-based class as part of their 40 credits.
4. In order to meet the Social Studies requirement, students will need to pass World Geography, American History, World History, and Civics/Economics.
5. In order to meet the Mathematics requirement, students will need to pass Algebra I and Geometry (or their approved equivalents) as part of their 30 credits.

## U. Dual Enrollment

1. Dual enrollment for Ashland-Greenwood students (i.e. taking courses at AGHS while at the same time enrolled in a correspondence course or a college course or a course not offered by AGHS but available at another high school or in a home school on a part-time basis) will be allowed or disallowed on a case-by-case basis.
2. In general, approval for such part-time enrollment will be determined following an administrative review of such factors as disciplinary problems, class size, possible disruption to school routine (including attempted enrollment in non-consecutive classes), and such other factors as may be deemed relevant. Ashland-Greenwood High School will not be responsible for any costs associated with a student's decision to opt for dual enrollment.
3. Students may apply up to 15 credits from correspondence courses toward meeting graduation requirements (additional courses will be shown on the student transcript but will not be awarded high school credit). Such courses must be approved in advance by the principal and must be offered by an accredited program or institution if credit is to be allowed. The cost for such courses will be the responsibility of the student and his/her parents.

## V. Early Graduation

1. A student who has completed all graduation requirements by the end of the first semester of his/her senior year may exercise the early graduation option. Application forms for early graduation are available from the guidance counselor. Completion of those forms will require the approval/signature of the student, his/her parents, a guidance counselor, the principal, and the superintendent.
2. Students opting for early graduation are encouraged to return for the graduation ceremony in May. Diplomas will not be issued to early graduates until May, but official transcripts will be available at the time of separation for employment and post-secondary study purposes.

## W. Graduation Ceremony

1. A diploma shall be issued to all students who have completed the required course of study as approved by the Board of Education of Ashland-Greenwood High School. If a student's disability prevents him or her from completing the required course of study the student may be awarded a diploma if he/she has completed his/her IEP/Transition goals or has completed the school year in which he/she reaches age 21.
2. The graduation ceremony is a privilege. The ceremony and the issuance of a diploma afforded students who have completed all requirements for a high school diploma and who have accounted for all obligations they may have to the school. The school has the right to deny any student the privilege of participation in the graduation ceremony.
3. The principal may at his/her discretion allow a student to participate in a graduation ceremony without receiving a diploma if in his/her opinion the student has minimal requirements left to be met and the principal is reasonably satisfied that the student will be able to complete the requirements prior to the start of the next school term.
4. A student may also participate in the graduation ceremony, without having earned a diploma, if the student has a disability that prevents him/her from meeting the required course of study provided that the student is participating in the ceremony with his/her peer class AND/OR the participation in the ceremony without the diploma was planned for as a part of the IEP/Transition Plan and it is determined that it would benefit the student with the disability to participate in the ceremony.

## X. Awarding of Credits

1. Credits will be awarded on the basis of 5 credits per semester for all courses unless otherwise noted in course registration materials.
2. Credits are earned by receiving passing marks and by meeting all other class requirements.
3. If students elect, for any reason, to repeat a class they have already passed and received credit for, the grade earned upon repeating the course will replace the original grade with no additional credits being earned.

## Y. Special Education Programs

1. Special education programs and services operated in compliance with state and federal requirements are provided by the Ashland-Greenwood Public Schools. Parents or students wishing to know more about those programs and services should contact a building principal.

# III. Expectations, Rights, and Responsibilities of Students

## A. General Standards and Philosophy on Student Conduct

1. An effective learning climate can exist only when all involved in the school setting—parents, students, and staff—act as responsible individuals. For students, this means demonstrating ongoing respect for the rights and property of other students, school employees, and the school building itself. ***Students must understand that all school employees have the authority and duty to supervise and discipline at all times during the school day or at school activities.***
2. Rules governing student conduct set forth in this handbook, and any sanctions arising from violation of those rules, are applicable to student behavior occurring on school grounds at any time, when participating in or attending school activities and events, or riding in school vehicles.
3. Any conduct which causes or which creates a reasonable likelihood that it will cause a material disruption in or material interference with any school function, activity or purposes or that interferes with the health, safety, well-being, or rights of others represents a failure by the acting student to live up to his/her responsibilities and cannot be justified as an exercise of student rights or privileges. Accordingly, the school will be forced in such situations to take appropriate action.
4. The purpose of discipline in the school will always be the correction of unacceptable behavior, the encouragement of wise decision-making by students, and the preservation of the learning environment.

## B. Student Responsibilities

1. In meeting the general standards discussed above, students will need to exercise the following responsibilities:
  - a. to apply themselves to the best of their abilities to the learning tasks assigned
  - b. to attend school regularly and punctually
  - c. to act in a manner which will enhance the learning environment for all
  - d. to use school facilities in a way which will conserve their continued usefulness

- e. to abide by school regulations and to assist in their enforcement and development
- f. to respect fellow students and teachers

### **C. Student Rights**

1. By virtue of their enrollment at Ashland-Greenwood High School, students are entitled to the rights listed below:
  - a. to receive competent instruction in a relevant curriculum
  - b. to attend a school which is clean, comfortable, safe, and reasonably equipped for the learning task
  - c. to express himself or herself or to attempt to influence others so long as the rights of others are not violated
  - d. to have access to printed copies of school regulations
  - e. to exercise individual constitutional rights
  - f. to exercise due process rights

### **D. Student Grievance Procedure**

1. Students are entitled to appeal disciplinary and other decisions made by school agents.
2. The first step in the appeal process is to seek relief from the school agent originally making the decision being appealed.
3. If no satisfaction is obtained at the initial level, appeals may be directed toward successive levels of authority, including courts and civil authorities.

### **E. Jurisdictional Statement**

1. Policies regarding student behavior are in effect: while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

### **F. Code of Conduct and Applicable Forms of Disciplinary Action**

1. The school response to inappropriate behaviors on the part of any student may include, but is not limited to, any of the following, either singly or in combination:
  - a. Detention—assigned for classroom or hallway misconduct not warranting more severe penalties; not to exceed 30 minutes in length
  - b. Saturday School—defined and explained below
  - c. Suspension—defined and explained below
  - d. Alternative Education Program—defined and explained below
  - e. Expulsion—defined and explained below
  - f. Restitution—required when student actions result in the theft of, damage to, or destruction of school property or private property on school grounds; may be monetary or service oriented or both
  - g. Mandatory Reassignment—defined and explained below
2. Disciplinary action necessary for effective classroom maintenance will routinely be handled by individual staff members based on prior disciplinary records and the need for consistency and fairness.
3. Some offenses, because they are seriously disruptive to the learning environment or because they directly threaten the health, safety, well being, and/or educational rights of others, will result in non-discretionary disciplinary action. Those offenses, and their consequences, are detailed in the sections below.
4. Students will be assigned to Saturday School for the following offenses:
  - a. violations of Dress Standards/Grooming provisions
  - b. insubordination
  - c. nuisance behaviors leading to an office referral
  - d. truancy/failure to attend classes
  - e. failure to stay for an assigned detention
  - f. use of profanity
  - g. theft involving property less than \$20.00 in value if restitution is made within two school days
  - h. vandalism involving damage to property less than \$20.00 in value if restitution is made within two school days
5. Students will be assigned to two days of out-of-school suspension for the following offenses:
  - a. failure to stay for an assigned Saturday School session
6. Students will be assigned three days out-of-school suspension for the following offenses:
  - a. repeated offenses detailed in Section VIII.E.4 ("repeated" defined as behaviors which would warrant assignment to a third Saturday School session)
  - b. theft involving property less than \$20.00 in value if restitution has not been made within two school days
  - c. vandalism involving damage to property less than \$20.00 in value if restitution has not been made within two school days
  - d. violations of tobacco policies
  - e. harassment of other students
  - f. making allegations or spreading rumors which disrupt the school environment and which are either known to be false or are not believed to be true
7. Students will be assigned five days out-of-school suspension for the following offenses:
  - a. theft involving property greater than \$20.00 in value
  - b. vandalism involving damage greater than \$20.00 in value
  - c. profane/abusive/threatening language (oral or written) or actions directed toward students, staff, or school visitors
  - d. serious disruption of the school environment
  - e. fighting
  - f. violation of use, possession, or being under the influence sections of alcohol/drug policies
8. Students will be expelled for the balance of the current semester for the following offenses:
  - a. repeated offenses which, cumulatively, result in suspension from school for more than 10 days during a school year
  - b. violations of manufacture, distribution, and sales sections of alcohol/drug policies
  - c. serious one-time behavioral incidents involving multiple (three or more) offenses detailed above
  - d. engaging in behaviors which threaten the safety of others

9. Students will be expelled for the balance of the current semester and all of the succeeding semester for the following offenses:

- a. physical assault of students, staff, or school visitors
- b. possession, use, or transmission of a firearm or other dangerous weapon

### **G. Alternative Education Programs**

1. Saturday School will serve as a form of disciplinary action more severe than detention but less severe than suspension or expulsion, will run from 8:00-11:00 a.m. on designated Saturdays, will offer a highly structured study environment, and will be staffed by certified teachers.
2. The Evening School Program will run from 3:30-6:30 p.m. three nights a week (if needed), will offer a highly structured study environment, and will be staffed by certified teachers. Students suspended from school will be assigned to Evening School Program sessions for the purpose of completing make-up assignments and receiving instructional assistance. Students expelled from school will be eligible to enroll in the Evening School Program. Credits applicable to meeting graduation requirements may be earned in such classes under policies and procedures specified at the time of enrollment.
3. Ashland-Greenwood also has limited enrollment slots available in the Waverly LIFE program (a daytime alternative school program combining academic coursework and work experience components).

