

Ashland-Greenwood Public Schools' Claims**General Fund Claims****June 20, 2013**

Check #	Vendor	Amount	Description
031106	AG Payroll Account	\$ 254,956.18	Net Payroll
031107	AGEA	\$ 2,592.00	Employee Dues
031108	Blue Cross and Blue Shield of Nebraska	\$ 83,657.94	Payroll Employee Health Ins
031109	Centennial Bank	\$ 11,076.31	Payroll Section 125 Deduct
031110	DISCOVER	\$ 129.43	Employee Garnishment
031111	Guardian	\$ 808.11	Payroll Employee Life Prem
031112	Madison National Life	\$ 1,139.40	Payroll LTD Insurance Prem
031113	MidAmerica 403b	\$ 1,965.00	Payroll Annuity Deduction
031114	Ashland-Greenwood Payroll Account	\$ 11,195.43	Payroll State Tax Wthhldg
031115	Nebraska Department of Revenue	\$ 250.00	NE State Tax Levy
031116	Ashland-Greenwood Payroll	\$ 86,618.44	Payroll Federal Tax Wthhldg
031117	Retirement	\$ 73,756.66	Payroll Retirement Wthhldg
031118	TheStandard	\$ 817.42	Employee Vision Plan
031119	Advance Education, Inc.	\$ 100.00	Title II A: HS SIP Dues
031120	Ashland-Greenwood Activities Acct	\$ 760.00	Bus Washing
031121	Ashland-Greenwood Booster Club	\$ 1,834.25	Ticket Taker Hours 12-13
031122	Alliance Public Schools-SD #6	\$ 300.00	Instruction: Tuition fees
031123	AmSan	\$ 2,190.34	Custodial: Supplies
031124	Apple Computer	\$ 8,280.00	Media: Soft. APPS.
031125	ASCD	\$ 163.00	Admin: Memberrship Fee
031126	Ashland Auto Parts	\$ 31.05	Maintenance: Belt
031127	Ashland Disposal Service	\$ 215.00	Custodial: Waste Removal
031128	Ashland-Greenwood Hot Lunch	\$ 487.20	Payment for PS Adult Lunches
031129	Awards Unlimited, Inc.	\$ 13.15	Instruction: Supplies
031130	Barnes & Noble Inc	\$ 535.74	Title II A: PLC Supp.
031131	Plains Equipment Group	\$ 140.28	Maintainence: Mower parts
031132	C & L Hardware	\$ 1,011.10	Maintenance: Paint Supplies
031133	Brooke L Cheleen	\$ 250.13	Physical Therapy
031134	City Of Ashland	\$ 1,751.50	Water & Sewer
031135	Cornhusker International Trucks, Inc.	\$ 244.36	Transportation: Parts
031136	Datavision	\$ 52.50	Inst. Tech.: Comp. Services
031137	Eakes Office Plus	\$ 193.39	Admin: Copier Use
031138	Educational Design Solutions	\$ 3,139.50	Inst. Tech.: Software ren.
031139	Electronic Sound, Inc.	\$ 750.00	General: Sound system in gym
031140	Esu #2	\$ 644.00	Title II A: SIP Writing WS
031141	Educational Service Unit No 6	\$ 248.62	Instruction: SENCAP tuition
031142	FishNet Security, Inc	\$ 2,384.80	Inst. Tech: Equip.
031143	Follett Educational Resources	\$ 1,156.43	K-5 Media: Books
031144	GovConnection Inc.	\$ 1,370.91	Inst. Tech.: Computer Equip.
031145	Grainger	\$ 76.10	Maintenance repair
031146	Jennifer S Haralson	\$ 4,443.89	Visually Impaired Provider
031147	HARRIS	\$ 673.63	Attendance Enterprise

Ashland-Greenwood Public Schools' Claims**General Fund Claims****June 20, 2013**

Check #	Vendor	Amount	Description
031148	Hewlett-Packard Company	\$ 3,336.75	Inst Tech: Hardware
031149	Matheson Tri-Gas, Inc/Linweld	\$ 41.55	Voc Ag: Supplies
031150	Douglas S Loftus	\$ 315.00	Grounds: Rentals
031151	MCI Communications Services, Inc.	\$ 110.20	Long Distance Service
031152	Menard Inc	\$ 186.84	Maintenance
031153	National Safety Council-Greater Omaha	\$ 40.00	Nurse: First Aid Instructor
031154	Nebraska Council of School Administrators	\$ 585.00	Principal: NCSA Membership Dues
031155	Nebraska Academic Decathlon, Inc.	\$ 175.00	Instruction: Dues & Fees
031156	Nebraska Music Educators Association	\$ 101.65	Vocal Music: Supplies
031157	Nebraska Sprinkler/Scott Brauckmuller	\$ 160.00	Maintenance: Install Pipe
031158	Nebraska Capitol Conference	\$ 400.00	Instruction: Conference Fees
031159	Nebraska ESU Coop Purchasing	\$ 1,122.96	Media: Equipment
031160	Northwest Evaluation Association	\$ 8,200.00	Curr. Sup.: Test. soft. lic.
031161	Odyssey Ware	\$ 800.00	Instruction: Summer School Fees
031162	Omaha Paper Co Inc	\$ 5,202.00	All Areas: Copy Paper
031163	Omaha World Herald	\$ 1,164.00	Advertising & Printing
031164	One Source, Inc	\$ 23.00	Background checks
031165	Omaha Public Power District	\$ 20,228.68	All Areas: May/June Electricity
031166	Perry, Guthery, Haase & Gessf	\$ 635.50	Admin: Legal Services
031167	Phi Delta Kappa, Int'l Hdqr	\$ 95.00	Principal: PDK Membership
031168	Pitney Bowes Financial	\$ 500.00	Gen Business: Lease
031169	Platte Valley Sanitation Inc	\$ 325.00	Custodial: Waste Removal
031170	Quill Corp	\$ 146.57	Admin: Supplies
031171	Ralston Public Schools	\$ 258.69	Deaf/Hard of Hearing Services
031172	Reliable Plbg & Htg.	\$ 141.36	Maintenance: Supplies
031173	All American Sports Corp.	\$ 920.00	General: HSFb Helmets
031174	Saunders Medical Center	\$ 100.00	Transportation: Empl Physical
031175	SchoolDude.com	\$ 1,195.00	Inst. Tech. : Cont. Serv.
031176	Solution One	\$ 837.97	Instruction: Copier Use
031177	Sparkling Klean	\$ 5,696.60	Custodial: Janitorial Service
031178	Tech Depot	\$ 786.67	Instr. Tech: Equip.
031179	United Electrical Supply Co Inc.	\$ 341.39	Maintenance: Supplies
031180	United Parcel Service, Inc.		Clerical Error
031181	United States Academic Decathlon	\$ 697.40	Instruction: Supplies
031182	US Mechanical Service Inc	\$ 896.76	Maintenance: service call
031183	Voss Electric Co	\$ 1,065.00	Custodial: Supplies
031184	Voyager Fleet Systems, Inc.	\$ 3,887.00	Transportation: Fuel
031185	Wahoo-Waverly-Ashland Newspapers	\$ 197.53	Advertising & Printing
031186	Wahoo Public School District #39	\$ 26,944.50	School Psychologist
031187	Beverly Wiggs	\$ 2,205.65	Occupational Therapy
031188	Cox Subscriptions, Inc	\$ 1,021.57	Media: periodicals
031189	Bishop Business Equipment Co Inc	\$ 1,043.88	Instruction: Copy cost

