



Ashland-Greenwood Public Schools  
Board of Education REGULAR Meeting  
June 16, 2014  
6:00 PM  
Conference Room, High School  
1842 Furnas Street  
Ashland, NE 68003

1. Call to Order. Roll Call.
2. Acknowledgement of Open Meetings Law posting.
3. Pledge of Allegiance
4. Recognition of public participation.
5. Visitors and Communication from the public.
6. Approval of changes in the mailed agenda and/or changes in the agenda order.
7. Action Items
  - a. Public Hearing on Parental Involvement Policy 1240 and review of Title I parental involvement policy 5800.
    - 1.) Hold Public Hearing to discuss, consider and receive input on the Parental Involvement Policy. The Public will be given the opportunity to present information and opinions on the proposed Parental Involvement Policy.
    - 2.) Discuss, consider, and take action to either alter the Parental Involvement Policy and then adopt the policy as altered, or to reaffirm the Parental Involvement Policy. (pgs. 21-25)
  - b. Public Hearing on Student Fee Policy (pgs. 26-31)
    - i. Review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policies of the District for the 2013-2014 school year. (pg. 32)
    - ii. Hold Public Hearing to discuss, consider, and receive input on a proposed Student Fee Policy. The public will be given the opportunity to present information and opinions on a proposed Student Fee Policy.
    - iii. Discuss, consider, and take action to adopt Student Fee Policy.
  - c. Bullying Policy:
    - i. Review Anti-Bullying policy 5415. (pg. 33)
    - ii. Discuss, consider, and take action to either alter the Anti-Bullying Policy and then adopt the policy as alter, or to reaffirm the Anti-Bullying Policy.

- d. Attendance Policy 5008:
  - i. Review attendance policy. (pgs. 34-42 )
  - ii. Discuss, consider, and take action to adopt an amended Attendance Policy, if determined appropriate.

8. Approval of Consent Agenda Items

- a. Approval of minutes of previous meetings (pgs. 1-5)
- b. Acceptance of Financial Reports (pgs. 6-14)
- c. Action on Claims (pgs. 15-20)
- d. Contract Renewals:

9. Administrators' and Practitioners' reports

- A. Ms. Bray
- B. Mr. Jacobsen
- C. Ms. Finkey
- D. Dr. Kassebaum

10. Old Business

- a. Motion to excuse/approve the absence of board member(s).
- b. Discussion and action to approve Staff Handbooks. (pgs. 43-55)
- c. Discussion and action to approve Student Handbooks. To be provided

11. New Business

- a. Discussion and action to approve Hot Lunch prices for 2014-15 school term. (pg. 56)
- b. Discussion and action to approve policy additions and revisions:
  - i. Revised Policy 4785 (pgs. 57-58)
  - ii. New Policy 1270 (pg. 59)
  - iii. Revised Policy 5141.1 (pg. 60)
  - iv. Revised 5114 (pgs. 61-82)
  - v. Revised Policy 3323 (pg. 83-85)
  - vi. New Policy 5208 (pg. 86)
  - vii. Revised Regulation for Policy 3541 (pgs. 87-94)
  - viii. Revised Policy 6145.9 and accompanying Regulation (pgs. 95-97)

- c. Discussion and action on terms and conditions for employees working in positions that do not require a teaching certificate. (The Board may want to enter executive session). (pgs. 98-104).
- d. Closed Session: For the protection of the public interest and for the prevention of needless injury to the reputation of an individual(s): Personnel and the evaluation of job performance.

## 12. Informational items

- 13. The next meeting is set for Monday, July 21<sup>st</sup>, 2014 at 6:00 PM in the conference room at the Ashland-Greenwood High School; 1842 Furnas Street; Ashland, NE 68003. An agenda for the meeting shall be kept continuously current in the Office of the Superintendent of Schools at 1842 Furnas Street in Ashland, NE 68003.

### **BOARD OF EDUCATION MEETING INFORMATION:**

*The Ashland-Greenwood Public Schools Board of Education is empowered to act on any item listed on the agenda at any time during the meeting, irrespective of the time or order listed. Pages listed, or further detail, are available upon request. The Open Meetings Act requires and the intention of the Board is that agenda items be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. The Ashland-Greenwood Board of Education releases its agenda well in advance of most meetings and desires that all interested persons are fully informed. Any interested person who has a question or needs clarification about the sufficiency of a descriptive item should contact the Office of the Superintendent of Schools.*

**COPY OF OPEN MEETINGS ACT:** *The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the North wall of the meeting room west of the main entrance.*

### **INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM:**

*Getting Started: When it is your turn to speak during the public forum portion of the agenda, please come forward, sign your name and address on the sign-in sheet and state your name to the Board of Education.*

*Time Limit: You may speak only one time and must limit comments to 5 minutes or less.*

*Personnel or Student Topic: If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies require that such concerns initially be directed to the administration for consideration. Board members will generally not respond to any questions you ask or comments you make about individual staff members or students. You are cautioned that slanderous comments are not protected just because they are made at a Board meeting.*

*General Rules: Please remember that this is a meeting of the Board of Education held in public for conducting the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated.*

### **REQUEST FOR CLOSED SESSIONS:**

The Ashland-Greenwood Public Schools is authorized by state statute to hold closed sessions. Closed sessions may be held when clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual. Reasons that meet this standard include but are not limited to: a) strategy sessions with respect to collective bargaining, real estate matters, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body; b) discussion regarding deployment of security personnel or devices; c) investigative proceedings regarding allegations of criminal misconduct; (d) evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; and e) legal advice.

**Ashland-Greenwood Public Schools  
Board of Education  
Meeting Minutes  
May 19, 2014**

**Opening**

A meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened open and public session on May 19, 2014

**Attendance**

The roll was called and the following Board members were present:

**Attendance Taken at 6:30 PM:**

Present Board Members:

Melvin Cerny  
Kevin Garner  
David Nygren  
Suzanne Sapp  
Karen Stille  
Tom Walsh

**Notice**

Notice of the meeting was posted in advance in the Superintendent's Office, 1225 Clay Street, Ashland, NE, Farmers & Merchants Bank, 1501 Silver St., Ashland, NE and Centennial Bank, 2433 Silver St., Ashland, NE. Notice of this meeting was given in advance to all members of the Board of Education. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the public.

A brief summary of board proceedings and list of claims will be published in the Ashland Gazette.

**1. Call to Order. Roll Call.**

Discussion:

A Non Certificated Committee Meeting was held 5:30 p.m. followed by a Regular Meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened in open and public session at 6:30 p.m. on 19thrd day of May, 2014 by President Garner.

**2. Acknowledge of Open Meetings Law posting.**

Discussion:

President Garner announced and informed the public of the current copy of the Open Meetings Act in the meeting room.

**3. Pledge of Allegiance.**

Discussion:

All stood and recited the Pledge of Allegiance.

**4. Recognition of public participation**

Discussion:

There were no visitors or communication from the public.

## **5. Visitors and Communication from the public.**

Discussion:

There were no visitors or communication from the public.

## **6. Approval of changes in the mailed agenda and/or changes in the agenda order.**

Discussion:

There were no changes to the mailed agenda.

## **7. Approval of Consent Agenda Items.**

**Motion Passed:** Approval of consent agenda including previous board meeting minutes, current monthly financial statements for all accounts and current monthly claims for all accounts. Renewal of contracts Learn2move; Physical Therapy, Special Education Contract with ESU2 for 2014-15; Special Education Contract with Waverly Life Program for 2014-15 passed with a motion by David Nygren and a second by Tom Walsh.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

## **8. Administrators' and Practitioners' Reports**

### **8.1. District Goal**

Discussion:

District Goal: Continue to develop and implement support services and program that meet the needs of a diverse student population. Mr. Jacobsen reported on increased SPED staff and gave examples of program expansion. Mrs. Bray reported on the Circle of Friends Program implemented in both buildings to support needs of students with autism; funded by a grant. She also reported on targeted collaboration opportunities and staff development.

### **8.2. Ms. Bray**

Discussion:

Mrs. Bray reported that the end of the year is very busy. Track and Field days have been held and classroom picnics will be held this week. Mrs. Bray reported on staff professional development.

### **8.3. Mr. Jacobsen**

Discussion:

Mr. Jacobsen reported on end of the year events in his building. Graduation was held on Sunday it went well.

Mr. Jacobsen reported on how productive this year staff development has been.

### **8.4. Dr. Kassebaum**

Discussion:

Dr. Kassebaum reported to the board on policy updates that will be made at the June meeting due to changes in legislation.

Dr. Kassebaum also presented proposed 2014-15 valuations for preliminary budget purposes.

**9. Old Business**

**9.1. Motion to excuse/approve the absence of board member(s).**

Discussion:

There were no members absent from this meeting.

**9.2. Discussion and action to approve revised extra duty assignments**

**Motion Passed:** Approval of revised 2014-15 extra duty assignments; Julie Mink and Suzanne Sapp passed with a motion by David Nygren and a second by Melvin Cerny.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Abstain
Karen Stille	Yes
Tom Walsh	Yes

**9.3. Discussion and action to adopt a TeamMates Program**

Discussion:

Dr. Kassebaum is recommending a TeamMates program for the District with a tentative budget of \$6,000; with the possibility of fund raising. The administration is hopeful that participation will go up; we currently have six students in the program. Discussion was held regarding students age, selection of mentors . Christine Caswell will serve as our TeamMate coordinator.

**Motion Passed:** Approval to adopt a TeamMates Program passed with a motion by Melvin Cerny and a second by Karen Stille.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

**10. New Business**

**Motion Passed:** passed with a motion by Melvin Cerny and a second by Karen Stille.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

**10.1. Discussion and action to approve resignation of non-certificated staff member**

**Motion Passed:** Approval of the resignation of Mary Bahm passed with a motion by Tom Walsh and a second by Suzanne Sapp.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

**10.2. Discussion and action to approve overnight travel requests  
Boys BB Camp in Kearney, NE  
FFA Leadership Training -COLT  
Wrestling Camps**

**Motion Passed:** Approval of overnight travel requests: Boys BB Camp in Kearney, NE, May 31 & June 1, 2014 FFA Leadership Training -COLT, May 26 - May 28, 2014 Wrestling Camps, Wilber High School, June 30-July 2; DeWitt Iowa, June 24-June 27 passed with a motion by David Nygren and a second by Tom Walsh.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

**10.3. Discussion and action on wages and benefits for employees working in positions that do not require a teaching certificate**

Discussion:

This matter will be moved to the end of the agenda to be discussed in closed session.

**10.4. Closed Session**

**Motion Passed:** Approval of entry to closed session at 7:00 p.m. for discussion strategy session for protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law passed with a motion passed with a motion by Tom Walsh and a second by Suzanne Sapp.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

**10.5. Reconvene**

**Motion Passed:** Approval to reconvene at 7:20 p.m. passed with a motion by Tom Walsh and a second by Suzanne Sapp.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

**10.6. Wages & benefits for Non Certificated Employees**

**Motion Passed:** Approval of 2014-15 Pay Schedule for Non-Certificated Employees passed with a motion by David Nygren and a second by Suzanne Sapp.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

**11. Informational Items**

Discussion:

- a. NSAB School Law Seminar Kearney June 5-6, 2014
- B. NASB/NASA State Education Conference November 19-21, 2014

## **12. Call for Next Meeting**

Discussion:

The next meeting is set for Monday, June 126, 2014 at 6:00 p.m. All meetings are held in Ashland-Greenwood Middle/High School, Conference Room at 1842 Furnas Street, Ashland, NE 68003. Notice of the meetings are posted in advance in the District Office, 18412 Furnas St., Ashland, NE, Farmers & Merchants Bank, 1501 Silver St., Ashland, NE and CORE Bank, 2433 Silver St., Ashland, NE. All meetings are open to the public. An agenda for the meeting shall be kept continuously current in the Office of the District Office at 1842 Furnas St., Ashland, NE 68003

## **13. Adjournment.**

Discussion:

This meeting was adjourned at 7:28 p.m.