### **H. Drug and Alcohol Policy**

1. The Ashland-Greenwood Public Schools recognizes that the manufacture, use, possession, distribution, or being under the influence of a controlled substance, illicit drugs, lookalike drugs, drug paraphernalia, or alcohol illegally or improperly constitutes a hazard to the positive development of students and a substantial interference with school purposes.
2. Students are prohibited from the unlawful or improper manufacture, possession, use, distribution, or being under the influence of a controlled substance, illicit drugs, lookalike drugs, drug paraphernalia or alcohol.
3. Disciplinary sanctions up to and including expulsion from school or suspension from extra-curricular activities and referral for prosecution will be imposed upon students who violate the afore-mentioned standards of conduct. Sanctions for violation thereof may include the requirement that the student complete an appropriate rehabilitation program, counseling, any range of other disciplinary action, including, but not limited to, suspension, or expulsion from school and/or extra-curricular activities.
4. Students shall be advised through student publications and/or the student handbook about this policy and about drug and alcohol counseling and rehabilitation and re-entry programs available to students.
5. The Ashland-Greenwood Public Schools is determined to provide alcohol-free and drug-free schools.
6. Students will be furnished with a copy of this policy.
7. Age appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol) for all students in all grades from early childhood level through grade twelve shall be developed. Parents objecting to the inclusion of their children in such education and prevention programs may have those children exempted from inclusion by providing the Principal with a written request for such exemption.
8. Students shall be advised by written statements that use of any controlled substance, illicit drugs, and the unlawful possession of and use of alcohol is wrong and harmful.
9. This policy supplements and is in addition to all other policies, regulations, practices, and procedures related to the improper or unlawful manufacture, possession, use, distribution, or being under the influence of a controlled substance, illicit drugs, or alcohol.

### **I. Student Appearance, Dress, and Grooming**

1. Personal appearance which disrupts the educational process, undermines the school purpose and mission, violates federal, state or local health or obscenity laws, or adversely affects the welfare and safety of the student and his/her classmates is prohibited. Specific examples of inappropriate dress would include, but not be limited to, the following:
  - a. clothing which advertises, promotes, or features, drugs, alcohol, or tobacco products or references thereto
  - b. clothing which is judged by the principal to be profane, obscene, or excessively vulgar
2. All shirts/tops must either have sleeves or, if sleeveless, must have straps covering the shoulders; additionally, shirts/tops must cover midriffs, backs, and sides at all times, whether seated or standing
3. Clothing must cover undergarments

### **J. Search/Questioning/Seizure of Students and Their Property**

1. Students suspected of being in violation of school regulations or civil laws may have their personal belongings searched; such search will be conducted by the principal or his designee and will be in accord with constitutional guarantees.
2. Only law enforcement officers with jurisdiction within the Ashland-Greenwood School District are authorized to conduct investigations and/or to question students in the Ashland-Greenwood Public Schools.
3. Parent permission must be obtained prior to law enforcement officials questioning students at school unless:
  - a. the student is 18 years of age or older and willingly consents to the questioning
  - b. a crime has been or is suspected to have been committed on school premises
  - c. an officer enters the building in active pursuit of active criminal behavior
  - d. the student is being questioned as a result of an investigation of child abuse or neglect
4. A school representative shall be present as part of all interviews unless a parent is present; the school representative shall not participate in the questioning of the student.
5. The school representative will notify the student being interviewed that they do not have to answer any questions posed to them by law enforcement officials and will provide the student an opportunity to contact a parent prior to answering any questions.
6. The building principal or his/her designee will allow law enforcement officers to remove students from the school building only in the following situations:
  - a. the officer has a signed warrant for the student's arrest
  - b. a court order is presented giving custody of the child to another individual or agency
  - c. the principal or his/her designee has requested the removal of the student
  - d. the student is arrested for a crime committed on school premises or as a result of an officer's active pursuit of active criminal behavior

6. If a parent has not been notified in advance, the building principal or his/her designee shall notify a parent of any student questioning or removal immediately following the event unless the law enforcement officer offers assurances that the officer will be making such contact prior to the time the child would normally return home.

#### **K. Student Lockers**

1. All students are assigned a hall locker for storing texts, notebooks, and other supplies. Students registered for PE classes or extracurricular activities are also assigned a dressing room locker. Hall lockers have built in locks; students must obtain a combination lock for their dressing room lockers from their instructor/coach.
2. Students are responsible for any damage to their lockers; vandalism should be reported immediately. Students are urged to keep their lockers locked at all times and not to store valuables in those lockers. The school assumes no responsibility for the loss of personal property.
3. Lockers made available by the school are the property of the school; as such, they may be inspected by school personnel at any time.
4. Use of non-school provided locks on lockers is prohibited.

#### **L. Acceptable Computer Use Policy**

1. The computer network facilities available to students provide excellent tools to assist and encourage learning. Students are expected to use those facilities for genuine learning purposes only.
2. Students who misuse or abuse computer network facilities will be subject to, at a minimum, temporary loss of network privileges. They may also be subject to any other applicable penalties arising from violation of rules contained in this handbook.
3. Misuse or abuse of computer network facilities includes, but is not limited to, the actions listed below:
  - a. gaining or attempting to gain access to someone else's files
  - b. sharing passwords
  - c. loading programs on or copying programs from the network or a local station
  - d. engaging in any network task reserved for teachers or systems operators
  - e. any actions harmful to the normal operation and use of the computer network
4. All aspects of computer network usage (including, but not limited to, email sent and/or received, files created and stored, and internet activity) are subject to school oversight at any time. Students are to assume no guarantees of privacy with regard to such network usage.

#### **M. Student Harassment--Definition and Overview**

1. The Ashland-Greenwood Public Schools shall maintain a learning environment that is free from language or actions directed toward a student or employee which are based on the student's or employee's race, religion, national origin, age, disability, marital status, gender, or other personal attributes and which make the affected individual uncomfortable or embarrassed in a harmful way.
2. Students whose behavior is found to be in violation of this policy will be subject to an investigation procedure which may result in disciplinary action, up to and including, suspension and expulsion.
3. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities, or
  - b. submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or
  - c. such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or
  - d. creating an intimidating, offensive, or hostile learning or work environment
4. Sexual harassment as set out above may include but is not limited to the following:
  - a. verbal or written harassment or abuse, or
  - b. unwelcome communication implying sexual motives or intentions, or
  - c. pressure for sexual activity, or
  - d. repeated remarks to a person with sexual or demeaning implications, or
  - e. unwelcome touching, or
  - f. unwelcome and offensive public sexual display of affection, or
  - g. suggestions or demands for sexual involvement, accompanied by implied or explicit threats concerning grades, achievements, etc.
5. Harassment on the basis of race, creed, color, religion, national origin, marital status, or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble individuals when:
  - a. submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities, or
  - b. submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or
  - c. such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or
  - d. creating an intimidating, offensive, or hostile learning or work environment
6. Harassment as set forth above may include but is not limited to the following:
  - a. verbal, physical, or written harassment or abuse, or
  - b. repeated remarks of a demeaning nature, or
  - c. implied or explicit threats concerning one's grades, achievements, etc., or
  - d. demeaning jokes, stories, or activities directed at an individual
7. The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.
8. Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

#### **N. Student Harassment--Complaint and Investigation Procedures**

1. Harassment is a violation of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. The school district shall report students violating these rules to law enforcement officials.

2. Students or individuals who feel that they have been harassed by others should:
  - a. if comfortable doing so, communicate to the harasser that the individual expects the behavior to stop; if the individual needs assistance communicating with the harasser, he/she should ask a teacher, counselor, or principal for help
  - b. if the harassment does not stop or if the individual does not feel comfortable confronting the harasser, he/she should:
    1. tell a teacher, counselor, or principal, and
    2. write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal, detailing:
      - a. what, when, and where regarding the harassing behavior
      - b. who was involved
      - c. exactly what was said or done by the harasser
      - d. witnesses to the harassment
      - e. what the individual said or did, either at the time of harassment or later
      - f. how the individual felt
      - g. how the harasser responded
3. An individual who believes he/she has been harassed shall notify the Middle School/High School Principal, the designated investigator. Or he/she may notify the alternate investigator--the Elementary Principal. The investigator may request that the individual complete a written complaint and turn over evidence of the harassment, including but not limited to letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.
4. The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint.
5. The investigator shall reasonably and promptly commence an investigation upon receipt of a complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.
6. Upon completion of the investigation, the investigator shall make written findings and conclusions as to each allegation of harassment and report the findings to the appropriate building principal (which may or may not be the same person as the investigator). The investigator will outline the findings of the investigation to the administrator in charge of discipline.
7. Upon completion of the written investigation report, the principal may investigate further, if deemed necessary, and make a determination of the appropriate next step, which may include discipline up to and including suspension and expulsion.
8. Prior to the determination of the appropriate remedial action, the principal may, at his/her discretion, interview the complainant and the alleged harasser. The principal shall file a written report closing the case and documenting a disciplinary action taken or any other action taken in response to the complaint. The report may be incorporated into and made a part of the investigation report. The complainant, the alleged harasser, and the investigator shall receive notice as to the conclusion of the investigation.
9. Throughout the complaint/investigation/resolution process, the following shall apply:
  - a. evidence uncovered in the investigation is confidential
  - b. complaints must be taken seriously and investigated
  - c. no retaliation will be taken against individuals involved in the investigation process
  - d. retaliators will be subject to disciplinary action up to and including suspension and expulsion
10. If the investigator is a witness to the incident, if he/she or his/her family member is being harassed, or if the investigator's family member is the alleged harasser, the alternate investigator shall be the investigator of record. If both investigators have a conflict, then the superintendent at his/her discretion may designate an investigator.