Ashland-Greenwood Public Schools' Claims

General Fund Claims

June 20, 2013

Check #	Vendor	Amount	Description
031190	C & L Hardware	\$ 11.44	Maintenance: Supplies
031191	GovConnection Inc.	\$ 36.41	Instr.Tech.; Supplies
031192	Menard Inc	\$ 1,833.82	Maintenance: Building Supp.
031193	NETA, Nebraska Educational Tech. Assn.	\$ 725.00	Title II A: SIP WS
031194	Windstream	\$ 677.20	Local Telephone Service

Incompletes

Administrative Operations

Seminol/Post Rock

Father Flanagans

No Frills/Nash Finch

VISA

Payflex

Mileage, Fees Wkshops

Natural Gas

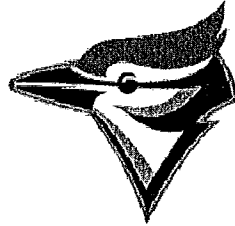
Student Tuition

Food, Supplies

Supplies, Fees, Travel

Employee Benefit

Authorized by:



Board of Education Meeting: MS/HS Principal's Report, Brad Jacobsen: June 17, 2013

Staff Development/Improvement/Training:

- 🌀 Jill's report! 😊

Summer School Update:

- 🌀 23 Middle School students.
- 🌀 Phil Onwiler, Lona Pinkall/Kristi Bundy, Christine Caswell MS teachers.
- 🌀 26 High School students. HS Summer School is on-line credit recovery.
- 🌀 Trisha Nichelson and Jon Richards are high school supervisors.
- 🌀 Summer School started June 3 and will conclude June 21.

Graduation Progress Update:

- 🌀 3 non completers on graduation day (down from 5 in 2012). A 4th did drop out and 1 finished. 1 just finished in summer school! 1 other making progress in summer school, goal is to finish in December, 2013 but 'might' complete his work within the month of June.

**Board of Education Meeting
Elementary Principal's Report**



June 17, 2013

- ❖ Elementary summer school takes place July 15-August 2. Registrations are currently being accepted. Summer school teachers will be Megan Laune, Maggie Onwiler and Trisha Nichelson.

- ❖ End-of-year reports completed
 - OSEP reports for early childhood special education
 - SPED Discipline
 - Report of Suspensions and Expulsions
 - Days in Session/Number of Program Hours

- ❖ Facility work currently underway...
 - SEi security systems
 - Cafeteria A-V system
 - Fire panel and strobe light system updates

- ❖ Working on updating the Student-Parent Handbook, Elementary Staff Handbook Procedures (i.e. – drill procedures, lunch/recess schedules, supervision schedules, etc...) and K-5 schedules for specials.

- ❖ Participated in Day 1 & 2 of the Marzano Academy (June 11 & 12)

Board Report
June 17, 2013
Curriculum Director – Jill Finkey

Topic: Summer 2013 Professional Development Work/Activities

The summer months are very busy for staff! Many staff members attend workshops, trainings, and classes as soon as school is out. When students return to school next fall, they will benefit from the hours staff dedicated over the summer to their own professional growth as educators.

Marzano Academy – Team I (2012.2013)

Brad Jacobsen, Jill Finkey, Dan Beranek, Laurie Duff, Amber Dutcher, Stu Essman, Janice Jacobs, Jim Mohrmann, Kylie Penner, Lona Pinkall

Marzano Academy – Team II (2013.2014 – first 2 days in June, 2 in Sept., and 2 in April)

Teresa Bray, Randy Wiese, Kristi Bundy, Jan Guitierrez, Roxanne Kingston, Colleen Lewin, Teresa Luers, Barb Murphy, Diane Starns, Ryan Thompson

Marzano Instructional Framework Overview for NDE Evaluation Pilot Schools (June)

Jill Finkey, Kristi Bundy, Kendra Craven, Mary Hall, Amy Krance-Wendt, Julie Mink, Shari Nygren

Student Learning Objectives (Component of new evaluation model) (June/July) – Jill Finkey

iObservation Training (tech. tool to support new evaluation model) (July) – Jill Finkey

Administrator Retreat (hosted by ESU 2 at Mahoney) – Marzano Framework/Nebraska Teacher/Principal Evaluation System (June) – Teresa Bray, Jill Finkey, Brad Jacobsen, Zach Kassebaum, and Randy Wiese

***All District Administrators and 21 staff members and ALL administrators have had the awesome opportunity to be trained by National Experts in research-based protocols and strategies for instructional lesson design and delivery. These admin. and staff will serve as resources as we adopt/implement district-wide the Marzano Instructional Framework and Pilot the Nebraska Teacher/Principal Evaluation System in 2013.2014.**

State Standard Development for Fine Arts – Amy Krance-Wendt

State Standard/State Assessment Review and Revisions – NESAs-Reading – Connie Willadsen

New State Social Studies Standards Conference – Stu Essman

Nebraska Career Educators Conference – Annalisa Estrella

Check for Learning (NeSA Test Prep System) – Question Reviewers/Approvers – Teresa Luers, Colleen Lewin, Lona Pinkall, Nate Tonjes

Writing – Scaffolding Written Expression Instruction – Jill Finkey, Jody Gude-Rung, Renee Kucera, Rita Smits

Writing and Reading Connection – Vicki Washburn

Reading Recovery Training and Prep. – Julie Mink (Pat Yardley)

Language Arts/Literacy Instruction – Jessica Gress and Sarah Pearson (Pat Yardley)

NWEA MAPs – (Transition to Web-Based District Standardized Test System) – Jill Finkey and Dana Allington

Technology Integration Graduate Course/Doane (taught on-site by Matt Flynn) - Laurie Duff, Barry Fangmeyer, Kristin Fangmeyer, Janice Jacobs, Brian Petermann, Leisa Rogers, Diane Starns, Nate Tonjes, Randy Wiese

GOOGLE Summit – Zach Kassebaum, Amber Dutcher, Matt Flynn, Amy Krance- Wendt, Nate Tonjes, Phil Onwiler, Erin Rathe, Jerry Wendelin

International Society of Technology in Education – ISTE Conference – Matt Flynn

District Technology Team – Working/Training with ESU 2 staff/Mark Dieken – Matt Flynn, Nate Tonjes, Jerry Wendelin

Mickelson Exxon Mobil Teachers Academy – Connie Willadsen

Power School Training – Dana Allington, Ashley Chvatal, Terri Maxon

School Nurse Conference – Ashley Chvatal and Terri Maxon

State Food Services Director’s Conference – Karee Nielsen

State Transportation Director’s Conference – Eric Beranek

Nebraska State Administrator Days in Kearney – Teresa Bray, Jill Finkey, Carrie Holz, Zach Kassebaum

Many staff members will also be attending other workshops/trainings and taking additional graduate level course work over the summer as they work towards advanced or additional degrees.