**GENERAL FUND**

Beginning Balance \$ 4,961,227.35

RECEIPTS

5/1/2014 Sale of Property-	\$55.00		
5/1/2014 Cass County Property Taxes	\$116,285.19		
5/7/2014 NE HHS -MIPS	\$378.25		
5/9/2014 Sarpy County Property Taxes	\$126.89		
5/14/2014 NE HHS -MIPS	\$630.78		
5/14/2014 NE HHS -MIPS	\$336.22		
5/15/2014 Saunders County MV	\$11,169.26		
5/15/2014 Saunders County Fines	\$1,764.19		
5/15/2014 Saunders Co Property	\$808,776.96		
5/15/2014 Saunders Co Property Tax Credit	\$71,166.94		
5/15/2014 Saunders Co Carline Tax	\$3,300.01		
5/14/2014 Donation	\$7.00		
5/15/2014 Cass County MV	\$10,263.04		
5/15/2014 Cass County Fines & Licenses	\$1,318.44		
5/15/2014 Cass County Property Taxes	\$464,258.47		
5/15/2014 Cass County Carline Taxes	\$3,146.01		
5/15/2014 Cass County Homestead	\$3,585.53		
5/15/2014 Sale of Property	\$26.00		
5/20/2014 SA Sped Reimb 12-13	\$62,909.00		
5/20/2014 Sale of Property	\$10.00		
5/20/2014 Sale of Property	\$3.00		
5/20/2014 Sale of Property	\$10.00		
5/21/2014 NE HHS -MIPS	\$209.52		
5/21/2014 NE HHS -MIPS	\$273.19		
5/22/2014 Book Fines	\$15.95		
5/27/2014 State of NE IDEA	\$225.00		
5/23/2014 Saunders County MV	\$9,045.45		
5/23/2014 Saunders Co Property	\$412,182.32		
5/23/2014 Saunders Co Homestead Exemption	\$14,318.05		
5/27/2014 Sale of Property	\$25.00		
5/27/2014 Sale of Property	\$25.00		
5/29/2014 NE State Aid	\$188,327.62		
5/20/2014 CD Interest NLAF	\$15.24		
5/31/2014 NLAF Interest	\$28.32		
5/31/2014 F & M Interest	\$123.55		
		\$2,184,340.39	\$ 7,145,567.74

DISBURSEMENTS

May Claims	\$ 772,146.69
Payment/Stipend Paid/Dividend	\$ (385.00)

**Total** \$ 771,761.69 \$ 6,373,806.05

ENDING BALANCE \$ 6,373,806.05

RECONCILIATION

NLAF Liquid Balance	\$ 4,361,080.35
Plus: F & M Bank Balance	\$ 602,254.19
Plus General Fund Investments	\$1,438,685.45
Less: Outstanding Claims	\$ 28,213.94

Reconciled Balance \$ 6,373,806.05 \$ 6,373,806.05

**ADMINISTRATIVE OPERATIONS ACCOUNT**

**ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT**

**MONTH ENDING May-14**

	Beginning Balance			\$	483.70
	<u>RECEIPTS</u>				
5/20/14	GF Deposit	\$	1,448.66		
	<b>Total</b>			\$	1,448.66
				\$	1,932.36
	<u>DISBURSEMENTS</u>				
5/1/14	Ashland SubwayCOF May Day Activity	\$	95.00		
5/1/14	NDE, Parent Booklet	\$	70.00		
5/6/14	L Krueger, Fuel	\$	10.00		
5/14/14	Z Kassebaum, Mileage	\$	28.60		
5/14/14	C Holz, Bus Off Mileage	\$	25.30		
5/19/14	Sempecks COF Secondary Activity	\$	96.40		
5/19/14	J Gutierrez; Marzano Training Mileage voided clerical error	\$	80.30		
5/19/14	C Caswell; Guidance Mileage	\$	27.06		
5/21/14	T Bray, Principal Mileage	\$	16.50		
5/21/14	J Mink Reading Recovery Class Mileage	\$	297.00		
5/21/14	M Morgan, Transportation Permit	\$	7.50		
	<b>Total</b>			\$753.66	\$ 1,178.70
	Ending Balance				\$ 1,178.70
	<u>RECONCILIATION</u>				
	Bank Balance	\$	1,375.60		
	Less: Claims Outstanding	\$	196.90		
	Reconciled Balance	\$	1,178.70		\$ 1,178.70

**PAYROLL ACCOUNT**

	Beginning Balance			\$	15,687.11
	<u>RECEIPTS</u>				
	General Fund	\$	459,069.21		
	Hot Lunch	\$	14,925.94		
	Employee CS Payment	\$	390.18		
	FM National Bank: Interest	\$	2.16		
	Emp Monthly Prem	\$	1,105.37		
	<b>Total</b>			\$	475,492.86
				\$	491,179.97
	<u>DISBURSEMENTS</u>				
	Net Payroll	\$	283,814.64		
	Retirement	\$	79,899.25		
	State Tax Withholdings	\$	12,722.25		
	Federal/FICA Taxes	\$	97,559.01		
	CS Payment	\$	390.18		
	Retiree Life Insurance Mo. Premium	\$	156.00		
	Emp Health Insurance Mo Premium	\$	1,105.37		
	Retiree Eye Insurance Mo Premium	\$	11.68		
	<b>Total</b>			\$	475,658.38
				\$	15,521.59
	Ending Balance				\$ 15,521.59
	<u>RECONCILIATION</u>				
	Bank Balance	\$	15,521.59		
	Claims Outstanding	\$	-		
		\$	15,521.59		
	Receipts Outstanding	\$	-		
	Reconciled Balance	\$	15,521.59		\$ 15,521.59

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING May-14

EMPLOYEE BENEFIT (SECTION 125) ACCOUNT

Beginning Balance			\$	10,512.94
<u>RECEIPTS</u>				
Employee Payroll Deposit	\$	9,788.93		
Centennial Bank: Interest	\$	0.54		
<b>Total</b>			\$	9,789.47
			\$	20,302.41
<u>DISBURSEMENTS</u>				
5/1/14 Payflex, Employee Benefit	\$	1,251.98		
5/8/14 Payflex, Employee Benefit	\$	952.16		
5/15/14 Payflex, Employee Benefit	\$	2,213.96		
5/22/14 Payflex, Employee Benefit	\$	1,347.91		
5/29/14 Payflex, Employee Benefit	\$	689.34		
<b>Total</b>			\$	6,455.35
			\$	13,847.06
Ending Balance				<u>\$ 13,847.06</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	13,847.06		
Outstanding Claims				
Misdirected Deposit	\$	-		
Reconciled Balance	\$	13,847.06		<u>\$ 13,847.06</u>

SPECIAL BUILDING ACCOUNT

Beginning Balance			\$	967,853.27
<u>RECEIPTS</u>				
F & M Interest	\$	105.48		
NLAF Interest	\$	3.50		
<b>Total</b>			\$	108.98
			\$	967,962.25
<u>DISBURSEMENTS</u>				
<b>Total</b>			\$0.00	\$ 967,962.25
Ending Balance				<u>\$ 967,962.25</u>
<u>RECONCILIATION</u>				
F&M Bank Balance	\$	621,064.75		
NLAF #9300590 Balance	\$	346,897.50		
Outstanding Claims	\$	-		
Reconciled Balance	\$	967,962.25		<u>\$ 967,962.25</u>

**QUALIFIED CAPITAL PURPOSE FUND**

Beginning Balance \$ 46,776.51

RECEIPTS

5/8/14 Sarpy, Property Taxes \$ 1.32  
 5/14/14 Saunders Co \$ 10,166.51  
 5/22/14 Saunders Co \$ 10,484.38  
 5/31/14 Interest \$4.70

**Total** \$ 20,656.91

DISBURSEMENTS

**Total** \$ -

Ending Balance \$ 67,433.42

RECONCILIATION

Bank Balance \$ 67,433.42  
 Less: Outstanding Claims \$ -  
 Plus: Outstanding Deposits  
 misdirected deposit  
 Reconciled Balance \$ 67,433.42 \$ 67,433.42

**DEPRECIATION FUND**

Beginning Balance \$ 339,408.01

RECEIPTS

F&M National Bank, Interest \$ 28.83  
**Total** \$ 28.83 \$ 339,436.84

DISBURSEMENTS

**Total** \$ - \$ 339,436.84

Ending Balance \$ 339,436.84

RECONCILIATION

F & M Bank Balance \$ 339,436.84  
 NLAIF Balance \$ 2.42  
 Less: Outstanding Claims \$ -  
 Reconciled Balance \$ 339,439.26 \$ 339,439.26

**STUDENT FEE FUND**

	Beginning Balance			\$	5,150.44
	<u>RECEIPTS</u>				
	Interest	\$	0.21		
	<b>Total</b>			\$0.21	\$ 5,150.65
	<u>DISBURSEMENTS</u>				
5/19/14	Caseys General Store	\$	272.00		
5/29/14	School Traditions	\$	1,641.15		
	<b>Total</b>			\$	1,913.15
	Ending Balance				<u>\$ 3,237.50</u>
	<u>RECONCILIATION</u>				
	Bank Balance	\$	4,878.65		
	Claims Outstanding	\$	1,641.15		
	Misdirected Deposit				
	Reconciled Balance	\$	<u>3,237.50</u>		<u>\$ 3,237.50</u>

**HOT LUNCH ACCOUNT**

	Beginning Balance			\$	46,810.53
	<u>RECEIPTS</u>				
	Student and Staff Deposits	\$	20,654.02		
	Online Student Deposits	\$	8,179.49		
	Federal & State Reimbursement	\$	7,376.67		
	F&M National Bank: Interest	\$	4.59		
	Vending Proceeds	\$	-		
	<b>Total</b>			\$	36,214.77
				\$	83,025.30
	<u>DISBURSEMENTS</u>				
	Wages & Benefits	\$	15,142.15		
	Food/ Supplies/ Contracted Services	\$	32,607.95		
	Rebate/ Food Payment (M)	\$	(356.64)		
	<b>Total</b>			\$	47,393.46
				\$	35,631.84
	Ending Balance				<u>\$ 35,631.84</u>
	<u>RECONCILIATION</u>				
	Bank Balance	\$	35,982.01		
	Claims Outstanding		<u>\$350.17</u>		
		\$	35,631.84		
	Receipts Outstanding				
	Reconciled Balance	\$	<u>35,631.84</u>		<u>\$ 35,631.84</u>
	Student and Staff Deposits Held on Account - End of Month			\$	6,479.15