## **O. Hazing**

1. No hazing activities of any sort (i.e. freshmen initiation, unnecessary harassment of underclassmen, etc.) shall be conducted by any student involved in extracurricular activities either as part of the school day (including practice time) or outside of the school day.
2. Indoctrination activities specifically designed to foster team/organization unity (i.e. NHS induction, FFA Greenhand Day) will be allowed if approved in advance by the coach/sponsor and the principal and if supervised by the coach/sponsor.
3. The minimum penalty for violation of this policy will be suspension from competition for two weeks; longer suspension periods, removal from the team, or loss of lettering privileges will occur should circumstances surrounding any given incident so warrant. Affected participants will be required to attend all practice sessions during the suspension period.
4. Should violation of this policy occur at the end of or after any given activity season (thereby making the specified disciplinary action meaningless), other sanctions will be imposed. Those sanctions may include, but are not limited to, loss of a varsity letter for the affected activity or carryover of the suspension period to the next activity season.
5. Extracurricular due process provisions will be applicable to implementation of this policy.

## **P. Non-Discrimination Statement**

1. Ashland-Greenwood Public Schools does not discriminate on the basis of race, color, national origin, gender, disability, marital status, or age in admission or access to, or treatment of employment in, its programs or activities.
2. It is the intent of Ashland-Greenwood Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Ashland-Greenwood Public Schools.
3. Inquiries regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting the Principal at 1842 Furnas, Ashland, NE 68003 or by calling same at (402) 944-2114.

## **Q. Due Process Procedures for Student Exclusion, Suspension, Expulsion, and Mandatory Reassignment**

1. The term "principal" as used in this section shall include the principal and any of his or her designees as referenced in state law.
2. Short term suspension refers to the exclusion of a student from school or any school function for a period of up to five school days.
3. Long term suspension refers to the exclusion of a student from school or any school function for a period of more than five school days but less than twenty school days.
4. Expulsion refers to the exclusion of a student from school or any school function for the remainder of the semester in which the expulsion took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second

semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or

(c) unless the expulsion is for conduct described herein warranting a two semester expulsion, 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.

5. Expulsion actions that will remain in effect during the first semester of the following school year shall be scheduled for review prior to the start of that school year. The hearing officer conducting the initial expulsion hearing, or an appointee by the Superintendent if no hearing was originally held, shall limit the summer review to newly discovered evidence or evidence of changes in the student's circumstances since the original hearing. The hearing officer, upon completion of the review, may recommend readmission for the upcoming school year. The authority taking final action to expel the student will be responsible for taking action, if any is needed, on the hearing officer's recommendation.

6. Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect to allow for an alternative educational placement for the affected student. Upon completion of the alternative placement, the school shall determine whether to terminate or proceed with enforcement of the expulsion action.

7. If a student desiring to return to school following an expulsion is less than nineteen years of age and under the supervision of a probation officer at the time of readmission, the school and probation officer shall develop a plan for readmission specifying guidelines for behavior and consequences for misbehavior and educational objectives to be achieved. When that plan is developed, the student shall be eligible for readmission and shall, upon return, be screened for possible disabilities. The student, once readmitted, shall be subject to all applicable rules governing student conduct and penalties for violations of those rules.

8. Students expelled from school will be eligible for enrollment in the Alternative Education Program.

9. Mandatory reassignment refers to the involuntary transfer of a student to another school in connection with any disciplinary action.

10. Students with communicable diseases which are transmittable through normal school contacts and which pose a threat to the health or safety of the school community may be excluded from school or school functions.

11. Students exempt from immunization by medical reason or religious beliefs shall be excluded from school during an outbreak of communicable disease.

12. Emergency exclusions shall be based on factual situations warranting the action taken and shall last no longer than necessary to avoid the dangers discussed above.

13. The following types of conduct shall constitute grounds for short term suspension, long term suspension, expulsion, or mandatory reassignment when such conduct occurs on school grounds or during a school activity off school grounds:

- a. willfully disobeying any reasonable written or oral request of a school staff member or the voicing of disrespect to those in authority
- b. use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes
- c. sexual assault or attempting to sexually assault any person
- d. 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
- e. causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student
- f. threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value
- g. knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon
- h. engaging in the unlawful selling, using, possessing, or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substances, inhalants or being under the influence of any of the above or possessing drug paraphernalia
- i. engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in state law or of material represented to be alcoholic beverages, narcotics, drugs, controlled substances, or inhalants
- j. truancy or failure to attend assigned classes or assigned activities
- k. tardiness to school, assigned classes, or assigned activities
- l. the use of language (written or oral) or conduct (including gestures) which is profane or abusive to students or staff members
- m. public indecency as defined in state law, except that this shall apply only to students at least twelve years of age but less than nineteen years of age
- n. repeated violation of any of the rules adopted by the school district or the school
- o. engaging in any unlawful activity as determined by the United States or the State of Nebraska

14. 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.

15. In addition, a student who, on school grounds or at a school activity off school grounds engages in the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student unless caused by accident or for necessary self-defense or the defense of others, or 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 if the expulsion occurs during the first semester and, if the expulsion occurs 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 at any time during the expulsion period.

16. The following procedures will apply to short term suspension:

- a. the principal shall make a reasonable investigation of the facts and circumstances
- b. prior to commencement of the short term suspension, the student shall be advised (in oral or written form) of what the student is accused of having done and the basis of the accusation
- c. prior to commencement of the short term suspension, the student will be provided an opportunity to present his or her version of events



- d. within 24 hours or such additional time as is reasonably necessary following the suspension, the principal shall send a written statement to the student and his parents or legal guardians describing the conduct, misconduct, or violation of school rules or standards and identifying the reasons for the action taken
  - e. the student will have an opportunity to have a conference with the principal before or at the time the student returns to school
17. The following procedures shall apply in cases long term suspension, expulsion, or mandatory reassignment:
- a. The principal shall prepare for and submit to the superintendent of schools a written summary of the alleged violation(s) and the evidence supporting the alleged violation(s)
  - b. Upon submission of a recommendation for long term suspension, expulsion, or mandatory reassignment, the principal shall determine whether the affected student must be suspended immediately to prevent or substantially reduce the risk of interference with the school purpose or personal injury to the affected student, other students, school employees, or school volunteers. If such risk is determined to exist, the affected 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 until the date the superintendent acts upon the hearing officer's recommendation if a hearing is requested.
  - c. If the superintendent deems further action appropriate, he or she shall either serve by registered or certified mail or by personal service the student and his/her parents or legal guardians with a written notice within two school days of the date of the decision. That notice will include the following:
    - 1. the rules or standards of conduct allegedly violated, the acts of the student alleged to constitute a cause for long term suspension, expulsion, or mandatory reassignment, and a summary of the evidence to be presented against the student as submitted by the principal
    - 2. the penalties recommended by the principal and other penalties to which the student may be subject
    - 3. an explanation of the student's right to a hearing upon request on the specified charges
    - 4. a description of the hearing procedures along with procedures for appealing any decision rendered at the hearing
    - 5. a statement that the principal, the student, and the student's parents or legal guardians shall have the right to (i) examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and (ii) know the identity of any witnesses to appear at the hearing and the substance of their testimony
    - 6. a form on which the student may request a hearing to be signed by the parties making the request and delivered to the principal or superintendent in person or by registered or certified mail
  - d. The student and his/her parents or legal guardians may discuss and settle the issue under consideration with appropriate school personnel prior to the hearing stage.
  - e. If the principal or superintendent has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended by the principal shall automatically go into effect.
  - f. If a hearing is requested more than five school days but not more than thirty calendar days following receipt of the written notice, the student shall be entitled to a hearing but the punishment imposed will continue in effect pending final determination.
  - g. If a request for hearing is not received within thirty calendar days following receipt of the written notice, the student shall not be entitled to a hearing.
  - h. If a hearing is required to be provided, the superintendent shall appoint a hearing officer.
  - i. The following are procedural guidelines for hearings:
    - 1. *Hearing Officer:* The hearing officer shall be an individual who has had no involvement in the charges, will not be a witness at the hearing, has not brought charges against the student, will remain impartial throughout all deliberations, and will be available to answer questions by any involved party regarding the nature and conduct of the hearing.
    - 2. *Administrative Representative:* The principal shall present the facts and evidence making up the school's case; he or she 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.
    - 3. *Notice of Hearing:* Within two days of being appointed, the hearing officer shall give written notice to the principal and the student or the student's parents or legal guardians of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested unless the hearing officer has good cause to exceed that five day period. No hearing shall be held with less than two day's notice unless all parties involved consent to such scheduling.
    - 4. *Continuance:* The hearing officer may continue the hearing for any good cause, including, at his or her discretion, a written request for continuance from the student.
    - 5. *Access to Records:* The principal, the student, the student's parents or legal guardians, and the student's legal counsel (if any) shall have the right to examine records, affidavits, and statements of any witnesses in the possession of the school at any reasonable time prior to the hearing.
    - 6. *Mechanics of the Hearing:* The hearing shall be attended by the hearing officer, the student, the student's parents or legal guardians, the student's legal counsel, and the principal. 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 legal guardians 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. Testimony in affidavit form and other documentary evidence may be presented by the principal only if such has been made available to the student, the student's parents or legal guardians prior to the hearing. The student, the student's parents or legal guardians, or the student's legal counsel may request an explanation of such records at any time prior to or at the hearing. The principal, the student, the student's parents or legal guardians, or the student's legal counsel may ask witnesses to testify at the hearing. Such testimony will be given under oath, and the hearing officer will administer the oath. All witnesses giving testimony at the hearing, including the student, will be subject to cross-examination. The student may testify in his/her defense but is not required to do so; no inference shall be drawn regarding a student's declining to testify. Any person providing oral or written testimony at the 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 student if, in the opinion of the hearing officer, a single hearing is not likely to result in confusion or prejudice to the interests of any of the students involved. If

confusion does result or any student's interests are substantially prejudiced by the group hearing, the hearing examiner shall order a separate hearing for each or any of the students.