Several of the above listed staff will be assisting administrators in early August with the In-Service Schedule and Training Plan for 2013.2014.

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Q. Class Rank

1. High School 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. ~~Students enrolled in College courses may opt to have the college course grade removed from their class rank calculation.~~

RATIONALE: This conflicts with other areas in the handbook and is actually contrary to what has been our practice for many years. Editing revision.

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R. Supervised Work Experience (AGHS)

1. Students meeting the standards established for membership in the senior class (defined as having earned 190 credits prior to beginning the senior year...2013-14) are eligible for supervised work experience. Guidelines for obtaining supervised work experience are detailed below:

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U. Early Graduation

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/guardian, Guidance Counselor, Principal, and Superintendent.

RATIONALE: Adding 1 more level of accountability. Currently, process asks for Supt approval but there is not Supt signature on the application form.

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5. Middle School student will be assigned a 2 day in school suspensions for the following offenses:
 - a. failure to stay for an assigned Saturday School session
6. High School Students will be assigned two days of out-of-school suspension for the following offenses:
 - a. failure to stay for an assigned Saturday School session
7. High School Students will be assigned three days out-of-school suspension and Middle School Students a combination (2 out, 1 in or 1 out, 2 in at discretion of school administration) of in school and out of school suspension for the following offenses:
 - a. repeated offenses detailed in Section IV.L.4.a-j ("repeated" defined as behaviors which would warrant assignment to a third Saturday School session for any item or items lettered a-j)
FYI: items a-j: 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*
- i. *harassment of students, staff, or school visitors*
- j. *accumulating three or more unexcused tardies within any week*

RATIONALE: We see the need to differentiate between MS and HS discipline procedures. We believe that behavior is taught just like content and MS kids need more instruction and practice in the behavior area. If they are always OSS for their behaviors accumulating, we can't effect the necessary change! By adding the phrase a-j, it allows us to punish repeated behaviors, not unconnected repeated behaviors. Currently, our handbook says that 3 violations of any items a-j leads to 3 day OSS....even if they are not connected at all and possibly 3 months apart. This gives us more flexibility.

M. Junior-Senior Prom Banquet (AGHS)

- 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. Juniors and Seniors must be enrolled and attending classes during the second semester to be eligible to attend Prom (2013-14).

RATIONALE: Students need to be enrolled in school to attend a school activity. Early graduation students would not be eligible to attend prom.

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7. Track

- ~~a. Place in four Major Meets (more than 5 teams) OR~~
 - ~~b. Score one or more points at the conference track meet (at least 3rd as a relay team)~~
 - ~~c. Score 40 meet points OR~~
 - ~~d. Compete as the #1 or #2 participant in 50% of the meets available~~
 - ~~e. Compete in at least 22-25 events during the season and finish the season on good standing~~
 - ~~e. Be a senior who has been out for four years and contributed to the track program~~
 - ~~g. Student managers may letter provided they attend all practices and meets.~~
- 20 POINTS REQUIRED TO LETTER. Athlete's will receive the number of points earned at a meet. If they get first place, they earn 10 letter points. If an athlete improves their personal mark, they earn 2 additional letter points with each "PR." Athletes must finish the year in 'good standing.' A member of a relay team will earn ¼ of the available points toward their letter.

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12. Chorus

- ~~a. Earn a passing grade for both semesters~~
- ~~b. Participate in all scheduled concerts unless non-participation is unavoidable and arrangements are made with the director to complete an alternate performance-based activity including school concerts, conference vocal concert, District Music Contest, and other assigned performances.~~
- ~~c. Must finish the year in good standing~~
- ~~d. Participate in at least one extended Vocal Music activity that may include performing with the Swing Choir or other small ensemble; performing a solo at District Music Contest; auditioning or performing with a regional or state honor or select choir; participating in some capacity with the School Musical or participating in another qualifying extended vocal music activity as identified by the Director of Vocal Music~~

N. Student Appearance, Dress, and Grooming (PAGE 25)

- ~~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~~
- ~~4. The use of roller shoes, roller blades, or roller skates at any time within school buildings is prohibited.~~

Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar language.
- g. Clothing, accessories or jewelry that is gang related.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or school administration. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

Dress code violations will be dealt with by staff members in the following manner:

1. The student will be addressed directly about their dress code/grooming violation by the staff member when the violation occurs.
2. The staff member will log the incident in the appropriate manner into powerschool.
3. The student may be allowed to call home for proper apparel. Students will NOT be allowed to leave campus to go home for proper apparel. If proper apparel cannot be secured, an in-school suspension to finish the day could result.
4. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

G. Use of Image, Video, and Audio Recording Devices

1. The use of any image, video, and/or audio recording device is prohibited during the school day or while participating in school activities (including transportation associated with such activities) unless specifically authorized by a classroom teacher or school administrator. Students shall not use any electronic device to record others (photographs, videos, sound recording, etc.) without the direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities or events that are open to the public (2013-14)

~~2. The dissemination in any form (including posting to the internet) of any images, video, or audio obtained in violation of language found in the previous section is prohibited unless specifically authorized by a classroom teacher or school administrator.~~

The Ashland-Greenwood Public Schools has no control over, and accepts no responsibility for recording of other persons (photographs, videotaping, sound recording, etc.) captured at school activities or events that are open to the public by students, parents, or third parties on personally owned electronic devices, including but not limited to the posting of such images on social media. (2013-14)

**Ashland-Greenwood Elementary School
Proposed Handbook Revisions for 2013-2014**

NOTES:

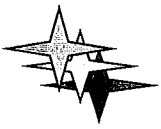
1. Text to be deleted is struck through (~~like this~~); text to be added is italicized and underlined (*like this*).
2. Revisions which are editorial in nature (i.e. school calendar listings, board member listings, and staff listings) are not included below.