**INVESTMENTS**

Date Bought	Security Description	Maturity Date	Rate	Investment
<b>General Fund Investments</b>				
1/30/14	Farmers & Merchants Bank, Ashland	01/30/15	0.3000%	\$840,717.53
10/22/13	Core Bank, Ashland	10/22/14	0.4000%	\$101,967.92
11/7/13	One West Bank, California	11/07/14	0.7000%	\$248,000.00
11/7/13	Israel Discount Bank, NY, NY	11/07/14	0.7000%	\$248,000.00
<b>Total Investments</b>				<u><u>\$1,438,685.45</u></u>

**LOCAL BANK SECURITIES PLEDGE TO SCHOOL DISTRICT DEPOSITS & FDIC INSURANCE ON DEPOSITS**

**CENTENNIAL BANK**

FDIC INSURANCE	\$ 250,000.00
Total Secured	<u><u>\$ 250,000.00</u></u>

**FARMERS AND MERCHANTS BANK**

FDIC INSURANCE	\$ 250,000.00
<b>Pledged Safekeeping Security</b>	<b>Total Face Value    Actual Value</b>
Various pledged amounts at Agencies, Municipals, SBA, CD's etc, monitored by: Farmers Merchant Bank	\$ 3,415,516.00    \$ 2,845,516.00
Total Secured	<u><u>\$ 3,095,516.00</u></u>

**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING May-14**

				<i>Beginning Balance</i>			\$ 94,959.92
<i>Date</i>	<i>Check #</i>	<i>Payee</i>	<i>Description</i>	<i>Receipt</i>	<i>Disbursed</i>	<i>Balance</i>	
<b>ATHLETICS</b>							\$ 19,885.84
5/1/14	011774	Arlington Public Schools	Athletics: Golf fee		\$ 220.00		
5/1/14	011777	Conestoga Public Schools	Athletics: HS track fee		\$ 175.00		
5/1/14	011781	Fisher Tracks Inc	Athletics: Supplies		\$ 248.00		
5/1/14	011782	Fort Calhoun Comm Scls	Athletics: MS track fee		\$ 145.00		
5/1/14	011783	Fundraising University	Athletics: Fundraising		\$ 5,197.00		
5/1/14	011784	Gretna Public Schools	Athletics: Golf fee		\$ 92.50		
5/1/14	011787	Richard J. Jeffery	Athletics: MS starter 5-13		\$ 175.00		
5/1/14	011788	Lincoln Christian	Athletics: Golf fee		\$ 100.00		
5/1/14	011793	So Sarpy School Dist 46	Athletics: Track fee		\$ 160.00		
5/2/14		Gate	Baseball vs Crete	\$ 83.00			
5/8/14	011796	Beatrice Public Schools	District Golf Fee		\$ 60.00		
5/8/14	011798	Dale Rasmussen	SM Starter Track		\$ 50.00		
5/8/14	011800	Mr. Basketball Inc.	Camp Fees		\$ 164.00		
5/8/14	011803	DC West Comm Schools	District Track Fees		\$ 50.00		
5/9/14		Various	Golf Trny Entry Fees	\$ 285.00			
5/14/14		Gate	MS Track Invite	\$ 971.00			
5/14/14		Gretna, Platteview	MS track Entry Fees	\$ 240.00			
5/14/14		Concordia	Cross Country Entry Fee	\$ 50.00			
5/19/14	011805	Awards Unlimited, Inc.	Supplies		\$ 54.45		
5/19/14	011807	C & L Hardware	Supplies		\$ 23.92		
5/19/14	011810	NE School Activities Assn.	Baseball Plaque		\$ 50.00		
5/23/14		Start Up Gate Cash	Return of Gate Change	\$ 1,003.00			
5/23/14		Various	Lost Athletic Equip.	\$ 66.00			
5/29/14	011813	Connie Yori BB Camp Inc.	Camp Fees		\$ 68.00		
5/29/14	011814	Carrie Hofstetter LLC	Camp Fees		\$ 70.00		
5/29/14	011815	Nebraska Sports	Track Equipment		\$ 676.14		
5/29/14	011818	Platteview High School	Camp Fees		\$ 158.00		
<b>TOTALS</b>				\$ 2,698.00	\$ 7,937.01	\$ 14,646.83	
<b>ALUMNI DIGITAL DISPLAY</b>							\$ 3,452.91
				\$ 0.00	\$ -	\$ 3,452.91	
<b>BAND</b>							\$ 1,950.54
5/21/14		Various	Fundraiser/Donations	\$ 209.60			
<b>TOTALS</b>				\$ 209.60	\$ -	\$ 2,160.14	
<b>DRAMA</b>							\$ 4,900.83
5/1/14	011786	Herbert's Fun Shop Inc	Drama: ONE ACT SUPPLIES		\$ 171.00		
				\$ -	\$ 171.00	\$ 4,729.83	
<b>ELM BOOK FAIR</b>							\$ 744.23
<b>TOTALS</b>				\$ -	\$ -	\$ 744.23	
<b>ELM STAFF</b>							\$ 2,928.44
<b>TOTALS</b>				\$ 0.00	\$ -	\$ 2,928.44	

**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING May-14**

<b>ELM STUDENT COUNCIL</b>						
5/6/14	Various	Memory Book Sales	\$ 77.00			\$ 6,643.27
5/19/14	Box Tops for Ed	Donation	\$ 39.88			
5/27/14	Various	Memory Book Sales	\$ 84.00			
<b>TOTALS</b>			\$200.88	\$ -		\$ 6,844.15
<b>FBLA</b>						
5/1/14	011778	Amber Dutcher	FBLA SLC Campaign Supplies	\$ 131.49		\$ 3,771.96
5/1/14	011780	Future Business Leaders of / FBLA: NLC Registration		\$ 190.00		
5/1/14	011792	Office Depot /Citibank (South SLC Campaign Office Supplies		\$ 133.69		
5/8/14	011799	Shannon Lea Garner	FBLA Ribbons	\$ 78.88		
5/8/14	011802	Phi Beta Lambda (SOFS #71UNL Business Competition Ent Fee		\$ 180.00		
5/8/14	011804	VFW Ashland Food Pantry P Food Pantry Donations		\$ 250.00		
5/19/14	011809	U Save No Frills	SLC and Banquet Supplies	\$ 50.25		
5/20/14		General Fund	2 Nat'l Qualifiers	\$ 1,000.00		
<b>TOTALS</b>			\$ 1,000.00	\$ 1,014.31		\$ 3,757.65
<b>FFA</b>						
5/8/14	011801	National FFA Org	Awards		\$ 474.00	\$ 19,784.83
5/12/14		FFA Foundation	I Believe Donation	\$ 602.29		
5/15/14		Various	Old T-Shirts	\$ 20.00		
5/15/14		Harlee	Old T-Shirts	\$ 5.00		
5/19/14	011808	AnnaLisa Estrela	Purchase of Bread	\$ 33.49		
5/19/14	011809	U Save Foods Inc/Nash Finc	Banquet Supplies	\$ 132.72		
5/21/14		Various	FFA Polos & Old Shirts	\$ 101.50		
5/29/14	011811	Abante LLC	Officer Supplies	\$ 149.50		
5/29/14	011816	Nebraska FFA Assn	Membership Fees	\$ 54.00		
5/29/14	011817	NE State FFA Equine Contes	Horse entry Fees	\$ 60.00		
<b>TOTALS</b>			\$ 728.79	\$ 903.71		\$ 19,609.91
<b>HONOR SOCIETY</b>						
5/1/14	011790	NASSP	NHS dues		\$ 85.00	\$ 1,055.46
<b>TOTALS</b>			\$0.00	\$ 85.00		\$ 970.46
<b>HS STUDENT COUNCIL</b>						
<b>TOTALS</b>			\$ -	\$ -		\$ 2,032.32
<b>MS/HS STAFF</b>						
5/20/14		First Choice	Pop	\$ 46.22		\$ 1,324.27
<b>TOTALS</b>			\$46.22	\$ -		\$ 1,370.49
<b>MS STUDENT COUNCIL</b>						
5/1/14	011776	C & L Hardware	MS STUCO: Supplies	\$ 30.00		\$ 1,203.67
<b>TOTALS</b>				\$ 30.00		\$ 1,173.67
<b>PROM ACCT (established 7-2012)</b>						
5/1/14	011789	Mahoney Grille, LLC	Catering for Prom	\$ 2,845.90		\$ 4,558.79
5/19/14	011806	Blooms Floral and Gifts/Red	Flowers	\$ 35.00		
5/29/14	011812	Karen E. Baker	Cleaning	\$ 200.00		
5/29/14	011819	Michelle L. Powell	Decorations	\$ 600.00		
<b>TOTALS</b>			\$0.00	\$ 3,680.90		\$ 877.89
<b>SCHOOL STORE</b>						
<b>TOTALS</b>			\$ -	\$ -		\$ 186.10
<b>TOTALS</b>			\$ -	\$ -		\$ 186.10



**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING May-14**

<b>SENIORS</b> <i>(created 7-2012)</i>							
5/1/14	011773	Abante LLC	Senior: Senior Gear		\$ 565.65		\$ 1,068.74
				\$ -	\$ 565.65		\$ 503.09
<b>SHOP</b>							
5/14/14		Various	Student Projects	\$ 87.00			\$ 591.39
<b>TOTALS</b>				\$ 87.00	\$ -		\$ 678.39
<b>SPANISH CLUB</b>							\$ 244.11
<b>TOTALS</b>				\$ -	\$ -		\$ 244.11
<b>SPIRIT SQUAD</b>							\$ 5,623.46
5/1/14	011775	Sarah Bloch	Spirit Squad: Judge Cheer		\$ 30.00		
5/1/14	011779	Danielle N. Fayle	Spirit Squad: Judge Cheer		\$ 30.00		
5/1/14	011785	Amber Henson	Spirit Squad: Judge Cheer		\$ 30.00		
5/1/14	011791	Brittany L Novotny	Spirit Squad: Judge Cheer		\$ 30.00		
5/1/14	011795	McKenzie Wright	Spirit Squad: Judge Cheer		\$ 30.00		
5/8/14	011797	Blooms Flaral and Gifts/Red Flowers			\$ 77.00		
5/6/14		M Grell	Old Uniform	\$ 135.00			
5/22/14		Student	Uniform Payment	\$ 135.00			
<b>TOTALS</b>				\$ 270.00	\$ 227.00		\$ 5,666.46
<b>SPEECH</b>							\$ 2,091.85
<b>TOTALS</b>				\$ 0.00	\$ -		\$ 2,091.85
<b>TALENTED/GIFTED ACTIVITES (Formerly OM)</b>							\$ 345.68
<b>TOTALS</b>				\$ -	\$ -		\$ 345.68
<b>VOCAL MUSIC</b>							\$ 3,320.10
<b>TOTALS</b>				\$ 0.00	\$ -		\$ 3,320.10
<b>YEARBOOK/ANNUAL</b>							\$ 5,290.19
5/1/14	011794	Walsworth Publish. Co	Yearbook: 2nd payment		\$ 4,646.35		
5/1/14		Various	HS Yearbooks	\$ 420.00			
5/2/14		Various	MS & HS Yearbooks	\$ 147.00			
5/9/14		Various	Yearbooks, DVD	\$ 300.00			
5/9/14		Student	DVD	\$ 40.00			
5/12/14		Various	MS Yr books, DVD	\$ 55.00			
5/13/14		Post Prom	Donation, DVD	\$ 610.00			
5/20/14		Various	DVD, HS & MS Yearbook	\$ 65.00			
5/21/14		Various	MS Yearbook	\$ 120.00			
5/29/14	011820	Walsworth Publish. Co	MS Final Payment		\$ 369.64		
<b>TOTALS</b>				\$ 1,757.00	\$ 5,015.99		\$ 2,031.20
<b>INTEREST</b>							\$ 1,960.94
5/31/14		CORE Bank	Interest	\$ 3.67			
<b>TOTALS</b>				\$ 3.67	\$ -		\$ 1,964.61
<b>ACTIVITY FUND TOTALS ALL ACCOUNTS</b>				\$ 7,001.16	\$ 19,630.57		\$ 82,330.51