7. *Availability of Witnesses:* The hearing officer shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, the student's parents/guardians, or the student's legal counsel.

8. *Record:* The proceedings of the hearing shall be recorded at the expense of the school district.

9. *Findings:* Within a reasonable time after the conclusion of the hearing, the hearing officer shall submit to the superintendent his or her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school, the reasons for the hearing officer's recommendation. Such recommendation may range from no action through the entire field of counseling, long term suspension, expulsion, or mandatory reassignment.

10. *Review by Superintendent:* The superintendent shall review the report of findings of the hearing officer and may, at his/her discretion, review the hearing record. Based upon his or her review, the superintendent shall determine the sanctions to be imposed; the superintendent may not impose a sanction more severe than that recommended by the hearing officer.

11. *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 or registered mail or by personal delivery to the student and the student's parents or legal guardians. Upon receipt of such notice, the determination of the superintendent shall take immediate effect.

12. *Appeal to the Board:* The student or the student's parents or legal guardians may, within seven school days following receipt of the superintendent's decision, submit to the superintendent a written request for a hearing before the Board of Education.

13. *Review by the Board of Education:* Upon receipt of the request for a review of the superintendent's decision, the Board of Education, or a Board committee consisting of no fewer than three members, shall, within ten school days, hold a hearing on the matter. Such a hearing shall be made on the case record except that the Board may admit new or additional evidence to avoid substantial threat of unfairness. The Board or committee thereof may deliberate privately upon the record and new evidence; such deliberation shall be held in the presence only of Board members in attendance at the appeal proceeding and may be held in the presence of legal counsel provided said counsel did not previously act to present the school's case before the hearing officer. If questions arise during such deliberation, the Board or committee thereof may reopen the hearing, subject to the right of all parties to be present. The Board or committee thereof shall make a final disposition of the matter. The Board or committee thereof may alter the superintendent's disposition of the case if it finds that disposition to be too severe, but it may not impose a more severe penalty. The final decision of the Board or committee thereof shall be delivered to the student and the student's parents or legal guardians by personal delivery or by mailing the same by certified or registered mail.

## **R. Due Process Procedures for Qualifying Special Education Students**

1. Special education students may be suspended for violation of student conduct rules to the same extent as other students, subject to the limitations and procedures imposed by federal and state laws and regulations.

2. A special education student may be suspended from school for 10 consecutive school days or less, under the same procedures as students without disabilities, including the provision of alternative education programs.

3. When a student has been or will be suspended for 10 days or more during the school year, the IEP manager and IEP team shall make a determination of whether a "change of placement" has occurred or will occur as a result of the suspension. The student's parents shall be notified of the suspension decision and be given the procedural safeguards notice. The notice will be given on or before the date the decision to suspend is made.

4. If it is determined that the suspension will not cause a change in placement the IEP team will convene to review or develop a functional behavioral assessment and review, modify, or develop a behavioral intervention plan. Additionally, the district will provide services to the student during the suspension to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP.

5. If it is determined that the suspension will cause a change in placement, the IEP team will convene immediately (if possible) but no later than 10 days after the date on which the decision to take the suspension action is taken. The IEP team shall develop a functional behavioral assessment plan and develop, review and, if necessary, modify the behavioral intervention plan. The IEP team and other qualified personnel shall conduct a manifestation review, to determine whether the behavior of the student was a manifestation of the student's disability.

6. If it is determined that the behavior of the student was a manifestation of the student's disability, the suspension will not be continued or enforced. If it is determined that the behavior of the student was not a manifestation, the IEP team shall further determine what services must continue during the suspension.

7. The process outlined below for long-term suspensions or expulsions will be followed. The length of the long-term suspension or expulsion will be the same as it would be if the student were not in special education subject to any additional restrictions found in this section.

8. The IEP team manager will be immediately notified of the decision to recommend the long-term suspension or expulsion. The student's parents shall be notified of the suspension decision and be given the procedural safeguards notice. The notice will be given on or before the date the decision to suspend is made.

9. The IEP team shall convene immediately (if possible) but no later than 10 school days after the date on which the decision to take the expulsion or suspension action is taken. The IEP team will develop a functional behavioral assessment plan and develop, review and, if necessary, modify the behavioral intervention plan. The IEP team and other qualified personnel shall conduct a manifestation review to determine whether the behavior of the student was a manifestation of the student's disability.

10. If it is determined that the behavior of the student was a manifestation of the student's disability, the expulsion or suspension will not be continued or enforced. If it is determined that the behavior of the student was not a manifestation, the IEP team shall further determine what services must continue during the suspension or expulsion.

11. The district will provide services to the student during the expulsion or suspension to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP.

12. Special education students may be placed in an alternative educational setting for 45 calendar days or less if the student either:
  - a. Carries or possesses a weapon (for this provision, "weapon" is defined as anything which may be used for, or is readily capable of, causing death or serious bodily injury, including a pocket knife with a blade of 2 ½ inches in length or more); or
  - b. Possesses, uses, sells, or solicits the sale of illegal drugs or controlled substances, to or at school (which includes school grounds and vehicles owned, leased, or contracted by the school, and vehicles being driven for a school purpose by a school employee or designee) or a school function.
13. The process for long-term suspensions or expulsions will be followed. The length of the placement in the alternative educational setting will be the same as it would be if the student were not in special education, subject to the 45 calendar day limit. The IEP team manager will be immediately notified of the decision to recommend the change in placement and when the long-term suspension or expulsion recommendation was made.
14. The student's parents shall be notified of the decision to change the student's placement and be given the procedural safeguards notice. The notice will be given on or before the date the decision to make the change in placement is made.
15. The IEP team will convene immediately, if possible, but no later than 10 school days after the date on which the decision to take the expulsion or long-term suspension action is taken. The IEP team shall develop a functional behavioral assessment plan and develop, review and, if necessary, modify the behavioral intervention plan. The IEP team and other qualified personnel shall conduct a manifestation review, to determine whether the behavior of the student was a manifestation of the student's disability.
16. If it is determined that the behavior of the student was a manifestation of the student's disability, the student will not be suspended for a period of more than 10 consecutive days (on a cumulative school year basis) or be expelled. If it is determined that the behavior of the student was not a manifestation, the IEP team shall further determine what services must continue during the long-term suspension or expulsion, and the alternative educational setting in which the student is to be placed.
17. The district will provide services to the student during the expulsion or suspension in an alternative educational setting. The alternative educational setting will be selected to enable the student to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in the IEP. The alternative setting will also include services and modifications to address the behavior and designed to prevent the behavior from recurring. The determination of the alternative educational setting is to be made by the IEP team.
18. A State Department of Education Hearing Officer may, through a special proceeding, place a special education student in an interim alternative educational setting for not more than 45 days if a student's current placement is substantially likely to result in injury to the student or others.
19. The Superintendent or designee is authorized to initiate such proceedings when deemed appropriate.
20. This regulation is applicable to students who are eligible for special education and to students who claim protection under regulations pertaining to the discipline of special education students if the District had knowledge that the student had a disability before the behavior causing disciplinary action occurred.
21. Having knowledge that a student has a disability holds true if:
  - a. the parent of the affected student has expressed concern about the need for special education services to District personnel in writing; OR
  - b. the behavior or performance of the affected student demonstrates the need for special education services; OR
  - c. the parent of the affected student has requested a special education evaluation; OR
  - d. District personnel have expressed concern about the behavior or performance of the affected student to the special education director or other District personnel in accord with the District's child find or special education referral system.
22. Such knowledge will not be deemed to exist if the District has conducted an evaluation and determined that no disability applies or if the District has determined that an evaluation is not necessary and has properly given the parents of the affected students notice of that determination.
23. If an evaluation request is received during the time a student is suspended or expelled, the evaluation will be conducted in an expedited manner.

#### **S. Notification of Disciplinary Action Taken**

1. A reasonable effort will be made to provide written notice of disciplinary action to the affected student and/or his/her parents.

#### **T. Reporting of Criminal Acts**

1. The principal and his/her designee shall notify appropriate law enforcement authorities of any student act which is known or suspected to be in violation of the Nebraska Criminal Code.
2. School employees shall not be civilly or criminally liable as a result of any such report made in good faith.

## **IV. Student Health and Safety**

### **A. Accidents, Injuries, Illnesses, and Emergencies**

1. Students who become ill during the school day will report to or be sent to the nurse. If it is deemed necessary to send the student home, the parent or person designated on the enrollment/emergency card will be contacted. If such contact cannot be established, the student will be kept in the nurse's office until school is dismissed. Parents are asked to advise the school of changes to enrollment/emergency card information.
2. If a student is injured at school and treatment required goes beyond that which school personnel can administer, the parent or designated person will be contacted and asked to come for the student.
3. If an injury or medical emergency arises which, in the opinion of school personnel, requires transportation for emergency care, the school will contact the EMS system in addition to notifying a parent or designated person. Parents can refuse such emergency transportation by signing a waiver for the rescue squad.