Use of Image, Video, and Audio Recording Devices

The use of any image, video, and/or audio recording device is prohibited during the school day or while participating in school activities, including transportation associated with such activities, ~~unless specifically authorized by a~~ *without approval from the classroom teacher or school administrator and consent of the person(s) being recorded, other than recording of persons participating in school activities or events that are open to the public.*

The dissemination in any form (including posting to the internet) of any images, video, or audio obtained in violation of language found in the previous section is prohibited unless specifically authorized by a classroom teacher or school administrator.

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Ashland-Greenwood Public Schools

2013-2014 School Calendar Year (to be revised)

190 Staff Days
 180 Student Days
 5 Snow Days Built In
 1 Teacher Comp. Day

Other Key Dates

Aug-01 Building Offices Open
 Aug-12 Softball & Football Begins
 Aug-13 Back to School Night
 Aug-15 1st Day of School
 Aug-19 HS VB & CC pract. Begins
 Sep-02 Labor Day
 Sep-17 Constitution Day
 Oct-16,17,18 State SB October
 Oct-22,23 PT Conferences
 Oct-25 State CC
 Oct-26 State Band
 Oct-31 FB First Rounds
 Nov-06 FB -2nd Round
 Nov-11 Veterans Day
 Nov-12 FB -Quarterfinals
 Nov 14,15,16 State VB Tourney
 Nov-18 Winter Practice Begins
 Nov-19 FB - Semi-Finals
 Nov-26 State Football Finals
 Nov 28-29 Thanksgiving Break
 Dec-13 State Play Production
 Dec 22-26 NSAA Moratorium
 Feb 20-22 State Wrestling
 Mar-03 Spring Practices Begin
 March 6-8 Girls State Bball Tourney
 March 10 & 12 PT conferences
 March 13-15 Boys State Bball Tourney
 March 17-20 Dist. Speech TBA
 Mar-27 State Speech Contest
 Apr-20 Easter Sunday
 April 21-26 District Music Contest
 May-15 District Track Meet
 May 17-22 State Baseball
 May-18 Commencement
 May 23-24 State Track
 May 28-29 Boys State Golf

August

M	T	W	TH	F
			8N	9
12	13	14	15B	16
19	20	21	22	23
26	27	28	29	30

September

M	T	W	TH	F
V	3	4	5	6
9	10	11	12	13
16	17	18ES	19	20
23	24	25	26	27
30				

October

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17Q	18S
21	22	23E	24	V
28	29	30	31	

November

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13ES	14	15
18	19	20	21	22
25	26	27E	V	V

December

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20QE
V	V	V	V	V
V	V			

January

M	T	W	TH	F
		V	V	V
6S	7	8	9	10
13	14	15	16	17
20	21	22ES	23	24
27	28	29	30	31

February

M	T	W	TH	F
3	4	5	6	7
10	11	12ES	13	14
17	18	19	20	21S
24	25	26	27	28

March

M	T	W	TH	F
3	4	5	6Q	7S
10	11	12E	13	V
17	18	19	20	21
24	25	26	27	28
31				

April

M	T	W	TH	F
	1	2	3	4
7	8	9ES	10	11
14	15	16	17	V
V	22	23	24	25
28	29	30		

May

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22Q	23S
26	27	28	29	30

B = Start of School Year

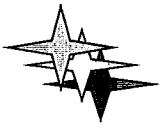
S = Staff In-Service

E = Early Dismissal (1:00/1:10)

Q = End of Quarter

V = Vacation

ES = Early Dismissal/Staff Inservice



Ashland-Greenwood Public Schools

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 Aug-19 HS VB & CC pract. Begins
 Sep-02 Labor Day
 Sep-17 Constitution Day
 Oct-16,17,18 State SB October
 Oct-22,23 PT Conferences
 Oct-25 State CC
 Oct-26 State Band
 Oct-31 FB First Rounds
 Nov-06 FB -2nd Round
 Nov-11 Veterans Day
 Nov-12 FB -Quarterfinals
 Nov 14,15,16 State VB Tourney
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 March 6-8 Girls State Bball Tourney
 March 10 & 12 PT conferences
 March 13-15 Boys State Bball Tourney
 March 17-20 Dist. Speech TBA
 Mar-27 State Speech Contest
 Apr-20 Easter Sunday
 April 21-26 District Music Contest
 May-15 District Track Meet
 May 17-22 State Baseball
 May-18 Commencement
 May 23-24 State Track
 May 28-29 Boys State Golf

August

M	T	W	TH	F
			8N	9
12	13	14	15B	16
19	20	21	22	23
26	27	28	29	30

September

M	T	W	TH	F
V	3	4	5	6
9	10	11	12	13
16	17	18ES	19	20
23	24	25	26	27
30				

October

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17Q	18S
21	22	23E	24	V
28	29	30	31	

November

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13ES	14	15
18	19	20	21	22
25	26	27E	V	V

December

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20QE
V	V	V	V	V
V	V			

January

M	T	W	TH	F
		V	V	3S
6	7	8	9	10
13	14	15	16	17
20	21	22ES	23	24
27	28	29	30	31

February

M	T	W	TH	F
3	4	5	6	7
10	11	12ES	13	14
17	18	19	20	21S
24	25	26	27	28

March

M	T	W	TH	F
3	4	5	6	7QES
10	11	12E	V	V
17	18	19	20	21
24	25	26	27	28
31				

April

M	T	W	TH	F
	1	2	3	4
7	8	9ES	10	11
14	15	16	17	V
V	22	23	24	25
28	29	30		

May

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23QES
26	27	28	29	30

B = Start of School Year

E = Early Dismissal (1:00/1:10)

V = Vacation

S = Staff In-Service

Q = End of Quarter

ES = Early Dismissal/Staff Inservice

PROCEDURES FOR CERTIFIED STAFF

A. SCHOOL DAY

Teachers are expected to report to work by 8:00 a.m. on regularly scheduled school days. Staff members will have completed their contractual obligation at 4:00 p.m. if all normal duties have been completed. It may be necessary for professional staff members as a part of normal duties to work beyond 4:00 p.m. or prior to 8:00 a.m. in order to participate in parent conferences, staff meetings, curriculum committee meetings, open houses or other professional activities. When possible staff members will be given advance notice of these types of activities. Participation in these types of activities will be considered a part of the professional staff member's contractual obligations.

B. SCHOOL YEAR

The Board of Education of the Ashland-Greenwood Public Schools adopts each spring a yearly calendar outlining the operational time frame for the District. Typically the teaching staff will be asked to provide 175 days of in-classroom activities and also attend an additional ten (10) days of pre and post schoolwork sessions or school year professional days. Changes in this time format, because of inclement weather or other unforeseen emergencies may occur.

C. TEACHER'S DRESS

Staff members are expected to dress in a professional manner respective to their job responsibilities. Research clearly indicates that dress influences the way in which students interact with staff members. Staff members shall be cognizant of their dress and the impact it will have on their classroom climate and learning environment.