<b>Ending Balance</b>	\$ 82,330.51
Plus: Outstanding Checks	\$ 3,130.28
Less: Outstanding Receipts	
<b>Equals: Bank Balance</b>	<u>\$ 85,460.79</u>

**Ashland-Greenwood Public Schools' Claims**

**General Fund Claims**

**20-Jun-14**

Check No.	Vendor	Amount	Description
032271	Collison Center	\$ 500.00	Repair of Bus 03
032272	AG Payroll Account	\$ 262,423.04	Net Payroll
032273	AGEA	\$ 2,667.50	Employee Dues
032274	Blue Cross and Blue Shield of Nebraska	\$ 90,933.83	Payroll Employee Health Ins
032275	COREBank	\$ 9,769.44	Payroll Section 125 Deduct
032276	Guardian	\$ 771.99	Payroll Employee Life Prem
032277	Madison National Life	\$ 1,166.60	Payroll LTD Insurance Prem
032278	MidAmerica 403b	\$ 1,775.00	Payroll Annuity Deduction
032279	Ashland-Greenwood Payroll Account	\$ 12,153.40	Payroll State Tax Wthhldg
032280	Ashland-Greenwood Payroll	\$ 91,143.17	Payroll Federal Tax Wthhldg
032281	Retirement	\$ 76,083.60	Payroll Retirement Wthhldg
032282	TheStandard	\$ 835.29	Payroll Employee Vision Ins
032283	replacement check for check 031843		
032284	Abante LLC	\$ 251.66	Instruction: Staff Lanyards
032285	Ashland-Greenwood Booster Club	\$ 2,109.75	Puip Support Ticket Takers
032286	Ashland Disposal Service	\$ 230.00	Waste Removal
032287	Ashland-Greenwood Hot Lunch	\$ 143.20	Hot Lunch Adult Billing
032288	Bishop Business Equipment Co Inc	\$ 3,185.58	All Areas: Copier Use
032289	C & L Hardware	\$ 564.45	Maint/Cust/Ind Tech: Supplies
032290	Brooke L Cheleen	\$ 249.64	Physical Therapy
032291	City Of Ashland	\$ 1,678.50	All Areas: Water & Sewer
032292	Clark Construction Co., Inc	\$ 11,000.00	Demo Old District Office
032293	Cornhusker State Industries	\$ 400.00	District Office Chairs
032294	Dick Blick Company	\$ 580.04	Instruction: Supplies
032295	Educational Design Solutions	\$ 3,412.50	Media: software
032296	Esu #2	\$ 8,356.02	PS & Schl Age Speech Serv
032297	Esu #3	\$ 11,752.95	Sped: Student Tuition
032298	NCECBVI/ESU #4	\$ 306.00	Elem Sped: VI assessment
032299	Educational Service Unit No 6	\$ 3,461.76	Instruction: SENCAP Tuition
032300	Father Flanagan's Boys' Home	\$ 2,485.00	Sped: Student Tuition
032301	GovConnection Inc.	\$ 610.26	Instruction: Hardware/Batt. Backup
032302	Robert Steven Gress	\$ 4,470.00	Maintenance: New Trees/Tree Replant
032303	Groth Music Company	\$ 317.73	Elem Music: Supplies
032304	Jennifer S Haralson	\$ 2,445.87	Visually Impaired Services
032305	Hillyard/Sioux Falls	\$ 628.96	Custodial: Blower/Dryer
032306	Innovative Laboratory Systems	\$ 2,260.00	Elem Instruction: Shelving, Cabinets
032307	J. W. Pepper & Son, Inc	\$ 113.14	Instruction: music
032308	Jeffrey Laughlin	\$ 385.00	Inst. Tech.: Comp. Serve
032309	Lingui.Systems Inc.	\$ 41.95	Speech Therapy: supplies
032310	Douglas S Loftus	\$ 255.00	Maintenance: Rentals
032311	Learning Sciences International LLC	\$ 2,500.00	Title II A: Cont. Serv
032312	MCI Communications Services, Inc.	\$ 89.11	Long Distance Service
032313	Menard Inc	\$ 830.97	Ind Tech/PS Sped: Supplies, Shed
032314	Metal Logos & More, Inc	\$ 2,988.98	District Office Exterior signage
032315	Music In Motion	\$ 147.07	Elem Music: supplies
032316	Music Theater International	\$ 20.00	Instruction: Music Supplies
032317	Nebraska Council of School Admin	\$ 1,685.00	Vo Ag Conf, Admin Days, Dues
032318	Nebraska Capitol Conference	\$ 400.00	NCC membership fees and dues

**Ashland-Greenwood Public Schools' Claims**

**General Fund Claims**

20-Jun-14

Check No.	Vendor	Amount	Description
032319	Nebraska School Activities Assn.	\$ 1,010.00	Pupil Support: NSAA fee
032320	NSTA	\$ 120.00	Transp: Regis. Fee Summer Conf
032321	Northwest Evaluation Association	\$ 5,460.00	Reg. Inst.: Testing Lic.
032322	Odyssey Ware	\$ 1,000.00	Summer School Lic
032323	One Source, Inc	\$ 44.00	Empl. Background Checks
032324	Omaha Public Power District	\$ 9,566.87	All Areas: Electricity
032325	Perry, Guthery, Haase & Gessf	\$ 709.50	Bd of Ed: Legal Services
032326	Pitney Bowes Postage By Phone	\$ 500.00	All Areas: Postage
032327	Plank Road Publishing, Inc.	\$ 127.20	Elem Music: periodical
032328	Platte Valley Sanitation Inc	\$ 325.00	Waste Removal
032329	Quill Corp	\$ 308.31	Media/Instruction: A/V Materials & Supp
032330	Reid's Variety	\$ 12.68	Sped Instruction: Batteries
032331	Saunders Medical Center	\$ 100.00	Transportation: Physical
032332	Schmitt Music Center	\$ 103.50	Instrumental Music: Supplies
032333	Scholastic Inc.	\$ 219.45	Elem Instruction: periodical
032334	SchoolDude.com	\$ 1,195.00	Inst. Tech.: Cont. Serv.
032335	School Specialty Inc	\$ 2,847.79	Bd of Ed: Adv & Printing
032336	Sparkling Klean	\$ 5,867.60	Janitorial Services
032337	TEACHING STRATEGIES	\$ 12.55	Preschool: Web Assess System
032338	Todd Valley Plbg. & Htg	\$ 7.47	Maintenance: Supplies
032339	US Mechanical Service Inc	\$ 3,354.14	Maintenance: Various Projects
032340	DC West Community Schools	\$ 14.40	Instruction: Music Supplies
032341	Voyager Fleet Systems, Inc.	\$ 3,806.77	Transportation: Fuel
032342	Wahoo-Waverly-Ashland News	\$ 111.87	Bd of Ed: Adv & Printing
032343	Waverly Public Schools	\$ 16,000.00	Alternate Ed Tuition
032344	Beverly Wiggs	\$ 1,547.15	Occupational Therapy

**Incompletes**

Payflex  
 Administrative Operations  
 No Frills  
 Wahoo Public Schools  
 Innovative Labs  
 Windstream  
 VISA  
 U Save

Employee Benefit  
 Travel, Registration Fees  
 Supplies  
 Psyche Services  
 Countertop Dist Office  
 Local Telephone Service  
 Supplies, Lodging  
 Supplies

AuthnORIZED by:

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**May 19, 2014 Incomplete  
General Fund Disbursements**

<b>Check</b>	<b>Payable to</b>	<b>Amount</b>	<b>Description</b>
032270	Seminole Retail Energy Serv	\$ 3,414.49	All Areas: Natural Gas

Authorized by:

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**Ashland-Greenwood Public Schools**

**Activities Account**

**May 20, 2014 to June 16, 2014**

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Description</u>	<u>Disbursed</u>
5/29/14	011811	Abante LLC	Officer Supplies	\$ 149.50
5/29/14	011812	Karen E. Baker	Cleaning	\$ 200.00
5/29/14	011813	Connie Yori BBI Camp Inc.	Camp Fees	\$ 68.00
5/29/14	011814	Carrie Hofstetter LLC	Camp Fees	\$ 70.00
5/29/14	011815	Nebraska Sports	Track Equipment	\$ 676.14
5/29/14	011816	Nebraska FFA Assn	Membership Fees	\$ 54.00
5/29/14	011817	NE State FFA Equine Fees	Horse entry Fees	\$ 60.00
5/29/14	011818	Platteview High School	Camp Fees	\$ 158.00
5/29/14	011819	Michelle L. Powell	Decorations	\$ 600.00
5/29/14	011820	Walsworth Publish Co	MS Final Payment	\$ 369.64

\*\*this register will be updated prior to June 16, 2014

Authorized by:

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Ashland-Greenwood Public Schools  
**Hot Lunch Claims**  
**Jun-14**

Check #	VENDOR	Amount	Description	DATE
009900	Nebraska Food Distribut. Pro.	\$ 4,604.05	HL: Food	5/27/2014
009901	AG Payroll Account	\$ 6,864.26	June14PR	6/6/2014
009902	Blue Cross and Blue Shield of N	\$ 49.87	June14PR	6/6/2014
009903	COREBank	\$ 19.49	June14PR	6/6/2014
009904	Guardian	\$ 54.01	June14PR	6/6/2014
009905	Madison National Life	\$ 27.73	June14PR	6/6/2014
009906	AG Payroll Account	\$ 167.00	June14PR	6/6/2014
009907	AG Payroll Account	\$ 2,290.53	June14PR	6/6/2014
009908	Retirement	\$ 1,857.49	June14PR	6/6/2014
009909	TheStandard	\$ 47.51	June14PR	6/6/2014

\*\* this list to be updated prior to June 15, 2014

Authorized by:

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Ashland-Greenwood Public Schools  
June 16, 2014  
Administrative Operations Account

<b>Date</b>	<b>Check No</b>	<b>Description</b>		<b>Amount</b>
5/21/14	5387	T Bray, Principal Mileage	\$	16.50
5/21/14	5388	J Mink Reading Recovery Class Mileage	\$	297.00
5/21/14	5389	M Morgan, Transportation Permit	\$	7.50
6/9/14	5390	D Allington, Mileage to NSSRS wkdy	\$	105.60
6/9/14	5391	R Wiese: Mileage	\$	287.10
6/9/14	5392	K Alley Transp Mileage	\$	26.40
6/9/14	5392	K Alley Transp Bus Permit	\$	7.50
6/9/14	5393	Z Kassebaum, Mileage	\$	44.00

Approved By:

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Community RelationsPARENTAL INVOLVEMENT IN SCHOOLS

It is the policy of this school district to foster and facilitate, to the extent appropriate, parental information about, and involvement in, the education of their children. Along these lines:

A. Textbooks, tests, and other curriculum materials used in this school district are, and shall be, available for review by parents at school upon request. Since textbooks, tests, and other curriculum materials constantly change, and may be discarded when no longer needed by school district, parents wishing to review such items must govern their requests accordingly.