### **B. Medication**

1. The school believes the responsibility for prescription, possession, and administration of students' medicine lies with the parent/guardian and physician. However, the school also recognizes that certain situations may arise in which it is necessary for medicines to be administered to a student during the regular school day. In such cases, the following procedures will be followed:

- a. medicine is to be brought to school and picked up by the parent/guardian; no medicine will be sent home with a student; the medicine will be kept in a secure location at the school until a parent/guardian can pick it up; if a child will need medication at home also, parents are asked to have the pharmacist dispense the prescription in two bottles
- b. the student's doctor must provide written orders detailing diagnosis, dosage, and times for administration of medicine
- c. the parent or guardian must provide a written request for the school to administer medication and permission to do so
- d. prescription medicine must be brought to school in a container with a pharmaceutical label which must state the student's name, prescription, dosage, and manner of administration
- e. over-the-counter medication must be brought in the originally labeled container with the student's name on it
- f. only the dosage prescribed will be administered in the manner prescribed
- g. the person administering the medication will ascertain that the student actually ingests the prescribed medicine while in the presence of the person administering the medicine
- h. acetaminophen tablets, non-prescription throat lozenges, anti-bacterial sprays, band-aids, and so forth may be administered at the discretion of school officials unless written notice to the contrary is provided by parents
- i. if medicine is not picked up by the last day of school, it will be destroyed unless other arrangements are made by the parents

### **C. Self-Administration of Medication**

1. Students who are able to self-administer specific medication (epi-pens, inhalers, etc.) may do so provided:
  - a. self-administration of medication is authorized in writing by a physician, with said authorization documenting the physician's evaluation of the safety, appropriateness, and approval of the self-administration plan
  - b. self-administration of medication is authorized in writing by a parent or guardian
  - c. medication to be self-administered is brought to school and maintained under the student's control in the original, properly labeled package, is not opened except when self-administering the medication, is not self-administered during instructional time or in the presence of other students unless medically necessary, and is not shown or exhibited to other students
  - d. the student and the student's physician or the physician's designee have developed a plan for reporting and supervision of self-administration
  - e. the principal, school nurse, and appropriate teachers are informed that the student is self-administering prescribed medication

### **D. Immunization**

1. The school district shall comply with all statutory provisions regarding immunization of students to protect against communicable disease.
2. Ninth and tenth graders and students transferring in from out-of-state must have the following immunizations:
  - a. 3 doses of Polio vaccine
  - b. 3 doses of DPT, DtaP, DT, or Td vaccine with one given on or after the child's fourth birthday
  - c. 2 doses MMR vaccine given on or after 12 months of age and separated by at least one month
  - d. 3 doses Hepatitis B vaccine
3. All other 11-12 students must have the following minimum immunizations:
  - a. 3 doses Polio vaccine
  - b. 3 doses DPT vaccine
  - c. 2 doses MMR vaccine given at or after 12 months and separated by at least one month
4. Students not in compliance with immunization requirements will not be permitted to attend classes. A student may be provisionally allowed class attendance privileges if he or she has begun the immunizations and continues to receive the immunizations as rapidly as is medically feasible.
5. Students claiming exemption from immunization for religious reasons shall deliver to the school a properly completed, sworn, and notarized affidavit to that effect.
6. Students claiming exemption from immunization for medical reasons shall deliver to the school a properly completed and signed statement from a licensed physician to that effect.
7. Students exempt from immunization for medical reasons or religious reasons shall be excluded from school during an outbreak of communicable diseases.

### **E. School Physical Examination Requirements**

1. By state law, all students entering kindergarten and seventh grade are required to provide evidence of a physical examination performed by a qualified practitioner prior to the start of school. Students and/or parents objecting to this requirements may have the requirement waived by completing a document requesting such a waiver.
2. All students wishing to participate in extracurricular athletic activities are required to provide evidence of a physical examination performed by a qualified practitioner prior to beginning practice or competition for the activity in question. No waiver is allowed for this physical examination requirement.

### **F. Communicable Diseases**

1. The school should be notified in the event a student contracts a communicable disease.
2. Students shall be excluded from school for the following reasons:
  - a. contagious diseases such as chicken pox, measles, mumps, pink eye, etc.
  - b. skin eruption or suspicious rashes
  - c. vomiting
  - d. abnormal temperature
  - e. head lice and/or nits (students with recurring head lice and/or nits will be excluded from school until all evidence of lice and nits is gone)
3. A child suffering from a skin disease or who has been absent from school because of an infection or contagious disease may be required to present a physician's statement prior to returning to school.

### **G. Sexually Transmitted Diseases**

1. The following policy provisions ensure a safe and healthy school environment for all students in the event that education is provided for students known to have a chronic infectious disease (i.e. AIDS/ARC, CMV, hepatitis B, herpes simplex, etc.):

- a. all children in Nebraska have a constitutional right to a free, suitable program of educational experience
- b. as a general rule, a child with a chronic infectious disease will be allowed to attend school with the approval of the building administrator; a committee composed of the school nurse, a parent of the child without the disease, and a physician will make a recommendation to the building administrator; the child will attend school in a classroom setting and will be considered eligible for all rights, privileges, and services provided by law and existing school policy
- c. the school nurse will function as the school liaison with the child's physician, the child's advocate in the school, and the coordinator of health services provided by other staff
- d. the school will respect the right to privacy of the individual; therefore knowledge that a child has a chronic infectious disease will be confined to those persons with a direct need to know; those persons will be provided with appropriate information concerning such precautions as may be necessary and should be aware of any confidentiality requirements
- e. based upon individual circumstances, special programming may be warranted and will be so determined by the building administrator; such special programs will be developed by a planning and placement team
- f. under certain circumstances, a child with a chronic infectious disease might pose a risk of transmission to others; if any such circumstances exist, the school nurse in consultation with the child's physician must determine whether a risk of transmission exists; if it is determined that a risk exists, the student will be removed from the classroom
- g. a child with a chronic infectious disease may be temporarily removed from the classroom for the reasons stated in "f" above until an appropriate school program adjustment can be made, an appropriate alternative education program can be established, or the physician determines that the risk has abated and the child can return to the classroom
- h. removal from the classroom will not be construed as the only response to reduce risk of transmission; school personnel should be flexible in developing alternatives and should attempt to use the least restrictive means to accommodate the child's needs
- i. in any case of temporary removal of the student from the school setting, state regulations and school policy regarding homebound instruction will apply
- j. each removal of a child with a chronic infectious disease from normal school attendance will be reviewed by the school nurse, in consultation with the student's physician, at least once every month to determine whether condition(s) precipitating the removal has(have) changed
- k. a child with a chronic infectious disease may need to be removed from the classroom for his/her protection when other communicable diseases (i.e. measles, chicken pox, etc.) are occurring in the school population; this decision will be made by the child's physician and parent/guardian in consultation with the school nurse
- l. prior to being graduated from Ashland-Greenwood High School, each student will be provided with at least two hours of classroom teaching to address sexually transmitted diseases and the prevention thereof; this class preparation and curriculum shall be the responsibility of the school nurse in conjunction with the committee referred to in item "b" above

## **H. Asbestos Notice**

1. The Institute of Environmental Awareness was asked by the Ashland-Greenwood Public Schools in 1988 to review and prepare an asbestos management plan identifying the presence of asbestos in district buildings. In 1991, the Institute reinspected the facilities, and in 1994, 1997, and 2000 the facilities were inspected by Venus Consulting of Orchard, NE. The federally certified inspectors and public health and engineering consultants for these firms worked in conjunction with school administrative personnel to identify asbestos containing building products. Asbestos is a mineral fiber associated with increased levels of disease when inhaled. The risk rating procedures used by these firms in commenting on asbestos were developed in conjunction with national experts in the areas of industrial medicine, toxicology, industrial hygiene, and engineering. After reviewing the characteristics of District buildings, IEA and/or Venus Consulting prepared a management plan for each building describing the asbestos plan and the intended response.
2. The district has continued to respond to the asbestos in the schools issue in a cautious and proactive manner. The district will continue ongoing asbestos operations and maintenance programs including periodic surveillance conducted every six months in all school buildings. Since implementation of the district's management plan on July 9, 1989, the following activities have been conducted:
  - a. At the elementary building, activities included abatement of thermal boiler and pipe insulation and of spray on ceiling finish.
  - b. At the middle school/high school building, activities included abatement of ceiling tile and asbestos joint compound and the abatement of some vinyl floor tile.
  - c. At the annex/bus barn building, activities included abatement of thermal pipe insulation.
3. During the past year, the district did not abate any asbestos containing building materials.
4. The district will continue ongoing efforts related to the management and control of asbestos in order to provide a safe and healthy environment for students, employees, and visitors. Anyone with questions is urged to contact the Asbestos Program Manager at 944-2128.

## **I. Emergency Drills**

1. Fire drills are held throughout the year without advance notice. The sounding of an alarm accompanied by flashing strobe lights is the signal to vacate the building for a drill or because of an actual fire. All classrooms have designated exit routes posted; students are to follow those routes, walking in single file rapidly (but not running). Students and faculty will return to their respective classrooms upon receiving the all-clear signal.
2. Tornado drills will be held in conjunction with local and state drills for severe weather. Prior to the drill, teachers will review procedures with students.
3. Other emergency drills (i.e. for intruders, chemical spills, etc.) will be conducted on an as needed basis.

## **J. Insurance**

1. Ashland-Greenwood Public Schools provides no health insurance coverage for students. It is the responsibility of the parents to provide adequate insurance to cover any medical expenses which may be incurred while the student is participating in curricular or extracurricular activities.
2. Accident insurance policies offered by a private vendor are made available to students at the start of each school year. School-day and 24-hour policies will include coverage for all extracurricular activities except football. A policy for football may be purchased, at an increased rate, by participants. Participation in any or all options is voluntary.