To that end, T-Shirts, sweats, slickies, shorts, blue denim jeans, flip flops are generally not appropriate forms of professional dress. Any dress that is prohibited for students to wear is also prohibited for staff. Visible body piercings other than in the ears are also not appropriate.

D. LEAVING SCHOOL GROUNDS OR CLASSROOM:

Teachers must inform their building administrator if they plan to leave the school at other than regularly scheduled times. Staff members shall sign out in the Principal's Office prior to leaving the building during regular working hours except during lunch break. If staff members leave prior to the end of the student instructional day they shall use the appropriate leave as specified in the master agreement and leave will be subtracted from an employee's available leave. In no case shall leave be granted for less than ½ day. Employees may leave at the conclusion of the student day for emergencies or to conduct serious personal business that cannot be conducted after 4:00 p.m. or during inclement weather without loss of leave. The staff member shall have the permission of the building Principal prior to leaving.

Students shall not be left unsupervised in classrooms or areas assigned to staff members. Staff members will inform the building principal or building principal's designee whenever their class is going to meet away from the scheduled location in the building.

E. FACULTY MEETINGS

Periodic staff meetings will be held. The building principals will announce the time and the place of such meetings and all certified personnel will be in attendance. Occasionally it will be necessary for the building administrators to hold faculty meetings in addition to the aforementioned ones. Teaching personnel are expected to be in attendance unless excused by their principal.

F. CLERICAL WORK

In the same manner in which staff expects students to turn work in, staff members are expected to complete clerical tasks in a

F. CLERICAL WORK (continued)

timely fashion. These include, but are not limited to the following:

1. Lesson plans,
2. Attendance,
3. Grade and assessment reports,
4. Lunch counts,
5. Discipline reports, and
5. Miscellaneous reports that may arise and which are necessary for the efficient operation of the district.

G. CHILD ABUSE

Staff members have an obligation under Nebraska law to report suspected child abuse or neglect cases to local law enforcement or social services personnel. In an effort to help prevent child abuse or neglect, school employees should learn to recognize the symptoms of child abuse, know how to report it, and provide continuing support and encouragement to abused children and their families.

Child abuse is defined as knowingly, intentionally or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter or care;
4. Placed in a situation to be sexually exploited by allowing, encouraging, or forcing such minor child to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or
5. Placed in situation to be sexually abused as defined in Neb Statutes 28-319 or 29-320.01.

School employees who have reasonable cause to suspect a child is a victim of abuse or neglect, or who observe conditions that reasonably would result in abuse or neglect, shall report such incidents to the proper authorities.

The employee shall make an oral report to the Ashland Police Department (944-2222) or

the statewide hotline (1-800-652-1999), followed by a written report to law enforcement. The report will include all information required by law including the employee's name and address, name, address and age of abused, address of persons having custody of the child, nature and extent of abuse or the conditions and circumstances which would reasonably result in abuse or neglect, and other information which in the opinion of the person may be helpful in establishing the cause of such abuse or neglect and the identity of the perpetrator or perpetrators.

School employees are not responsible for actual investigation or intervention in child abuse cases and should not assume that responsibility. However, staff shall work cooperatively with law enforcement who are investigating a report of child abuse. Law enforcement and/or the CPS worker will be given access to a child as per Board Policy 1411.

During the investigation of a reported child abuse case, when law enforcement and/or a CPS worker requests information about a student, school employees will provide information regarded as generally obtainable through other sources. It is recognized that access to this information may help to expedite the initial investigation of a case.

H. ATTENDANCE AT SCHOOL ACTIVITIES

Staff members are urged to be present at as many school activities as is possible. The public and your pupils will appreciate your interest in their efforts. Normally the cost of admission to school activities is waived for both the employee and their family.

Remember that occasionally you will be asked to help in the supervision of school activities. Your cooperation in these matters is solicited. Building administrators or the activities director may assign staff to these duties.

I. USE OF PHYSICAL FORCE AND RESTRAINT

State law and school district policy prohibits the use of corporal punishment. Staff members should never use the striking of children to modify behavior. Staff members should also not engage in ear twisting, slapping, hair pulling, or verbally abusing or swearing at children. Staff may physically restrain children who are about to injure themselves or others. Staff engaging in any abusive activities will be subject to a reprimand; may be suspended with or without pay for a period of time and may be dismissed.

In cases where a student must be removed from an area a staff member should proceed as follows:

1. Verbally request the student to leave the learning area and direct the student on where to go.
2. If the student refuses to leave, request either
 - a. Assistance from the Principal or his or her designee; or
 - b. Move the balance of the class from the area, and notify the administrative offices.
3. If the student continues to resist leaving an area the principal or his or her designee shall contact:
 - a. The child's parent, guardian or other designated adult supervisor to come to school to remove the child from school; or
 - b. Law enforcement shall be called to remove the child from the area.

This policy shall not prohibit staff members from physically restraining students who may injure themselves or others. Physical restraint should always be a last resort to deal with a problematic student.

J. CONFIDENTIALITY AND COMMUNICATING WITH PUBLIC

The Federal Educational Rights and Privacy Act of 1974 and district policy as contained with the student handbooks establishes specific guidelines for the privacy of student information. Student work and performance is a confidential matter between the student,

teacher and parent. Teachers should not share information with others either within the school or outside the school who do not have a need to know in planning the child's educational program. Teachers should particularly make a concerted effort to not discuss student progress in public or semi-public areas such as the employee lounge, local businesses or at meetings of community groups. This type of discussion is unprofessional and may find you in violation of federal law.

Staff also should not publicly discuss school problems or concerns without going through proper channels. Requests, complaints, concerns or suggestions should be made to the employee's immediate supervisor. If the supervisor cannot or does not respond to the request, complaint, concern or suggestion in a satisfactory manner the issue should be referred to the next individual in the organizational chart. School problems or concerns are not appropriate for discussion with individuals working outside of the school system, other than its Board, Administration, staff or relevant organizations or committees.

Breaches of confidentiality reflect poorly on the school system as a whole and upon you as an individual working within the organization.

It shall be considered a breach of confidentiality for staff members to ask students to read grades aloud in class or to provide students access to grade books. Only professional staff members should record grades in grade books. Staff members using electronic means for recording grades should maintain utmost security of their personal computer files and passwords to prevent access by others of files containing grading information.

K. PROFESSIONAL GROWTH

Nebraska Statutes require professional staff members to show professional growth every six years. Professional growth should only be considered when it is a part of planned effort and approved by the staff member's building principal.