B. Parents are welcome to visit school. Parents wishing to attend and monitor courses, assemblies, counseling sessions and other instructional activities must obtain prior approval of and from the proper teacher, counselor, and administrator, or they may be asked to leave. Parents attending or monitoring courses, assemblies, counseling sessions, and other instructional activities with prior approval who, by their conduct or presence interfere with the educational process or constitute an interference with school purposes, will be asked to leave.

C. The school district may excuse students from testing, classroom instruction, and other school experiences, upon parental request, when the testing, classroom instruction or other school experience interferes with sincerely held family or religious beliefs. Parental requests must be in writing and submitted to the proper teacher and administrator a reasonable time prior to the testing, classroom instruction, or other school experience and must be accompanied by written reasons acceptable to the school district or for which an excuse is mandated by law. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parental request.

D. Parents and others will be provided access to records of students according to law (e.g. 1 Family Educational Rights & Privacy Act, 20 U.S.C. Section 1232g or Section 79-4, 157, R.R.S.1 et seq.);

E. Testing shall occur in this school district as determined appropriate from time to time by district staff to assure proper measurement of educational progress and achievement.

F. Participation in surveys by students shall occur in this district from time to time when determined appropriate by district staff for educational purposes. Students may decline to participate in surveys. Parents may request in advance that their child not participate in a survey. Surveys shall consist of those instruments in which students are asked questions in which they provide an opinion and which are not graded by staff. District staff shall notify parents and shall seek approval from their building principal when surveying students on topics which may be deemed sensitive. Sensitive topics shall include but not be limited to 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.

R.R.S. LB 1161 (1994)

Adopted: June 19, 1995  
Revised: August 18, 2003



## STUDENTS

### Title I Parental Involvement Policy

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Ashland-Greenwood Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Ashland-Greenwood Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I law. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

### Expectations for Parental Involvement

It is the expectation of Ashland-Greenwood Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
- C. Building the schools' and parents' capacity for strong parental involvement.
- D. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
- E. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
- F. Involving parents in the activities of the schools served under Title I.

### Policy Involvement

*Each school served under the Title I program shall:*

- A. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
- B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, childcare, or home visits.
- C. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- D. Provide parents of participating children-(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- E. If the District operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

#### Shared responsibilities for High Student Academic Achievement

As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall-(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (B) frequent reports to parents on their children's progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

#### Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District-(1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent

practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice for all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

#### Accessibility

In carrying out the parental involvement activities for this Title I Parental Involvement policy the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy

This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Ashland-Greenwood Schools

Date of Adoption: August 18, 2003

Legal Authorities: No Child Left Behind Act of 2001, Sections 1118 and 9201(32);  
20 U.S.C. §§6318 and 7801(32)

## STUDENTS

### STUDENT FEES POLICY

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

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

The District does provide activities, programs, and services to children that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services.

The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

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

#### (1) Guidelines for non-specialized attire required for specified courses and activities

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

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

#### (2) Personal or consumable items and miscellaneous items

##### Extra-Curricular Activities

Students have the responsibility to furnish any personal or consumable items for participation in the extra-activities provided by the District.

## Courses

## (i) General Course Materials

Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, protractors, math calculators and notebooks. A student supply list shall be established annually for each grade, course and activity and shall be distributed to students and parents annually as a part of the student handbook or as an addendum to the student handbook. Such supply list shall be approved as part of the review of this policy and shall be considered a part of this policy. The list may include refundable damage or loss deposits required for usage of certain District property.

## (ii) Damage

Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

## (iii) Materials required for course projects

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

## (iv) Music Course Materials

Students 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 (Section 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

## (v) Parking

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

## (3) Extracurricular Activities Specialized Equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. 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.

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.

#### (4) Extracurricular Activities-Fees for Participation

The District charges a fee established annually 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. Such fee schedule shall be established annually by the Board of Education, shall be published in the student handbook and such fee schedule shall be considered to be a part of this policy. Any fee for participation in extra-curricular activities collected shall be used for the purpose for which it is collected and shall be kept separate and apart from all other funds in a student fee fund. The Board of Education shall establish annually as a part of the fee schedule the purpose of the fee and approve all disbursement of monies from such fund. Fees collected under the fee schedule shall permit the student to take part in school activities as a participant or as a spectator. Fees shall be waived for free and reduced lunch students in accordance with the waiver policy. (Section 12).

Admission fees for extracurricular activities and events may be charged by the district at a rate established by the board of education as a part of the student fee schedule.

#### (5) Postsecondary education costs

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.

#### (6) Transportation costs

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

#### (7) Copies of student files or records

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

#### (8) Participation in before-and-after-school or Pre-kindergarten services

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

#### (9) Participation in summer school or night school

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

#### (10) Breakfast and lunch Programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like.

#### (11) Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under 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.

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.

#### (12) Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to students of the District at no cost.

#### (13) Student Fee Fund

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

#### CERTIFICATION

On the 21st day of June, 2003, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2002-03 school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws. The policy was revisited and approved June 2012.

#### Legal References:

Laws 2002, LB 1172 (The Public Elementary and Secondary Student Fee Authorization Act) Neb. Constitution, Article VII, section 1.

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

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

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

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

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

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

Date of Adoption: June 3, 2002

Revised July 21, 2003



StudentsStudent FeesFee Schedule:

7-12 Students - Extra-curricular Activity Fee	\$25
Reproduction of Records	50 cents per page
*Waived to send to other educational institutions.	
Commencement Exercises Participation	\$22 \$30

Admission

## Varsity Athletic Events/School Plays and Musicals

Adults: \$5  
Students: \$4

## Non-varsity Athletic Events and other school events.

Adults: \$3  
Students: \$2

The building principal or his/her designee may waive admission fees for all spectators at an event at his or her discretion.

Travel

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.

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.

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 be compensated to travel by the district.

The District 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.

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.

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 district 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.

The 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.

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.

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.

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.

#### Organizational and Class Dues

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.

**Recap for the Student Fee Fund  
2014-15 Budget  
Ashland-Greenwood Public Schools**

<u>Income</u>	2013-14 Budgeted	Total Projected Expenses 13-14	+ or - Budget
Beginning Balance	\$ 6,069.30	\$ 6,069.30	\$ -
Miscellaneous(Replacement IDs & Interest)	\$ 25.00	\$ -	\$ (25.00)
Collection of Student Participation Fees students at \$25 ea.	\$ 5,000.00	\$ 4,495.00	\$ (505.00)
Collection of Graduation Fees students at \$22ea.	\$ 1,320.00	\$ 1,565.15	\$ 245.15
Interest	\$ 5.00	\$ 1.89	
<b>Total All Income</b>	<u>\$ 12,419.30</u>	<u>\$ 12,131.34</u>	<u>\$ (284.85)</u>
<u>Expenses</u>			
Fund Supplies	\$ 100.00	\$ 115.49	\$ (15.49)
Graduation Caps and Gowns	\$ 1,650.00	\$ 1,641.15	\$ 8.85
Dance DJs (MS/HS Dances - Prom, Homecoming, Etc.)	\$ 1,200.00	\$ 1,000.00	\$ 200.00
MS Incentive Party (End of Year Party Expenses)	\$ 750.00	\$ 422.00	\$ 328.00
Student Admissions for Play/Musical	\$ 800.00	\$ 344.00	\$ 456.00
Uniform Needs (Waiver student uniforms Cheerleaders, Dance FFA, Music Groups)	\$ 1,000.00	\$ -	\$ 1,000.00
Athletic Admissions (Admission for Pep Band, Cheerleaders, Dance Team Personnel w/o passes to State and District NSAA events when passes are not provided)	\$ 1,500.00	\$ 1,521.00	\$ (21.00)
Miscellaneous Expenses and Carry over Balance	\$ 3,119.00	\$ 2,500.00	\$ 619.00
<b>Total Fund Expenses</b>	<u>\$ 10,119.00</u>	<u>\$ 7,543.64</u>	<u>\$ 2,575.36</u>
<b>Ending Balance</b>	<u>\$ 2,300.30</u>	<u>\$ 4,587.70</u>	

Students

Anti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

**Legal Reference:**       Laws 2008, LB 205  
                              Student Discipline Act, Neb. Rev. Stat. ' ' 79-254 to 79-296  
                              NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: June 16, 2008

# Existing

## Students

Policy No. 5008

### Student Attendance

#### Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

#### A. Attendance and Absences.

1. Absences from School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

- a. Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- (1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (2) Illness which causes a student to be absent from school,
- (3) Doctor or dental appointment which require student to be absent from school,
- (4) Court appearances that are required by a court order,
- (5) School sponsored activities which require students to be absent from school,
- (6) Family trips in which student accompanies parent(s)/legal guardian(s), and
- (7) Other absences which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

- b. Unexcused Absence. An absence which is not excused is unexcused. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. § 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for trancies.

2. Absence Procedure. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Ashland-Greenwood Public Schools or resides in Ashland-Greenwood Public Schools and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential

future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

- a. One or more meetings shall be held between a school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration, if the school does not have a school social worker, the child's parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

- b. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.
- c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- d. Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

6. Reporting Excessive Absenteeism to the County Attorney.

- a. Twenty Excused Absences. If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.
- b. Twenty Unexcused Absences. If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.
- c. Other. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

7. Reporting to the Commissioner. The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

Legal Reference: Neb. Rev. Stat. ' ' 79-201 and 79-209; Neb. Rev. Stat. ' 79-527  
 Date of Adoption: [June 18<sup>th</sup>, 2012]



Students

Student Attendance

Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:

- (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
- (2) Other absences as determined by the principal or the principal's designee.

b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

- (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
- (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.
3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;

- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been

enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
  
5. Excessive Absenteeism. Students who accumulate seven (7) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
  - a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
  - b. One or more meetings between the school and the county attendance officer, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
    - (i) Illness related to physical or behavioral health of the child.
    - (ii) Educational counseling;
    - (iii) Educational evaluation;
    - (iv) Referral to community agencies for economic services;
    - (v) Family or individual counseling; and
    - (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.
  
6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference: Neb. Rev. Stat. ' ' 79-201 and 79-209

Date of Adoption: June 18<sup>th</sup>, 2012

Revised: June 16, 2014

## 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 1<sup>st</sup> Monday of the month in order for payment to be made on the 3<sup>rd</sup> Monday. Activity Fund payments for clubs and organizations are made twice each month on or about the 1<sup>st</sup> and the 15<sup>th</sup>. 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. The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. (2014)

3. 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.

4. Information on drug and alcohol counseling and rehabilitation and re-entry programs is available to employees through the office of Superintendent.

#### **AA. FUNDRAISING**

All fundraising (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 fundraising. Request for fundraising should be made in writing, with a stated purpose for fundraising, a plan for future fundraising, and with a statement of alternative funding if possible. Fundraising 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 #2011.