3. The district will also distribute materials provided by the state regarding subsidized health insurance options available to those qualifying on the basis of income.

### **K. Athletic Injuries**

1. Any injury must be reported to the coach or sponsor immediately.

### **L. Statutorily Required Notice**

1. The following notice is included in handbooks for students in grades 7-12 as required by Nebraska Revised Statute 71-6909 and is not a reflection of Ashland-Greenwood Public Schools' opinion or position on this or any other issue. Compliance with the law is the only purpose served by this notice.

2. If you are under 18 years of age and get pregnant, you will not be able to get an abortion without having a parent or legal guardian notified. You may appear before a judge and explain why you do not feel a parent or guardian should be notified. If you have any questions regarding the law, a copy can be obtained through the Clerk of the Legislature.

3. The school and/or its employees shall not be held responsible for action or inaction as a result of this statute or the distribution of this notice and shall be immune to any and all liability as a result of this notice.

## **V. Student Records**

### **A. Notification of Records Policy**

1. The Family Educational Rights and Privacy Act of 1974 (FERPA) requires, in Section 99.7, that Ashland-Greenwood High School annually notify parents and students of their FERPA rights. This handbook section constitutes that notification.

### **B. Definitions**

1. Student—any person who attends or has attended Ashland-Greenwood High School

2. Eligible Student—a student or former student who has reached age 18 or is attending a post-secondary school

3. Parent—either a natural parent of a student, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian

4. Education records—any record in handwriting, print, tape, film, or other medium maintained by AGHS which is directly related to the student EXCEPT:

a. a personal record kept by a school staff member if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute; AND

b. an employment record which is used only in relation to a student's employment by the Ashland-Greenwood Public Schools; AND

c. alumni records which contain information about a student after he or she is no longer in attendance at AGHS and which do not relate to the person as a student at AGHS

### **C. Inspection of Education Records**

1. Parents of students or eligible students may inspect and review the student's education records by submitting to the principal a written request which identifies the record or records he/she wishes to inspect.

2. The principal will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place for inspection of the records. Such access will be granted within 45 or fewer days from the receipt of the written request for inspection.

3. If the parents or eligible student wishes copies of the records requested for inspection, such desire should be indicated within the written request.

4. When a requested record contains information about students other than the parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

5. Ashland-Greenwood High School will not refuse to provide the copies of student records to parents or eligible students provided that doing so is fully in compliance with all relevant state and federal requirements.

### **D. Types, Locations, and Custodians of Education Records**

1. Active cumulative school records are located in the principal's office in the custody of the principal.

2. Inactive cumulative school records are located in the superintendent's office in the custody of the superintendent.

3. Free and reduced lunch records are located in the principal's office in the custody of the principal.

4. Health records are located in the principal's office in the custody of the school nurse and the principal.

5. Speech therapy records are located in the principal's office in the custody of the speech therapist and the principal.

6. Psychological records are located in the principal's office in the custody of the principal.

7. Transportation records are located in the principal's office in the custody of the principal.

8. Special test records are located in the principal's office in the custody of the principal.

9. Discipline records are located in the principal's office in the custody of the principal.

10. Current attendance records are located in the principal's office in the custody of the principal.

11. Other records will be collected on request and located in the principal's office in the custody of the principal.

### **E. Disclosure of Education Records**

1. Ashland-Greenwood High School will disclose information from a student's education records only with the written consent of the parent or eligible student EXCEPT:

a. to school officials who have a legitimate educational interest in the records; a school official is defined as a person employed by the district as an administrator, supervisor, instructor, or support staff member or as a person employed by or under contract to the district to perform a special task (i.e. attorney, auditor, consultant, therapist); a school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contractual agreement, performing a task related to the student's education, performing a task related to the discipline of a student, or providing a service or benefit relating to the student or student's family (such as health care, counseling, or job placement)

- b. to officials of another school in which a student seeks or intends to enroll upon request of such official
- c. to certain federal, state, and local educational authorities in connection with certain state or federally supported education programs
- d. in connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid
- e. if required by a state law requiring disclosure that was adopted before November 19, 1974
- f. to organizations conducting certain studies on behalf of the district
- g. to accrediting organizations to carry out their function
- h. to parents of an eligible student who claim the student as a dependent for income tax purposes
- i. to comply with a judicial order or a lawfully issued subpoena
- j. to appropriate parties in a health or safety emergency

**F. Record of Requests for Disclosure**

1. Ashland-Greenwood High School will maintain a record of all requests for and/or disclosure of information from a student's educational records, excluding requests of school officials and requests for directory information. The record will indicate the name of the party making the request, any additional parties to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

**G. Directory Information**

1. Ashland-Greenwood High School designates the following items as directory information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, awards and honors received, and student photographs as presented in school-related publications. Ashland-Greenwood High School may disclose any or all of those items without prior written consent unless notified in writing by the parent or eligible student to the contrary prior to September 15 of the current school year.

**H. No Child Left Behind Act Notice**

1. The No Child Left Behind Act of 2001 requires Ashland-Greenwood Public Schools to provide military recruiters and institutions of higher education access to secondary students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Ashland-Greenwood Public Schools not provide this information (i.e. not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education without prior written parental consent. Ashland-Greenwood Public Schools will comply with any such parent or student request.

**I. Correction of Education Records**

1. Parents or eligible students have the right to ask Ashland-Greenwood High School to correct records which they believe are inaccurate, misleading, or in violation of their privacy rights. Procedures for correction of records are detailed below.
2. Parents or the eligible student must ask Ashland-Greenwood High School to amend the record. In doing so, they must identify in writing the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy or other rights.
3. Ashland-Greenwood High School may comply with the request or may decide not to comply. If a decision not to comply is made, the parents or eligible student will be notified of the decision and advised of their right to a hearing to challenge the information in question.
4. Upon request, Ashland-Greenwood High School will arrange for a hearing and notify the parents or eligible student reasonably in advance of the date, place, and time of the hearing.
5. The hearing will be conducted by an individual who is a disinterested party and may be an official of the Ashland-Greenwood Public Schools. The parents or eligible student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational records. The parents or eligible student may be assisted by one or more individuals, including an attorney.
6. Ashland-Greenwood High School will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
7. If Ashland-Greenwood High School decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. Any statement so provided will be maintained as part of the student's education records as long as the contested portion is maintained. If Ashland-Greenwood High School discloses the contested portion of the record, it will also disclose the statement.
9. If Ashland-Greenwood High School decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

**J. Formal Complaints**

1. Parents and eligible students have the right to file at any time a complaint regarding alleged violations by Ashland-Greenwood High School of the Family Educational Rights and Privacy Act of 1974. Such complaints must be in writing, contain specific allegations of fact giving reasonable cause to believe a violation has occurred, and be addressed to:

Family Policy and Regulation Office  
U. S. Department of Education  
Washington, D.C. 20202

**K. Copies of Board Policy**

1. Copies of School Board Policy 5125 may be obtained from the principal.

**VI. Extracurricular Activities**

**A. Activities Program Philosophy**

1. The activities program of the Ashland-Greenwood Public Schools offers a wide range of competitive and non-competitive opportunities for student participation and benefit. Involvement in activities is encouraged of all students, with participation restricted

only by criteria established by various national, state, and/or local bodies. Those criteria may address issues such as: academic status, competitive merit, disciplinary standing, age, and such other factors as may be determined from time to time as being relevant and necessary.

2. Coaches and/or sponsors are responsible for providing student participants with detailed information regarding procedures for participation, including the abovementioned restrictive criteria. Student participants and their parents are responsible for understanding and abiding by established procedures. All such procedures shall comply with existing Board policy and other regulatory authority.

3. The activities program of Ashland-Greenwood Public Schools serves a variety of purposes, including:

- supporting academic achievement; research indicates that students involved in co-curricular activities perform better in the classroom and are more apt to finish school than are students who have no activities involvement
- teaching students important lessons about dedication, discipline, time management, teamwork, and a good work ethic
- offering students lessons on dealing with success and failure
- providing students with opportunities for safe and healthy social interaction
- allowing students an alternative means of achievement and accomplishment
- promoting home-school relations through providing a source of entertainment, creating a sense of community pride, and showing students at their best

## **B. Formation of Student Organizations**

1. Any group wishing to form a school-sponsored organization must seek approval for such an organization through the school administration and the Board of Education. The group must identify the purpose of the organization and the rules under which the organization will operate. Any student organization which functions as a "secret society" is expressly prohibited.

## **C. Class Organizations**

1. The election of class officers is held within the first few weeks of each school year; class officers are elected by the members of the class which they are to serve. The offices usually consist of a president, a vice-president, a secretary, and a treasurer. Their duties are to conduct class meetings and to supervise or organize class activities.

2. In order to be selected as a class officer, a student must:

- have passed at least 20 credits the preceding semester
- have no unexcused absences for the current or previous semester
- have incurred no out-of-school suspension assignments for the previous or current semester

## **D. Student Council**

1. The purposes of student council are to bring the interests of students before the administration and the faculty, to provide opportunities for student involvement in the internal government of the school, and to promote the general welfare of the school and sentiment for law and order.

2. All measures passed by the student council are subject to direct approval, alteration, or veto by the sponsor, principal, superintendent, or Board of Education.

3. In order to be selected as a student council member, a student must:

- have passed at least 20 credits the preceding semester
- have no unexcused absences for the current or previous semester
- have incurred no out-of-school suspension assignments for the previous or current semester

## **E. National Honor Society**

1. National Honor Society recognizes eligible students who demonstrate outstanding characteristics of scholarship, leadership, character, and service.