L. NONDISCRIMINATION STATEMENT

The Ashland-Greenwood Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies: **Students:** Building Principals, Ashland, NE 68003; HS: (402)-944-2114 or ELE: (402) 944-7083. **Employees and Others:** Superintendent of Schools, 1225 Clay Street, Ashland, NE 68003. (402) 944-2128. Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

M. HARASSMENT

The Ashland-Greenwood Public Schools shall maintain an environment that is free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual Harassment by board members, administrators, certified and support personnel, classified personnel, students, vendors and any others having business or other contact with this school district is prohibited.

Employees whose behavior is found to be in violation of this policy shall be subject to the investigation procedure that may result in discipline, up to and including discharge. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined appropriate by the administrator or board.

Sexual harassment may include verbal harassment or abuse, unwelcome pressure for sexual activity, repeated unwelcome remarks with sexual or demeaning implications, unwelcome touching, and suggesting or demanding sexual involvement by implied or explicit threats or promises of benefit concerning one's employment or education.

Such conduct shall constitute a violation of this policy when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education, or
2. Submission to or rejection of such conduct by a person is used as the basis for academic or employment decision affecting that person, or
3. Such conduct has the clear purpose of effect or interfering with a person's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment.
4. Other types of harassment may include, but not be limited to jokes, stories, pictures or objects that are offensive, or tend to alarm, annoy, abuse or demean certain protected individuals or groups.

Employees who witness or are the victims of sexual harassment shall immediately notify their immediate supervisor, or the next level administrator who is not the subject of the complaint, as may be appropriate under the circumstances.

The Building Principals shall be the harassment compliance officers for the district. In the event that the Building Principal becomes a party to a harassment complaint, the Superintendent shall be the alternate compliance officer. The compliance officer shall investigate all complaints reported to him or her. All complaints shall be handled in a timely and confidential manner. Information regarding an investigation of alleged harassment shall be confidential, and those persons involved in the investigation shall not discuss

information regarding the complaint outside the investigation.

Person found in violation of this policy shall be subject to discipline, which may include reprimand, probation, demotion, suspension, termination, or other sanction as determined appropriate by the board.

Any requirements regarding harassment that are detailed in master labor agreements between members of collective bargaining units and the board shall be followed. Employees who believe that their complaint has not been satisfactorily resolved may utilize the normal grievance procedure.

N. HOMEWORK

The assignment of work outside the normal class period can be beneficial to the learning experience of students. However, to be worthwhile homework must be appropriate to the educational goals to be achieved and the teacher must review it. If the assignment of extra work is not necessary, make sure that students carry home the knowledge of the day's activities and not the burden of numerous textbooks.

In order to promote the family unit this district does not permit homework to be assigned on Wednesday (Family) Night. This includes the completion of writing and reading assignments and the studying for tests.

O. MATERIAL REQUISITIONS

In order to maintain sound yet economical education it shall be district wide policy to require the filing of requisition forms for all materials to be used in the system. Occasionally, because of a lack of funds it will be necessary to deny requisitions. Sometimes board approval must be secured before a particular purchase can be made. Any and all items purchased without administrative approval will become the financial obligation of the employee.

To help assure approval on large items, it may be necessary to show a definite need and benefits to be gained. The setting and organization of immediate and long-range priorities can be very beneficial to the acquiring of materials.

All vendors for goods and services must be approved in advance of placing an order. A vendor should be requested to complete an IRS form W-9 to begin the process of adding a vendor.

General, building and lunch fund claims are paid once monthly. Invoices and payment requests must be submitted to the Superintendent's Office by the 1st Monday of the month in order for payment to be made on the 3rd Monday. Activity Fund payments for clubs and organizations are made twice each month on or about the 1st and the 15th. Invoices and payment requests must be submitted five days in advance of the processing date.

P. ROOM ASSIGNMENTS

As nearly as is administratively possible, teachers will be assigned to one particular classroom. However, necessity does not always allow for strict adherence to such a practice. Classrooms will be utilized to secure the best educational environment for all children.

Q. CLASSROOM MAINTENANCE

Requests for classroom maintenance should be made to the appropriate building level administrator. Should you foresee problems before they arise, immediate action can help eliminate major difficulties in the future.

R. SECURITY OF BUILDINGS AND GROUNDS

Teachers are issued keys to the buildings and facilities and they are personally responsible for them. Do not loan your keys to students or others. If you wish to allow other than authorized persons into school buildings you must accompany them to the school and remain until the building is vacated and locked unless prior arrangements have been made and approved by the Superintendent or building principal.

Building security systems may protect some buildings. In those facilities the security system should be disarmed during building operational hours. Employees may be

provided security access to arm or disarm security systems during non-operating hours. Employees provided security access shall be responsible to arm and disarm the system when using the facility during non-operating hours. Employees may not give the security access to other individuals.

The school district also has available security cameras. Cameras are used for security but may also be used for other purposes.

Employees are responsible for the safety and care of their classrooms and/or work areas. Staff shall:

- Never hang materials from acoustical (lay-in) ceiling systems;
- Never hang flammable items such as papers and artwork on doorways or on more than 20% of any other wall space;
- Not bring in personal electrical appliances including but not limited to electrical heaters, hot plates, coffee pots, refrigerators, etc.;
- Never use any candles, incense or open flames except that which may be used as a part of a science experiment.
- See that hazardous materials are properly stored and MSDS sheets maintained;
- Not use scotch or masking tape on building surfaces including carpeted floors, painted walls or clear coated wood finishes. Scotch or masking tape may be used on glass surfaces. Gaffers tape may be used on floors to tape down cords, etc.;
- Use a lid when transporting any liquids or food in the school building;
- Treat all carpet spills immediately with water in a quantity at least double the original amount of spilled liquid and then immediately report the spill to the building office.

S. ACTIVITY CALENDAR

The Master Activity Calendar will be kept in the Activities Director's office. Requests for activities should initially be submitted to the Activities Director or to the Building Principal. The Activities Director will check the Master Calendar for conflicts. Normally requests

should be submitted at least two (2) weeks or more prior to the actual event.

T. FAMILY TIME

School organizations should not routinely schedule school functions on Wednesday evenings or during the day or evening on Sundays, and before 7:00 a.m. or after 10:00 p.m. daily. The principal and the Superintendent of Schools must clear exceptions to this rule. These particular segments of the day and week are reserved for families. In case of varsity competitions at conference, district or state tournaments on Monday evening, Sunday team practices may be held for varsity members only on a voluntary basis with practice not to begin before 2 PM or end after 6 PM.

U. SUPERVISION DUTY

Periodically it will be necessary for staff members to supervise students during the noon hour and in the morning prior to school. Such assignments will be made by the administration and each teacher is expected to fulfill their portion of the required duties. Staff members should be prompt and must notify the appropriate administrator if they are unable to be present for a portion of their duty time.