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' 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.

## Ashland-Greenwood Public Schools School Meal Pricing

<u>Breakfast</u>	2013-14 Proposed Pricing	2014-15 Proposed Pricing
Breakfast Reduced Price - Student	\$0.30	\$0.30
K-6 Breakfast - Student	\$1.40	\$1.50
7-12 Breakfast - Student	\$1.40	\$1.50
K-12 2nd Breakfast - Student	\$2.20	\$2.20
Student Guest - Breakfast	\$2.50	\$2.50
Adult Breakfast	\$2.50	\$3.00

<u>Lunch</u>	2013-14 Proposed Pricing	2014-15 Proposed Pricing
Lunch Reduced Price - Student	\$0.40	\$0.40
K-6 Lunch - Student	\$2.25	\$2.35
7-12 Lunch - Student	\$2.45	\$2.55
K-12 2nd Lunch - Student	\$2.85	\$2.85
Student Guest - Lunch	\$3.00	\$3.00
Adult Lunch	\$3.45	\$3.75
Milk	\$0.40	\$0.40

OLD VERSION

4785  
Policy

PERSONNEL

Smoking in School Building

The use of tobacco products in Ashland-Greenwood Public School buildings and grounds is prohibited.

Adopted: June 4, 1990  
Revised: September 18, 2006

PERSONNEL

COMMUNITY RELATIONS

Smoking in School Building and Tobacco Policy

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Adopted: June 4, 1990  
Revised: September 18, 2006  
Revised: June, 16, 2014

NEW POLICY

4785/1270  
Policy

PERSONNEL

COMMUNITY RELATIONS

Smoking in School Building and Tobacco Policy

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Adopted: June 4, 1990  
Revised: September 18, 2006  
Revised: June, 16, 2014

Students

REVISED

Conduct

Drug and Alcohol Policy and Drug-Free Schools

The Ashland-Greenwood Public Schools recognizes that the manufacture, use, and 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 a substantial interference with school purposes.

1. Students 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. The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.
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 aforementioned 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 shall 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.
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.

This policy supplements and is in addition to all other policies, regulations, practices, and procedures related to improper or unlawful manufacture, possession, use, distribution, or being under the influence of a controlled substance, illicit drugs or alcohol.

Adopted: July 16, 1990  
Revised: June 16, 2014

Students

Attendance

Suspension and Expulsion

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

1. Short-Term Suspension

a. Students may be excluded by the principal or designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:

- (1) Conduct constituting grounds for expulsion as hereinafter set forth; or
- (2) Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

b. The following process will apply to short-term suspension:

- (1) The principal or designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- (2) Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
- (3) The student shall be afforded an opportunity to explain the student's version of the facts to the administrator or designee making the short-term suspension decision.
- (4) Within twenty-four (24) hours or such additional time as is reasonably necessary following the suspension, the principal or administrator shall



send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or designee before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.

2. Long-Term Suspension

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

3. Expulsion

- a. Defined. Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in Paragraph 4d, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
- b. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the board of education or a committee of the board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the superintendent.
- c. Suspension of Enforcement. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program which the school district deems appropriate for rehabilitation of the student. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period:

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

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

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

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

shall be expelled for the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

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

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

- (1) Prior written permission to bring the firearm or other dangerous weapon to school shall be obtained from the student's teacher, building administrator and parent.
- (2) The purpose of having the firearm or other dangerous weapon in school shall be for a legitimate educational function.
- (3) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed shall have prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such times as is necessary to fulfill the educational function.
- (4) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
- (5) A student who brings a firearm or other dangerous weapon to school without having complied with the above conditions shall be subject to disciplinary action.

5. Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment

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

- a. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.
- b. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of findings and a recommendation of the action to be taken to the superintendent.
- c. The principal or designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
  - (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or designee.
  - (2) The penalties to which the student may be subjected and the penalty which the principal or designee has recommended.
  - (3) A statement explaining the student's right to a hearing.
  - (4) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (5) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

- (6) A form to request or waive a hearing to be signed by such parties and delivered to the principal or designee in person or by registered or certified mail.
- d. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
- e. In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal or designee shall automatically go into effect.
- f. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
- g. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
- h. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

Hearing Procedure:

- a. Hearing Officer. The hearing officer shall be any person designated by the superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
- b. Administrative Representative. The principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
- c. Notice of Hearing. If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative representative, and the student and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
- d. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
- e. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to

examine the records and affidavits and the statements of any witnesses in the possession of the schools at any reasonable time prior to the hearing.

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

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

- g. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
- h. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
- i. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
- j. Review by Superintendent. The superintendent shall review the findings and recommendations of the hearing officer and may also review any of the facts and

evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. The superintendent may not impose a more severe sanction than that imposed by the hearing officer.

- k. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice, the determination of the superintendent shall take immediate effect.
- l. Appeal to Board. The student, student's parents or guardian may, within seven (7) school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.
- m. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three (3) members shall, within ten (10) school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the superintendent's disposition of the case if it finds the superintendent's decision to be too severe, but it may not impose a more severe sanction. The designated method of giving public notice of the hearing, if required, shall be by posting on the schoolhouse door or on the door to the hearing room.

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

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

Adopted July 17, 2006

Students

Attendance

Suspension and Expulsion

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.

- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
  - e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
    - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten 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 specified in these rules or in law as permitting or requiring a longer removal, 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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
    - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be



- suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

  - a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
  - b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

- 1. 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, jewelry and/or piercings that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats) or that would create a disruption and/or potentially cause injury.
  - e. Head wear including hats, caps, bandannas, and scarves.
  - f. Clothing, jewelry or body art which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
  - g. Clothing 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 Superintendent. 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, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

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.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. 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.

## 2. Academic Integrity.

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in

cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
- (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
- (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

- (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to



report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### 3. Electronic Devices

a. Philosophy and Purpose. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

- (2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
- (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or
  - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

- (1) Students are not permitted to display or use any electronic devices during class time. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
- (2) Students are permitted to possess and use electronic devices before school hours, during passing periods, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time.
- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.
- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices

and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students who violate the prohibitions of the policy shall be subject to the imposition of appropriate disciplinary action.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

G. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Aggravated or felonious assault.
  - (c) Vandalism resulting in significant property damage.
  - (d) Theft of school or personal property of a significant nature.
  - (e) Automobile accident.
  - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

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

Legal Reference: Neb. Rev. Stat. ' ' 79-254 to 79-296

Date of Adoption: July 17, 2006

Revised : June 16, 2014

BusinessSoliciting Prices (Bids and Quotations)

The board shall solicit bids as required by statute.

The quality of the product or service and its suitability, not price alone, shall be controlling factors in the board's determination of contract awards.

When bids are solicited for goods or services, the superintendent shall prepare a notice to be submitted to vendors and shall provide for the advertisement of a solicitation for bids in those instances where specifications can be written, quality measured or gauged or quantity measured or counted.

When bids are solicited for goods or services, the board reserves the right to reject any or all bids and further reserves the right to determine which bid, if any, to accept.

Formal Bidding Procedures

When bids have been solicited, vendors wishing to submit a bid to provide requested goods or services shall prepare a written bid in accordance with specifications listed in the bid announcement and shall submit a sealed bid to the office of the district.

Sealed bids will be opened in the office of the board at the specific time stated in the bid announcement; all bidders shall be notified of the time set for opening of sealed bids and shall be invited to be present. Bids or quotations received after the date and time specified in the bid announcement shall be returned to the bidder unopened.

Changes in the amount or condition of the bid will not be allowed once the bid has been received by the board or its agents. Awards shall be made only on the specifications advertised or amended prior to the official opening of bids.

Legal Reference: R.R.S.  
73-101 Public lettings; how conducted.

Adopted: October 4, 1983  
Revised: February 6, 2006

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is over \$40,000.00. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred thousand dollars (\$100,000), as adjusted from time to time by § 81-3445 or other applicable law.
  
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. ' 52-118; Neb. Rev. Stat. ' 73-101 *et seq.*; Neb. Rev. Stat. ' 73-106; Neb. Rev. Stat. ' 81-3445

Adopted: October 4, 1993  
Revised: February 6, 2006  
Revised: June 16, 2014



**NEW POLICY**

Policy No. 5208

Students

High School Credit for Middle School Courses

High school credit may be awarded to students in a middle grades course if the course content and requirements are equivalent to a course offered in the high school.

Legal Reference: NDE Rule 10.003.05B

Date of Adoption: [June 16<sup>th</sup>, 2014]

# REVISED REGULATION

3541  
Policy

## Business

### Transportation

The Ashland-Greenwood Public Schools may operate vehicles for the transportation of students in accordance with state and federal laws. It is the intent of the board to operate the vehicles to the benefit of the students enrolled in the Ashland-Greenwood Public Schools. The district shall not rent, lease or loan vehicles to individuals or organizations for non-school related purposes.

Within the limits prescribed by statute, the board of education shall establish for each fiscal year the transportation services to be provided by the school district.

To implement this policy, the board of education directs the superintendent of schools to prepare, for board review, an annual plan for provision of transportation services. The superintendent with the assistance of the elementary principal, should prepare plans, rules and regulations which specify regular routes and services; conditions for special transportation services for school related trips, exceptional children, or non-public school children; procedures for emergencies and safety; procedures for maintenance and protection against vandalism; and, procedures for approval of the use of private vehicles for transportation of pupils or employees on school related activities. The superintendent is given authority to modify and make exception to this policy as he or she deems necessary to meet extenuating and/or unforeseen circumstances.

### Use of Vehicles

The Superintendent or his or her designee may authorize vehicles to be used for transporting: students to and from school; students and sponsors to district sponsored activities; students to school related activities sponsored by community organizations in support of activities for students or school/community associations (see related Board Policy 1210) including transportation of students to summer camps and other programs; staff on district business; or school materials.

### School Bus Drivers

School bus drivers are to be qualified and licensed as provided by law. Operation of school buses by persons other than qualified and licensed bus drivers is prohibited. All drivers must meet the Safe Driving Record Standard for Drivers as established by this policy.

### Safe Driving Record Standard for Drivers

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit. One of the requirements for obtaining such a permit is that the person have a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide.
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 20 years; or,
3. Reckless driving or willful reckless, within the immediate 20 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it

## REVISED REGULATION

Standard for Drivers of Small Vehicles for Activity Trips: Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide.
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 20 years; or,
3. Reckless driving or willful reckless, within the immediate 20 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment; the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor Vehicle homicide.
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 20 years; or,
3. Reckless driving or willful reckless, within the immediate prior 10 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

### Reimbursement for Use of Privately Owned Vehicles

The Superintendent of Schools may authorize the use of personal vehicles for school related business and transportation provided that the person using the vehicle is properly licensed and has adequate liability and property damage coverage for the vehicle. Reimbursement rates for use of privately owned vehicle shall be as specified by the Nebraska Department of Administrative Services. Professional certificated staff shall not be reimbursed for travel between school buildings.

### Safe Pupil Transportation Plan

The Superintendent of Schools or his/her designee shall develop a safe pupil transportation plan to address students safety which addresses weapons, pupil behavior, terroristic threats, severe weather, hazardous materials, medical emergencies, procedures for mechanical breakdowns, and procedures that require pupil transportation vehicle operators to document and submit to designated school authorities the occurrence of any events covered by the Safe Pupil

## REVISED REGULATION

Transportation Plan that involved the pupil transportation vehicle operated by the driver or the pupils transported in it.