2. Students are eligible for National Honor Society membership consideration after the first semester of their sophomore year.

Failure to meet any one of the standards detailed below will automatically render a student ineligible for membership. Students not selected for membership one year will be reconsidered for membership under the same standards the following year.

3. Standards for membership in National Honor Society are as follows:

- scholarship—has earned a minimum cumulative Full GPA of 3.000 (members inducted prior to and inclusive of 2000) or 3.5000 (members inducted in 2001 and after)
- leadership—actively participates in at least one school activity or organization
- character—has incurred no more than two detentions for the previous semester, has incurred no Saturday Schools or suspensions for the previous semester, and has been involved in no instances of cheating for the previous semester
- service—actively participates in at least one non-school activity (i.e. Scouting, 4-H, church groups, volunteer services, piano/dance classes, etc.) or volunteers for some type of regular (i.e. weekly at a minimum) non-credit school service (i.e. tutoring, office assistant, library aide, etc.)

4. Once admitted to National Honor Society, students must continue to meet all standards outlined above. Current NHS members will be reviewed at the end of each semester to determine status.

5. Any current member not meeting one standard during any review period will be placed on probation and given one semester to correct the shortcoming; if the deficiency is not corrected by the next review period, the student will be removed from NHS membership rolls.

6. Any current member not meeting two or more standards during any review period will be removed from NHS membership rolls.

7. Once removed from NHS membership rolls, a student will not be considered for future readmission.

## **F. Band**

1. The Ashland-Greenwood High School "Bluejay" band performs at athletic events, school-sponsored programs, District music contests, and other activities. Participation in the performance band is open to students upon satisfactory completion of an audition with the band director.

## **G. Vocal Music**

1. Various vocal music groups perform at concerts for civic, community, and school organizations and at District and Conference contests. Membership in any of the groups is generally on a try-out basis and requires concurrent enrollment in the vocal music class.



## **H. FFA**

1. FFA is a national organization for high school students who are enrolled in agricultural courses. Its work is intended to develop qualities of leadership, sportsmanship, good citizenship, thrift, scholarship, and patriotism. The organization encourages the development of agri-business and provides opportunities for organized recreation. Members learn how to conduct a public meeting, how to speak in public, and how to act as responsible citizens.

## **I. FBLA**

1. FBLA is a national organization intended to assist students in developing vocational competencies in business and/or business related fields; as such, it is an integral part of the instructional program and promotes a sense of civic and personal responsibility. Specific goals of FBLA encourage leadership, self-confidence, knowledge of business enterprise, community spirit and citizenship, efficient money management, scholarship and school loyalty, awareness of career and occupational goals, and planning for the transition from school to work.

## **J. Spanish Club**

1. Spanish Club is a school organization intended to promote greater appreciation and enjoyment of foreign language study through participation in various travel, competition, and cultural activities.

## **K. School Parties and Dances**

1. School dances and parties are sponsored for the benefit of Ashland-Greenwood High School Students and their dates only unless otherwise stated.
2. Out-of-class or out-of-school dates must be accompanied by an Ashland-Greenwood High School student and be approved by the principal prior to the dance.
3. Specific regulations and rules concerning individual dances and parties will be developed and promulgated as necessary.

## **L. Homecoming**

1. Homecoming royalty candidates are presented and the Homecoming King and Queen crowned immediately prior to the Homecoming football game.
2. Homecoming royalty candidates must:
  - a. be seniors eligible to receive a diploma at the end of the current school year
  - b. have passed at least 20 semester credits the preceding semester
  - c. have participated in at least one extracurricular activity during the current or previous semester and shall be participating or have finished that activity's season in good standing
  - d. have no unexcused absences for the current or previous semester
  - e. have incurred no out-of-school suspension assignments for the previous or current semester

## **M. Junior-Senior Prom Banquet**

1. The junior class entertains by invitation the seniors, School Board members and their spouses, and faculty members and their spouses at a banquet held in the spring of each year.
2. Prom royalty and attendant candidates must:
  - a. have passed at least 20 semester credits the preceding semester
  - b. have no unexcused absences for the current or previous semester
  - c. have incurred no out-of-school suspension assignments for the previous or current semester
  - d. be members in good standing of their respective classes (prom royalty candidates must be seniors eligible to receive a diploma at the end of the current school year; prom attendant candidates must be juniors on track to be graduated the following school year)

## **N. Sports by Season**

1. The fall sports season begins on the first practice day designated by the NSAA and ends with state competition. Boys sports include football. Girls sports include volleyball, softball, and golf.
2. The winter sports season begins on the first practice day designated by the NSAA and ends with state competition. Boys sports include basketball and wrestling. Girls sports include basketball.
3. The spring sports season begins on the first practice day designated by the NSAA and ends with state competition. Boys sports include track and golf. Girls sports include track.

## **O. Athletic Check Out**

1. All students out for interscholastic athletic teams must present the coach with a physical and a parental permission slip before they participate in a sport. Copies of this form can be obtained from coaches or in the high school office.

## **P. NSAA Eligibility Requirements**

1. In order to represent a high school in interscholastic athletic competition, a student must abide by the eligibility rules of the Nebraska School Activities Association. If you do not understand the summary of those rules which are provided below, or you need an explanation of other requirements, consult the high school principal or activities director.
2. Student must be an undergraduate
3. Student must be enrolled in school for at least 20 credit hours (4 classes) per week and regular in attendance in accordance with the school's attendance policy
4. Student must be enrolled in some high school on or before the 11<sup>th</sup> day of the current year
5. Student is ineligible if 19 years of age before August 1 of the current school year (student may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year)
6. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership
7. Student must have been enrolled in school the immediate preceding semester
8. Student must have earned at least 20 credits for the immediate preceding semester (not applicable to first semester ninth graders)
9. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school; any other competition will render the student ineligible for a portion of, or all of, the season in that sport; the season of a sport begins with the first date of practice as permitted by NSAA rules

10. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team
11. A student shall not participate on an all-star team while a high school undergraduate
12. A student shall be ineligible for ninety school days to represent a school in interscholastic competition at the varsity level if the school is located in a district other than the district in which his/her parents maintain their domicile (this applies to option enrollment students)
13. A student is ineligible for ninety school days if his/her parents have changed their domicile to another school district and the student has remained at his/her former school (see the Activities Director for information on exceptions to this provision)
14. Guardianship does not fulfill the definition of a parent; if a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile; individual situations involving guardianship may be submitted to the Executive Director for his review and ruling
15. A student shall not participate in a contest under an assumed name
16. A student must maintain his/her amateur status

#### **Q. Transfer and Exchange Students**

1. A student whose parents move into the Ashland-Greenwood school district is eligible to participate immediately.
2. Exchange students are eligible to participate immediately. All other transfers must wait 90 school days to become eligible.

#### **R. NSAA Information**

1. Questions regarding NSAA rules and regulations can be answered by contacting the AGHS Activities Director at 944-2114, or by calling the Nebraska School Activities Association (NSAA). You may contact the NSAA by calling (402) 489-0386 or by mail at:

NSAA  
PO Box 5447  
Lincoln, NE 68505-0447

#### **S. Building Use**

1. No one is to be in the building without a coach or faculty sponsor.

#### **T. Equipment**

1. The athletic department will furnish equipment needed for each program with the exception of shoes or any equipment of a personal nature.
2. All equipment checked out to participants is their responsibility. At the completion of the season, the equipment will be checked in. Athletes must pay for any lost items.

#### **U. Locks**

1. Locks will be checked out to athletes with the rest of their equipment. High school athletes should check locks out from their respective coaches.
2. Athletes are responsible for these locks and will pay replacement costs if they are lost or stolen.

#### **V. Activity Transportation**

1. The school district provides transportation to and from all contests for participants. Team members are expected to ride the transportation provided.
2. If other arrangements need to be made, the parents must provide a hand written note (to be initialed by the Activities Director and given to the coach or sponsor) or speak directly to the coach or Activities Director.

#### **W. Activity Accounts**

1. All organization money is deposited in the principal's office with a receipt given for each deposit. All withdrawals must be authorized by the sponsor of the organization and approved by the principal.
2. The district's business manager will maintain the official ledgers for all activity accounts. Organizational sponsors are encouraged to check the same at regular intervals.
3. All activity accounts are audited each year by a Certified Public Accountant.

#### **X. Application of Other Handbook Procedures**

1. Students suspended from school are also suspended from practice and/or activities participation for the duration of the suspension period.

#### **Y. Dress**

1. At away contests, dress of team members should be neat, clean, and tasteful. Hair should not create a health or safety problem. Specific apparel may be discussed and required by individual coaches.

#### **Z. Conduct at Athletic Events**

1. Each athlete should conduct himself/herself in a manner which exemplifies good sportsmanship and conduct. Any athlete who discredits the Ashland-Greenwood School System will be disciplined by the coaches and/or administration.

#### **AA. Attendance and Activity Participation**

1. Attendance at school for all of the school day is required before an athlete may compete in any contest or practice. This requirement can be waived by the principal if an absence is for an unavoidable, non-illness related reason.
2. Attendance at all practices is required. If an athlete is unable to attend he/she must contact the coach before the practice begins.
3. An unexcused absence from practice will result in a one-contest suspension. A second unexcused absence could be grounds for dismissal from the team. The following are examples of unexcused absences:
  - a. Being at school and leaving during the day without notifying the coaching staff and missing practice.
  - b. Being at school all day and then missing practice without notifying the coaching staff.
  - c. Missing a practice scheduled on a "no-school" day without notifying the coaching staff. A note excusing the athlete after the fact will not change the practice from unexcused.
  - d. Athletes gone from school for the entire day due to illness are considered excused from practice and will not need to contact the coaching staff. All other absences from practice must be excused by the coaching staff.