V. SCHOOL GROUNDS SUPERVISION

During elementary recesses, before and after school and during outdoor activity periods, it is mandatory for at least one teacher or teacher's aide to be in charge and on duty. Rules and regulations for the successful control of such time will be developed and disseminated by building administrators.

W. HALL SUPERVISION

In the course of a normal school day it is the responsibility of teachers to supervise the passing of students during class changes. In order to accomplish this, it is necessary for teachers to move to areas of congestion near their classroom.

X. POLICIES AND PROCEDURES

Staff members are responsible for knowing the rules and procedures in the parent/student handbooks and the board

policies and seeing to it that they are not operating contrary to them.

Y. SMOKING POLICY

School board policy prohibits smoking within Ashland-Greenwood School buildings, on school district property and in school vehicles. Staff members who smoke are asked to leave the school property if they need to smoke. Staff may leave school grounds to smoke during breaks and lunch periods or while driving a personal vehicle during normal work hours. Staff should notify their supervisor when leaving the school grounds during a break.

Z. DRUG FREE SCHOOLS

The Ashland-Greenwood Schools recognizes that the manufacture, use, possession, distribution, or being under the influence of a controlled substance, illicit drugs, or alcohol illegally or improperly constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes. The school is determined to provide a drug-free and alcohol-free workplace.

1. School district employees are prohibited from the unlawful or improper manufacture, possession, use, distribution, or being under the influence of a controlled substance, illicit drugs, or alcohol.
2. Disciplinary sanctions up to and including termination of employment, any or all other duty assignments and referral for prosecution will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, non-renewal, cancellation, or termination of contract of employment and any and all other duty assignments.
3. Information on drug and alcohol counseling and rehabilitation and re-entry programs is available to employees through the office of Superintendent.

AA. FUND RAISING

All fund raising (including selling, soliciting, service and activity projects) must be approved in advance by the building principal. Teachers should review Board Policy and Administrative Regulations regarding fund raising. Request for fund raising should be made in writing, with a stated purpose for fund raising, a plan for future fund raising, and with a statement of alternative funding if possible. Fund raising must be scheduled prior to making any commitments. Funds derived from the selling items door-to-door or by soliciting for donations may not be used for taking trips, which are entertainment in nature. All funds raised must be cleared through the appropriate student activity account. All monies received shall be deposited on the same day they are received. Sponsors shall be personally responsible for the care of all monies collected.

AB. TEACHER CERTIFICATES- COLLEGE TRANSCRIPTS

Professional staff members must have a current certificate and an original college transcript on file in the district administrative offices in order to receive compensation for duties performed. Payroll adjustments necessary because of additional approved college work will be made if official transcripts are received prior to October 1st.

AC. PHONES & ELECTRONIC DEVICES

Personal calls should not be made at district expense except in emergency situations. Staff needing to use school phones for personal reasons should use a personal telephone credit card or cell phone.

Staff should not utilize personal cell phones, pagers or other communication devices while on duty providing instruction to or supervising students, attending professional workshops or participating in meetings. Staff are asked to leave these devices shut off during these periods of time. Building offices will be available to take calls and deliver messages and will transfer telephone calls involving serious personal business when necessary. Staff may use these devices during emergencies, planning times, at lunch and

before and after school when they are not participating in a workshop or a meeting.

AD. LONG DISTANCE AND OVERNIGHT STUDENT TRAVEL

Approval for travel over 200 miles from Ashland or which will result in an overnight stay must be approved prior to planning by the Board of Education. The Superintendent of Schools must give final approval. Prior to getting final approval the primary sponsor will submit a trip itinerary, projected costs and method of funding, identification of transportation source, list of students traveling, list of sponsors, plan for supervision, and eligibility standard.

In order to be approved, all trips must have a school employee as the primary sponsor, all arrangements must be made and confirmed, funds must be raised, and only commercial transportation sources may be used. The Superintendent may approve of non-commercial travel. At minimum of one sponsor is necessary for every 15 students traveling.

Sponsors are responsible for complying with board policy and regulations.

AE. STAFF BIRTHDAY PARTIES, SHOWERS, RETIREMENT PARTIES

Prior to arranging a social gathering at the school, staff members should clear the date and time with the appropriate building principal. Such events should normally not begin before 4:00 p.m.

AF. DRILLS

Periodically, practice drills will be conducted to prepare students in the procedures for protection from severe storms. Students will be instructed in advance of the first tornado drill concerning safety measures and locations for safest retreat in case of such storms.

Fire drills will be held each month of the school year. Directions for safest and quickest exit from the building will be announced prior to the first drill of the year. The method of exit from the building is posted in each room. Drills and procedures will be distributed by building Principals.

AG. ON THE JOB INJURIES

If an injury occurs on the job to an employee, the following procedures must be observed:

1. All injuries must be reported to your immediate supervisor or the Office Manager immediately. If the injury occurs during a period of time when the supervisor and/or Office Manager are not at work injuries should be reported by calling 944-2128. If there is no answer at that number a message should be left on the voice mail at extension #402.

2. The office manager must fill out a worker's compensation form as soon as possible.

3. If emergency medical attention is needed, contact the proper agencies. Report the incident as soon as possible following that emergency treatment.

4. All reports must go through the Superintendent's office.

AH. SAFETY

Safety is a major concern in the Ashland-Greenwood Public Schools. It is the responsibility of every employee to maintain a safe and healthy workplace for employees within the schools. Every employee is responsible to report unsafe conditions to his/her immediate supervisor or workplace safety committee. It is the responsibility of each employee to become familiar with and follow the guidelines of the injury prevention plan contained in this handbook.

AI. ACCEPTABLE USE POLICY

With the spread of telecommunications throughout the modern work place, the importance for employees to shift the ways they share ideas, transmit information and contact others. As staff members are connected to the global community, their use of new tools and systems bring new responsibilities as well as opportunities.

Employees are expected to use electronic mail and telecommunications tools and expected to apply the tools in appropriate ways to the performance of tasks associated with their positions and assignments.

Communications over school networks should not be considered private. Network supervision and maintenance may require review and inspection of directories and messages. Messages may be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the right to access stored records. Legal precedent and statutes allow that messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

Employees are expected to professionally communicate consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees except in secured environments. Electronic mail and internet communications are not to be used for personal purposes or personal gain.

Staff members are encouraged to make use of telecommunications to explore educational topics, conduct research and contact others in the educational world. These systems will expedite the sharing of effective practices and lessons across the district and will help staff stay on the leading edge of practice by forming partnerships with others across the nation and around the world.

AJ. ORGANIZATIONS AND FUND ACCOUNTING

Staff members assigned to sponsor organizations that collect and disburse funds should follow district policies in handling those funds. Staff should refer to the 'Handling of Funds Guidelines' posted in Staff Resources and also available in the District Office.