A copy of the plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request.

### Long Distance Travel

Planning for travel beyond 200 miles or overnight must be approved in advance by the board of education.

Legal References:       R.R.S. 79-601 to 79-613  
                                  Title 92, Nebraska Administrative Code, Chapter 91  
                                  Title 92, Nebraska Administrative Code, Chapter 92

Adopted: October 4, 1983

Revised: November 7, 1991

Revised: May 17, 2004, March 21, 2006

Revised: May 17, 2010

Revised: September 4, 2013

# REVISED REGULATION

3541

Regulation

## Business

### Transportation Plan

#### Safe Pupil Transportation Plan

#### Resident Eligibility

The district will furnish transportation to resident students to attend Ashland-Greenwood Elementary School or Ashland-Greenwood Middle/High School who reside outside the city limits of Ashland and to those students for which transportation is required by law. Resident students shall include Pre-School to 12<sup>th</sup> grade students in Saunders County School District #1. This transportation will be provided to and from the student's registered place of residence unless otherwise provided for and/or approved by the Superintendent or his/her designee. Resident students who live outside the city limits but who are not eligible for transportation by state law will be transported on a space available basis. The location of the residence of a student's baby-sitter cannot be used to determine eligibility for the student for district transportation.

#### Non-Resident Eligibility

The Board of Education provides bus transportation as a service to its residents. It is the policy of the district that residents living outside the city limits of Ashland shall always have first priority for bus service. Due the increase in the amount of miles and/or riders on some bus routes the board of education must place limitations on the use of bus service by non-resident students.

Therefore, Non-resident students, including option enrollment students, are eligible on a space available basis as determined annually by the Board of Education. All non-resident students must meet the bus on the regular bus route at an existing stop or at a new stop located along the route. All new route stops must be reviewed and approved by the Superintendent or his/her designee.

#### Fees

The Board will charge a fee in accordance with Nebraska R.R.S. 79-605 for the service. A fee of \$50 shall be charged annually any non-resident family who utilizes bus service. The district shall not pro-rate the fee for use of the service for a part of the year.

#### Bus Stops

The district shall only consider the student's home when establishing a 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. Every attempt will be made by the district to establish collection points in residential developments, sanitary improvement districts and inside incorporated villages and cities that are within reasonable walking distance of the child's home.

#### Routes

Bus routes shall be established annually and updated continuously by the Superintendent of Schools with the assistance of the Transportation Supervisor and school building offices.

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### Guests

The Superintendent or his/her designee at his/her discretion may allow guests to ride to or from school. Guests shall only be allowed on a space available basis. Guests shall only include students enrolled in the Ashland-Greenwood Public Schools and shall be on an occasional basis.

### Travel Distance

Travel distances shall be limited to a distance that is a reasonable drive for a driver in a day considering stops for breaks, meals, fueling and safety inspection of vehicles. CDL regulations limit driving for a driver to 10 hours in a day. In order to allow for detours and traffic delays every attempt will be made to keep a day's travel to a reasonable distance. Generally that travel should not exceed 350 miles.

### Use of vehicles by non-school sponsored summer activities

The Superintendent approves the use of school vehicles for travel by high school students to non-school sponsored summer camps, leagues and other programs. The school will only provide a school vehicle for student travel. The activity must be only for Ashland-Greenwood students and must be related to an activity that is normally sponsored by the school during the school year.

Arrangements for such travel should be made in advance through the Director of Transportation and in conjunction with the Superintendent's Office.

Drivers shall volunteer their time to drive school vehicles or it will be the responsibility of the organization to pay a driver directly. It will be the responsibility of the non-school sponsored activity find the driver. Volunteer drivers must be approved by the school district to drive school vehicles and must meet all school and state driver requirements.

The school district will provide a full tank of gas prior to the trip and will fill the tank up upon the vehicles return to the school. Any fueling enroute must be paid for by the non-school group.

### Safe Pupil Transportation Plan

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. Weapons- Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
  - A. Radio transportation dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
  - B. Pull vehicle over to safe and secure area.
  - C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
  - D. Give description of weapon and participating parties to dispatch.
  - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
  
2. Pupil behavior- Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:
  - A. First seek to resolve incident through discussion with the student(s) involved.
  - B. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.

## REVISED REGULATION

- D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
- E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.

**3. Terrorist threats-** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
- C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
- D. Driver should wait for instructions from dispatch *if possible*.

**4. Severe weather-** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Return to the school if less than five minutes away and follow the directions of the school administrator.
- C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
- D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
- E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

**5. Hazardous materials-** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Pull vehicle over to safe and secure area.
- C. Give description of hazardous materials in question to dispatch.
- D. Dispatch will immediately notify appropriate law enforcement and school administration.
- E. Driver should wait for instructions from dispatch *if possible*.

**6. Medical emergencies-** Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Dispatch will immediately notify appropriate medical agencies and school administration.
- C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
- D. *Only if necessary*, the driver should move passengers only enough to get them

## REVISED REGULATION

where placed until a medical agency arrives, unless a parent has taken charge of their child.

- E. Driver should try to keep student passengers as calm as possible.

**7. Procedures in the event of mechanical breakdowns of the vehicle-** Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:

- A. Pull vehicle over to safe and secure area *if possible*
- B. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
- D. Driver should try to keep student passengers as calm as possible.
- E. Dispatch will arrange for assistance and a relief vehicle *if needed*.

**8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students.** In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

- A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

**9. Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

**10. Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

**11. Supplemental Information.** A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

A copy of the plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request.

Legal Reference: Nebraska R.R.S. 79-601 through 79-613

Approved: April 6, 1992

Revised: April 20, 1992; April 4, 1994; June 20, 1994; May 17, 2004, March 21, 2006

Revised: May 17, 2010

Regulation Revised: May 2, 2011



# REVISED REGULATION

REVISED POLICY  
AND NEW  
REGULATION

Policy No. 6145.9

Instruction

Activities

Concussions

1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3. Response to Concussions.

- a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.
- b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

- c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.
- d. Return to Learn. The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

#### 4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

#### 5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

Legal Reference: Neb. Rev. Stat. §§ 71-9102 to 71-9106

Date of Adoption: August 15<sup>th</sup>, 2011

Revised: June 16<sup>th</sup>, 2014

InstructionActivitiesConcussions**Concussions: Return to Learn Protocol**

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of Ashland-Greenwood Public Schools adopts the NDE Guidance entitled “Bridging the Gap from Concussion to the Classroom,”<sup>a</sup> and accompanying Appendix,<sup>b</sup> as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

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<sup>a</sup> <http://www.education.ne.gov/sped/birsst/BRIDGING%20THE%20GAP%20February%202014%20final.pdf>.

<sup>b</sup> <http://www.education.ne.gov/sped/birsst/Concussion%20Appendix%20final%20February%202014.pdf>.

## TERMS AND CONDITIONS 2014-15

The following are guidelines regarding benefits of non-certified employees in this district effective September 1<sup>st</sup>, 2014.

### **ELGIBILITY**

Employees who work in positions that are scheduled for at least seventeen and one-half (17.5) hours on an average weekly basis, for at least nine (9) months will be entitled to participate in any leave or group insurance benefits. Employees who work less than 17.5 hours weekly, less than 9 months per year or are temporary or substitute employees are not entitled to any leave or group insurance benefits except those that may be required by law.

### **HEALTH, DENTAL and LIFE INSURANCE:**

The District will maintain group Health and Dental Insurance Plans. Employees may participate in those plans through the use of a Section 125 Cafeteria Plan. The district will provide each employee eligible for group insurance plans with \$15,000 of group term life insurance. The district will also contribute all but \$110.00 towards the monthly premium towards "employee only" health insurance for employees who work less than 12 months. The insurance option available will be the EHA \$4,000 deductible plan that is HSA eligible.

The district will contribute the full premium towards "employee only" health insurance for employees working 12 months. Employees taking health insurance coverage with the school district shall pay the balance of any health insurance premium. Employees may take at their own expense Employee and Children; Employee and Spouse; or Employee, Spouse and Children Health and Dental Coverage.

The annual health, dental, life and LTD insurance premiums for employees working less than 12 months shall be made by payroll deduction and shall be divided over the months in which the employee has sufficient wages that a payroll deduction can be made. Health, dental and life (up to \$50,000) premiums will be paid through an IRS Section 125 program.

When an employee reaches age 70 the employee life insurance benefit will be halved. That is if the employee has \$15,000 life policy the policy benefit will be reduced to \$7,500.

### **APPLICATION OF LEAVE BENEFITS - WORK YEAR - LEAVE BENEFITS ON TERMINATION**

Incremental Leave. Leave is only available in 1/2 day increments. Employees who need to be gone for periods of time which are less than 1/2 day and who do not want to use at least 1/2 day of leave will need to make arrangements for unpaid leave with their supervisor.

Leave Hours. Paid leave days will be of the same duration as the employee's normal average workday. Leave is calculated at the usual and customary hours for the employee but in no circumstances shall leave ever exceed 8 hours in a day or 40 hours in a week. No overtime pay is considered while on leave

Benefit Year. Certain leave benefits may be accumulated and carried forward but only when specified. Leave shall be calculated and available leave shall be carried forward at the end of the school term for less than 12 month employees. Employee who work 12 months shall have their leave calculated based on their work year. Such year generally shall commence on the 1<sup>st</sup> day of the month following the employee's hire date and shall end on the last day of the month in the month the employee was hired. The Superintendent may establish a different work year for the purpose of leave benefits for an employee.

Leave for Alternate Day Employees. The use of leave is incremental. Employees working less than full-time use leave in the same increment as their FTE. An employee working half days would use one day or increment of leave for every ½ day absent. Employees who do not work every day but rather on an alternate day basis are considered ½ time and shall be assessed for one (1) day of leave for every ½ day absent.

Leave Benefits on Termination. Employees shall be paid for any vacation leave earned but not taken at the time of termination. Employee's shall not be paid for any other leave when they leave employment with the district or are terminated except as may otherwise be stated within these terms and conditions and approved by the Superintendent.

Final Leave Determinations. The Superintendent shall make all determinations and have complete discretion in making those determinations regarding the application of leave. The Superintendent's decisions shall be final.

#### **ATTENDANCE INCENTIVE PAY**

Any non-certificated employee who has accumulated 45 days of sick leave and is unable to carry additional sick leave forward on to the next employment year shall be paid an attendance bonus pay of \$34 a day for unused sick leave. Such payment shall be made in July for less than 12 month employees. For 12 month employees the incentive will be paid in the month following the month in which the employee's carried forward days are calculated.

Employees who do not regularly work at least 15 hours a week are not eligible for attendance incentive pay. Employees working at least 15 hours but not at least 37 hours weekly shall have the attendance incentive prorated by the average number of hours worked daily divided by 8 hours. (i.e. If an employee averages 4 hours daily than the employees benefit would be 4/8 of a full \$34 a day benefit or 50%)

All attendance incentives are awarded by and at the discretion of the Superintendent of Schools and all decisions made by him or her with respect to the implementation and payment of the benefit is final.

#### **VACATION DAYS**

Custodial, Maintenance and 12-month clerical personnel are eligible for vacation leave in this school district. Vacation is provided under the following conditions.