## **BB. Classroom Performance**

1. An athlete's performance in the classroom and during the school day may affect his/her participation. Athletes must make a positive statement about our programs at all times.
2. Students needing to complete remediation activities for any class will be expected to do so prior to reporting for after-school practice. No activities' penalties will be assessed for attending to remediation needs.
3. Students consistently failing or performing at a borderline level in one or more classes may be removed from any given participation opportunity if such participation would have the student missing part or all of the school day and if such curtailment would not have an adverse effect on other participants.
4. In all situations involving remediation and/or removal from participation opportunities, classroom teachers and coaches/sponsors will work cooperatively to ensure that the best interests of the school and the student are advanced.

## **CC. Specific Team Rules**

1. Coaches may institute additional rules for their own sports with the approval of the Activities Director. These rules will be on file with the Activities Director and players will be given a written copy of these rules.

## **DD. Athletic/Cheerleading/Dance Training Rules**

1. The following training rules apply to all athletic programs:
  - a. Use and/or possession of tobacco products is prohibited.
  - b. Use and/or possession of alcoholic beverages is prohibited.
  - c. Use and/or possession of drugs not prescribed by a doctor or purchased over the counter is prohibited. This includes the use of lookalike drugs.
  - d. Being ticketed and/or convicted of minor in possession is prohibited.
  - e. Being present in a situation at which alcohol or other drugs are being illegally used or possessed by minors ("illegally used or possessed" shall be defined as meaning that one or more parties are ticketed).
2. A participant shall be considered in violation of one or more training rules if any of the following apply:
  - a. he or she reports the violation voluntarily to the appropriate school personnel
  - b. a school employee witnesses the violation and reports that violation to the appropriate school personnel
  - c. a parent/guardian of the participant reports the violation to the appropriate school personnel
  - d. law enforcement personnel report a citation constituting a training rules violation
3. Student athletes are expected to follow training rules for the entire athletic year. The "athletic year" is defined as beginning with the first day of fall practice as allowed by the NSAA, and concluding with the final NSAA Spring championship.

## **EE. First Offense (Non-Self Reported)**

1. High school student athletes will be suspended from participation in athletics for ten (10) competition weeks. (A competition week is defined as a week, starting Monday and ending Saturday, that includes at least one (1) scheduled event in the sport they are currently participating in at their current level.) If the season in which the student athlete currently is in has less than ten weeks left, or, if the student athlete is not currently in a season, the penalty shall be carried over to the next sport's season the student athlete participates in.

## **FF. First Offense (Self Reported)**

1. Student athletes are expected to police themselves regarding athletic training rules and their eligibility.
2. If a student athlete feels he/she has violated a training rule, they should report the alleged infraction at the next available opportunity to a coach, AD, or building principal. The "next available opportunity" shall be defined as the next practice session or the next day of school attendance, whichever ever comes first, after the alleged infraction.
3. High school athletes self reporting training rules violations will be suspended for three (3) competition weeks from athletic participation.

## **GG. Second Offense**

1. Any athlete found guilty of a second offense violation of training rules will be suspended from athletic participation for the remainder of the school year.

## **HH. Due Process Provisions**

1. In the event of an alleged infraction of training rules, the sponsor of the activity the student is presently involved in when the alleged infraction occurred shall investigate the alleged infraction. If the infraction took place between seasons, or while a student was not participating in an activity, the Activities Director will investigate the alleged infraction.
2. The Activities Director shall be informed of any infractions by the coach or sponsor. The Activities Director will then inform the student and the parents of the alleged violations. A meeting between the student, parents/guardians, and the Activities Director will be held to discuss the alleged violations.
3. A statement of finding of facts from the hearing shall be compiled and the student and the parents provided a copy.
4. A written statement will be given to the student and parents detailing the penalties handed out for any training rule infractions. The written notice shall be made by mail or by personal delivery.
5. If the student and his/her parents are not satisfied with the findings and/or decision of the Activities Director a second hearing may be requested before the next highest administrative level of the school system (building principal, Superintendent, Board of Education). The school administration must receive in writing a request for the second hearing within Five (5) days of the notification of the decision of the first hearing.

## **II. Awards**

1. Varsity programs will award certificates and one Varsity letter to each athlete who has met the lettering requirements that sport or activity.
2. There will be an Awards Banquet at the end of the school year where these letters will be presented. Individual sports may also give out awards at this time.

## **JJ. Outstanding Senior Athlete Award**

1. Each year a senior boy and girl shall be recognized at the activities awards night as the outstanding senior athletes. The outstanding senior athletes shall be elected by a vote of the head coaches of the various high school sports. Each coach shall have one vote. The Activities Director shall conduct the voting.

2. Candidates for outstanding senior athletes must:
  - a. have passed at least 20 semester credits the preceding semester
  - b. have no unexcused absences for the current or previous semester
  - c. have incurred no out-of-school suspension assignments for the previous or current semester
  - d. be seniors eligible to receive a diploma at the end of the current school year
  - e. have participated in at least one extracurricular activity during the current or previous semester and shall be participating or have finished that activity's season in good standing

## **KK. Lettering Requirements**

1. **Volleyball**
  - a. Play in a number of games equal to the number of total varsity matches
  - b. Conference, District, & State Tournament games are doubled
  - c. Student managers, attend all the games and practices
  - d. Must finish the year in good standing, unless injured
  - e. Seniors may letter if they have been out all four years and have contributed
2. **Football**
  - a. Average playing at least one quarter per game
  - b. Play-off games quarters are doubled
  - c. Seniors may letter if they have been out all four years and have contributed
  - d. Student managers, attend all games and practices
  - e. Must finish the year in good standing, unless injured
3. **Golf**
  - a. Participate in 40% of the varsity matches OR
  - b. Medal in a Major Tournament
  - c. Finish the year in good standing
4. **Softball**
  - a. Participate in 40% of the total varsity games
  - b. Conference, District, & State Tournament games are doubled
  - c. Senior who has been out all four years and has contributed to team
  - d. Finish the year in good standing
5. **Basketball**
  - a. Average playing in one quarter per varsity game
  - b. Conference, District, and State Tournament games are double
  - c. Seniors may letter if they have been out all four years and have contributed
  - d. Student managers, attend all games and practices
  - e. Must end the year in good standing
6. **Wrestling**
  - a. Participate in at least 40% of the varsity competitions
  - b. Conference, District, and State Tournament participation counts double
  - c. Seniors may letter if they have been out all four years and have contributed
  - d. Student manager, attend all practices and matches
  - e. Must end the season in good standing, unless injured
7. **Track**
  - a. Place in three Major Meets (more than 5 teams) OR
  - b. Score one or more points at the conference track meet (team points of relays will be divided by 4) OR
  - c. Score 40 meet points OR
  - d. Compete in 25 events throughout the season OR
  - e. Be a senior who has been out for four years and contributed to the track program
  - f. Must end the season in good standing
8. **Speech & Drama**
  - a. Lettering in Speech requires accumulating 50 points (explanation of how points are earned or lost will be distributed at the start of each season).
  - b. Lettering in Drama requires accumulating 50 points (explanation of how points are earned or lost will be distributed at the start of each season).
9. **Cheerleading/Dance Team**
  - a. Must finish the year with at least 80 of 100 merit points remaining (at the start of each year, cheerleaders will be provided information on how merit points may be deducted).
  - b. Must finish the year in good standing, unless injured.

## **VII. Faculty**

### **A. Notice of Staff Qualifications**

1. The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Ashland-Greenwood Public Schools will give parents the following information about their child's classroom teacher(s):
  - a. whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
  - b. whether the teacher is teaching under an emergency or provisional teaching certificate

- c. the baccalaureate degree major of the teacher (information about other graduate certification or degrees held by the teacher and information about the field or discipline of the certification or degree may also be obtained)
- 2. Ashland-Greenwood Public Schools will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.
- 3. The request for information should be made to the appropriate building principal. The requested information will be provided in a timely manner.
- 4. Finally, Ashland-Greenwood Public Schools will give timely notice to parents if their child has been assigned to, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

## **B. Roster**

Paula Akers, Para-Professional  
 Janice Alcorn, English  
 Jeff Borgen, Science  
 Ray Bentzen, Principal  
 Dan Brokaw, Mathematics, Technology  
 Jo Christenham, Secretary  
 Terry Dennis, Industrial Technology  
 Alisa Durst, Para-Professional  
 Kim Evans, Art  
 Linda Graham, Science  
 Jeff Grinvalds, English  
 Brad Jacobsen, Physical Education  
 Marci Janssen, Resource Room  
 Jennifer Krecklow, Vocal Music  
 Carol Logan, Resource Room  
 Nancy Lueking, Home Economics, Spanish  
 Vivian Maxwell, Secretary  
 Jim Mohrmann, Mathematics  
 Jon Richards, Guidance  
 Lori Rocke, Para-Professional  
 Leisa Rogers, Health, Physical Education  
 Reed Schwartz, Social Studies  
 Shirley Simpson, Secretary  
 Andy Spotanski, Instrumental Music  
 Bette Starns, English, Evening School  
 Hugh Stoddard, Social Studies  
 Eric Stuthman, Agricultural Education  
 Nathan Tonjes, Mathematics  
 Carol Tucker, Nurse  
 Vicki Washburn, English, Spanish  
 Jean Ann Watermeier, Business Education  
 Jerry Wendelin, Media  
 Randy Wiese, Assistant Principal, Activities Director