All receipts shall be deposited with the business manager or through night deposit on the same day. The sponsor must maintain records regarding the source of such receipts as specified in the board policy.

The disbursement of all funds shall be made through the Office Manager in the Superintendent's Office and shall be made by check. In no case should cash be disbursed to vendors for services or supplies. Receipts, invoices or billing statements should accompany all requests for the disbursement of funds.

On an annual basis staff members shall prepare a budget for the organization or organizations that they sponsor. Staff members may not expend or commit to expend funds in excess of that which has been budgeted without filing an amended budget and seeking permission of the superintendent.

AK. ABUSE OF STUDENTS BY DISTRICT EMPLOYEES OR VOLUNTEERS

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The superintendent will appoint an investigator and alternate investigator of opposite sexes. The investigator will pass the findings on to the superintendent who will complete any further investigations as deemed necessary and take appropriate final action. The investigators shall be the principals.

AL. COMMUNICATING WITH THE PUBLIC – SENSITIVE ISSUES

Staff shall seek permission from the building principal and notify parents prior to conducting surveys of students with questions deemed to be sensitive in nature. Sensitive items include but are not limited to such things as political affiliations; mental or psychological problems; sex behavior or attitudes; illegal, antisocial or self-incriminating behavior, critical appraisals of individuals with whom the child has close family relationship; religious practices and affiliations; or questions about income. Staff members shall allow students and parents to opt not to participate in such a survey

AM. IDENTIFICATION BADGES

Staff will receive employee identification badges. The badges shall be worn so that it can be seen at all times. The badges serve as a method for visitors to identify that you are an employee, assist other school staff in knowing who you are, and will assist emergency personnel in cases of an emergency in more quickly responding to school issues. The initial badge will be provided emergency personnel at no charge along with a clip or lanyard for wearing.

AN. USE OF COPYING, PRINTING, COMPUTING AND LAMINATING EQUIPMENT

Staff members are encouraged to use district copying, printing and laminating resources responsibly. These tools used responsibly can be very valuable in aiding the instructional process or furthering the mission of the school. Used improperly, the equipment can waste the district's limited resources and/or can be illegal. Illegal copying can create a serious financial liability for the district and the employee.

Staff is asked to follow these guidelines in the use of this equipment

- Use the district copying, printing, computing and laminating equipment for professional purposes only. Do not copy, laminate or print materials for personal use except in rare situations where you

have the permission of your supervisor and an arrangement has been made for reimbursing the school district. Exceptions may be made for school related groups such as Booster Clubs, PTAs-PTOs, Alumni Associations, Foundations, Athletic/activity organizations, etc.

- Consider making an efficient use of materials whenever possible. Efficiencies can be achieved by duplex copying, reusing copies, and laminating materials that will not be changed and that will be used regularly year after year. Do not laminate items that change frequently such as lunch menus and telephone lists.
- Consider the use of instructional materials that are reusable. Use reusable materials such as transparencies, chalkboards, marker boards, video projections, etc. whenever possible.
- Reduce paper waste by utilizing technology. Paper can be reduced by using e-mail, electronic bulletins or the Internet. Consolidating bulletin items and/or distributing take home messages to the oldest or only child whenever possible and reasonable will also reduce waste.
- Laminate student school work only in very special and rare situations. Materials may be laminated when it is anticipated that the item will be maintained by the parent or school for several years. This may include special holiday gifts - story book covers - award certificates.
- Use activity based learning activities whenever possible and appropriate rather than worksheets and booklets.
- Consider the fair use guidelines of the copyright laws prior to copying or reproducing any documents or software. Employees should not violate and district equipment should not be used to violate copyright laws. Generally copyrighted materials cannot be copied or reproduced for use in classrooms except in special circumstances. Consult with the Media Specialist or Building Principal about Fair Use Guidelines of Copyright Laws.
- Consider utilizing the most efficient and economical methods of reproducing materials whenever large quantities are needed. Automatic duplicators available

at each building are generally the most economical for large quantities. Copiers and laser printers are most economical for smaller quantities and provide greater flexibility for size of copy and duplexing features. Inkjet printers are the least efficient and usage should be kept to a minimum.

AO. WORK ORDERS

The basis for a sound, workable maintenance program is a "work order" system. This is a formal, systematic method in which a staff member can request a repair or alteration. Work orders will provide a lasting record of work that was accomplished. Work orders must be directed via e-mail to the maintenance department through the head building custodian, a building principal or the superintendent's office. Emergency items, including safety issues such as slick walkways, natural gas odors, exposed electrical, broken water pipes, etc. should be reported by phone or in person immediately.

AP. DRIVING SCHOOL VEHICLES

All personnel who drive school vehicles must provide the Superintendent's office with a copy of their Nebraska driver's license. The Superintendent's office will obtain a copy of the employee's driving record from the Nebraska Department of Motor Vehicles.

AQ. BOUNDARIES BETWEEN STAFF AND STUDENTS

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action or termination.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class

activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from

other students, except as appropriate for students with an IEP or 504 Plan.

- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District. If you have any questions about whether or not an activity is appropriate visit with your building principal or supervisor prior to engaging in the activity.

AR. TRAVEL

Travel on behalf of the school district should be approved in advance by the staff member's supervisor. Employees should determine if a school vehicle is available prior to using a personal vehicle.

If a school vehicle is used the employee shall make prior arrangements to schedule the vehicle and determine that the vehicle has adequate fuel for the trip. Any accidents or damage that occurs to a vehicle should be reported immediately to Superintendent's Office.

Regardless if a personal or school vehicle is used the employee shall always follow traffic laws and wear a seat restraint system. The district shall reimburse the employee for the use of a personal vehicle at the rate established by the Nebraska Department of Administrative Services.

All other travel expenses shall be reimbursed in accordance with the procedures established for the State of Nebraska by the Nebraska Department of Administrative Services. Receipts shall be required for any personal expenses incurred for travel, lodging or food while traveling.

Employees should contact the Superintendent's Office for reimbursement guidelines prior to traveling.

AS. CRIMINAL ACTIVITY AND IMMORAL ACTIVITIES

An employee who engages in or who is arrested for violating a crime or who is engaged in other immoral activity, is involved in a criminal investigation or is involved in a civil litigation involving an allegation of illegal or immoral activity shall notify his or her supervisor immediately of the nature of the charges.

AT. COMPUTER AND INTERNET SAFETY

All staff will be expected to be familiar with and compliant with the Internet Protection Act (CIPA). (*School Policy 6800*). Staff members will be asked to sign an Acceptable Use of Computers and Networks Form.

AU. DISCLAIMER

This handbook, although substantial in its content, is not all inclusive of all the policy, 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.

This handbook is not an irrevocable contract commitment to the staff but only reflects the current status of rules, procedures and policies of the district.