After one complete year (12 Months) of continuous employment in the same position(s), 10 days of vacation will be granted. The same position is defined as a position for which a separate and distinct job description is written. The superintendent may waive the same position requirement if the person has been reassigned temporarily at the district's request and not the employee's. After five years of continuous employment in the same position, 15 days of vacation will be granted. Only twelve-month employees are eligible for vacation leave with pay. Vacation days are to be used as arranged with the supervisor or superintendent.

Vacation may be taken anytime during the year with approval of the employee's supervisor. A minimum of two weeks advance request should be given. Hours for wage calculation during vacation will be calculated at the usual and customary daily rate for the employee for the majority of the school year. Vacation leave hours shall never exceed eight hours per day or 40 hours per week.

Employees will not receive additional daily hours for vacation pay if employees are given discretion to temporarily work more hours a day in lieu of fewer days a week. For example an employee who is assigned to work normally 32.5 hours a week at 6.5 hours daily but chooses to work four 8-hour days temporarily during a seasonal period will be given credit for only 6.5 hours daily for vacation pay.

Vacation leave days are not cumulative except that up to three (3) vacation leave days that are unused on the employee's anniversary date may be carried forward to the next employment year. Vacation leave days carried forward shall be considered as used with respect to coordination with other benefits within the year it was originally earned. The days carried forward shall be the first vacation days used in the new employment year.

### **SICK LEAVE POLICY**

Non-certified personnel are allowed one sick leave day for each month worked accumulative up to 45 days. The sick leave day is earned on the first day worked of each month.

Sick leave may be used for the personal illness or injury of the employee or of the employee's minor children living at home. Sick leave may also be used for the serious illness or injury of an employee's child, step-child, spouse, parent, parent-in-law, brother, sister, brother-in-law, or sister-in-law that results in hospitalization or medical care by a physician and necessitates the employee being present.

Amounts being paid to teachers as Workers' Compensation will be deducted from sick leave pay or other leave benefits so that the employee does not receive more than full pay when on leave. Sick leave days will not be earned while an employee is on leave.

The use of sick leave days by less than 12 month or part-time employees for discretionary - elective surgery for themselves or dependent children will be prohibited. Such surgical procedures shall be accomplished outside the framework of the employee's contracted days. A physician's statement may be required to verify the urgency of the scheduled surgery.

### **UNUSED SICK LEAVE**

Upon leaving the Ashland-Greenwood Public Schools after 15 years or more of continuous service an employee shall be paid \$34.00 for each day of unused sick leave up to 45 days. Termination of employment shall disqualify the employee from receiving this benefit.

### **SICK LEAVE DONATION PROGRAM**

A Sick Leave Donation Program will be available for use by any non-certificated employee, eligible for sick leave benefits, during the time the employee is absent due to personal illness or injury or the personal illness or injury of an immediate family member provided the eligible employee has first exhausted all other accumulated and available paid leave including but not limited to sick, personal and vacation leaves. Immediate family members shall only include a spouse and dependent children. Parents and adult children are not considered immediate family for the purposes of this benefit.

A staff member meeting these criteria may request in writing, to the Superintendent, for accumulated sick leave from other non-certificated staff members. Upon receipt of a

request the Superintendent shall notify all non-certificated staff of the request to voluntarily surrender sick leave. The staff member requesting the leave shall be deemed to consent to sharing of information about the staff member's health status to the extent such information is reasonably shared as part of the Sick Leave Donation Program. The employee, employee's spouse or employee's dependent may also be required to sign a release to share information.

Any non-certificated staff member covered by this agreement may voluntarily donate up to one (1) sick leave day. Staff willing to donate a day must notify the Superintendent within 7 calendar days of the notice being sent or it will be considered a refusal to donate. Staff shall be under no obligation to donate and any donations shall remain anonymous. Upon being donated, the sick leave days may not be returned to the donor even if the donee is unable to use all of the donated leave.

In order for a staff member to be eligible to request accumulated sick leave from other staff members, the employee must be enrolled in the district's Group Long Term Disability insurance program. The sick leave donation program is not to be used to permit an employee to receive both benefits from the sick leave donations and other compensation while on leave; as such, a employee may not use donated sick leave while receiving disability or workers compensation benefits. There is no pay for unused donated sick leave upon termination of employment. Donated sick leave days may not be carried forward nor shall the employee receive any further benefit from the donated days once the employee returns to work on a regular basis or at the conclusion of the school term/work year in which the application is made whatever comes later.

#### **DEATH LEAVE**

A total of not more than four (4) days on full pay is allowed each employee for absence in case of death in the immediate family, defined as spouse, children, mother, father, mother-in-law, father-in-law, or person in the same home as part of the family. A total of not more than two (2) consecutive days on full pay is allowed for each employee for absence in the case of death of other members of the immediate family, defined as son-in-law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchildren, niece or nephew. A total of one (1) day on full pay is allowed for each employee in the case of death of a close friend, other relative or neighbor.

Death leave is not limited to four (4) days in one year, but covers each death in the immediate family which occurs during the year. The above mentioned days are minimum and the number of days granted shall be at the discretion of the Superintendent.

#### **JURY DUTY AND COURT LEAVE**

The Board will allow jury duty pay or court appearance pay for a lawfully issued subpoena to appear in court during the school year; the employee will receive regular salary from the school, but must assign any jury duty or appearance compensation back to the school, less the reimbursement of expenses. Except that this shall not apply to employees who must appear in court because they are being sued or are suing another party in a civil litigation or for employees who are absent because they have been charged with criminal action.

#### **UNPAID LEAVE**

An employee may request leave without pay. Salaried employees will be deducted pay at the ratio of 1 to the number of contract days times the gross salary. The employee's immediate supervisor should approve unpaid leave.



## **PERSONAL BUSINESS DAYS**

Personal leave days shall be requested from your supervisor prior to their use. All non-certified employees are eligible to receive three personal leave days annually.

Personal leave days are not cumulative except that one (1) personal leave day may be carried forward for a maximum of four (4) personal leave days during a school year.

## **PAID HOLIDAYS**

All 12 month employees are eligible to take the following paid holidays: Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas, New Year's Day, Good Friday and Memorial Day. When the holiday falls on Saturday or Sunday, either Friday or Monday will be observed, as designated, by the Superintendent. The employee must work the day before and after the holiday in order to be eligible for a paid holiday. The taking of eligible leave shall be considered as having worked the day for purposes of this regulation.

## **HOLIDAY PAY:**

Employees who are required to work during a paid holiday shall receive double the regular hourly rate for hours worked. Employees should notify the payroll department whenever they were required to work during a holiday.

## **SNOW DAY PAY:**

Employees who work on an hourly basis for the district will be paid only for hours actually worked. When inclement weather does not allow school to be held and the employee cannot make it to work, they will not be paid. Employees paid on a salary basis will not be subject to these provisions but may be expected to make up lost work time.

Employees may not use personal or vacation leave on days when school is closed due to inclement weather unless such leave was arranged in advance of the school cancellation.

## **WORKER'S COMPENSATION**

All employees are covered by district worker's compensation insurance. Employees who are out of work as a result of a work related injury and who are being compensated for loss time by workers compensation shall not be eligible to elect sick, personal or vacation leave.

## **LONG TERM DISABILITY**

The district does not provide Long Term Disability insurance for any of its employees. Employees may purchase Long Term Disability insurance through the district's group plan. Eligibility is subject to the eligibility rules and guidelines determined by the carrier.

## **FAMILY MEDICAL LEAVE**

The Board of Education will comply with the Family Medical Leave Act of 1993. The year for considering family medical leave shall consist of the school district's fiscal year which begins September 1 and ends August 31. Leave shall commence on the first day of absence regardless of

whether that absence is covered by paid leave or whether the absence is unpaid leave. Under no circumstances shall leave be granted which exceeds the maximum time as specified in the Family Medical Leave Act of 1993.

### **BUS DRIVER COMPENSATION**

Morning and evening route drivers will be guaranteed employment a minimum of three hours daily for each student school day at the established route pay level. If an employee is only employed to drive a morning or an evening route the employment guarantee shall be 1 1/2 hours. All drivers will have the opportunity to work a minimum of 30 minutes per trip they are assigned to drive. Drivers driving routes/trips requiring less than 30 minutes of time should see the transportation director for details. All other pay shall be for actual hours worked at the established rate of pay. The Superintendent or his or her designee shall establish appropriate times to clock in and out during regular routes.

### **ACTIVITY TRIP DRIVER COMPENSATION**

Drivers are paid from the time that they clock into the bus garage until the time they clock out. Drivers should not clock in more than 30 minutes prior to the departure time for the trip. Drivers shall be employed for sitting time at their destination less any lunch or dinner breaks that are taken. Drivers who have more than six hours of sitting time at an activity shall be required to take a 30 minute lunch or dinner break. Drivers shall be considered to be off duty during lunch or dinner breaks and shall be free of all duties. The district will not pay for sitting time at a destination if the driver has been directed to return home during the event and the driver requests and is given permission to remain at the event location.

In no case shall a driver be paid for more than 3 hours of sitting time for an activity that takes place in the school district unless specifically directed to remain at the site of the activity and available by his or her supervisor.

Drivers who are assigned to an overnight bus activity trip and who cannot return to the school shall be paid from the time that they leave the bus garage until they park the bus for the evening at the destination. The driver will be paid in subsequent days from the time they commence driving the following day until the bus is parked at its destination at the end of the day except for lunch and dinner breaks. Drivers may be reimbursed for lodging and meal expenses incurred on overnight trips in accordance with school district expense reimbursement procedures.

### **OTHER DRIVER COMPENSATION**

Drivers shall be reimbursed for costs incurred in obtaining licensing except for those costs that the driver would have to incur even if they were not employed by the district. Costs reimbursed include those incurred while obtaining school bus permit, physical examination, Level 1 or 2 training, upgrading from a regular to a commercial license and student driving. The district will not reimburse for fees paid when renewing the CDL license. Mileage will be reimbursed for travel necessary to complete medical physicals as required for employment.

### **PAY SCHEDULE**

All employees shall be paid as per the pay schedule adopted by the Board of Education. It shall be the sole discretion of the Superintendent and/or Board to determine placement on that schedule. The district reserves the right to pay an individual outside of the schedule in some situations.

## **DIFFERENTIAL PAY**

Custodial personnel shall be paid an additional 60 cents per hour when more than half of their assigned shift takes place after 4 PM. This shall be considered a night shift differential pay.

Para-professional staff members who provide personal care services including diapering, feeding, suctioning, etc. shall have calculated as a part of their wages a \$1.00 pay differential for providing such services to children. In order to qualify an employee must be regularly assigned to such duties on a daily basis. The Superintendent of Schools makes a determination if an employee's duties qualify him or her for such a personal care differential.

Maintenance personnel who hold a Nebraska Electrical License shall receive at \$2.00 pay differential. This shall be considered Special Permit Differential.

Para-professionals required to participate in specialized training to complete their assigned duties may per the discretion of the superintendent received a \$1.00 pay differential.

## **ASSIGNMENT**

Employees may be assigned, reassigned, and directed at the discretion of the employee's supervisor(s) or the Superintendent.

## **DETERMINATIONS**

Determination of the interpretation and application of eligibility of benefits will be made by the Superintendent of Schools. All determinations by the Superintendent are final.