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## I. General Information

### A. Welcome

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

### B. Disclaimer

1. This handbook, although substantial in its content, is not inclusive of all the policies, procedures and programs of the school district. The Board of Education and administration reserves the right, from time to time, to adopt rules, procedures and policies that may or may not be included in this handbook with or without notice.

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

### C. Enrollment/Attendance Eligibility Provisions

1. Students meeting criteria found in state law and Board policy are eligible for enrollment in and attendance at Ashland-Greenwood Middle School.

2. Any student transferring in to Ashland-Greenwood Middle School from another school district must provide the school with a certified copy of his/her birth certificate and with full immunization records prior to attending classes.

3. Additionally, any transfer student who is transferring in from another state must provide the school with a completed physical examination form prior to attending classes.

## **D. Part-Time Enrollment**

1. Students enrolled at Ashland-Greenwood Middle School will maintain that enrollment on a full-time basis unless arrangements for part-time status have been agreed upon by both the school and the family.
2. Medical requirements, dual enrollment status at another educational institution, participation in work experience programs, family needs and beliefs, individualized education plan provisions, and a student's status relative to timely completion of all graduation requirements may be considered when creating a part-time enrollment arrangement.
3. In no instance, will a student's part-time enrollment be allowed if doing so violates Nebraska law regarding compulsory attendance.
4. Students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements (commonly known as home or exempt schools) may also be eligible for part-time enrollment as non-public school students pursuant to provisions found in Board policy and state law.
5. Part-time enrollment of non-public school students will be allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school students.
6. Non-public school students will not be permitted to enroll in essential courses. For non-public school students attending an approved school, essential courses are: language arts, social studies, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness. For non-public school students attending an exempt school, essential courses consist of a sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health.
7. Non-public school students enrolled on a part-time basis may enroll in no more than two courses during any one semester. A student who is attending an exempt school and who is enrolled on a part-time basis at Ashland-Greenwood High School will be permitted to enroll in 20 semester credit hours of classes in the event the student has an interest in participating in extracurricular activities.
8. All provisions found in this handbook apply to non-public school students enrolled on a part-time basis during the time they are present on school grounds or at a school-sponsored activity or athletic event.

## **E. Hours and Daily Schedule**

1. Ashland-Greenwood Middle School operates on an eight period day; the schedule for that day is given below:

Period 1	8:15-9:01
Period 2	9:05-9:51
Period 3	9:55-10:41
Homeroom	10:45-11:00
Lunch	11:00-11:30
Period 4	11:30-12:06
Period 5	12:10-12:51
Period 6	12:55-1:41
Period 7	1:45-2:31
Period 8	2:35-3:21

## **F. School Closings**

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

## **G. Lost and Found**

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

## **H. Media Center**

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

## **I. Lunch**

1. The school will provide hot lunches for students to purchase from a set menu; some ala carte items will also be offered. Students may also bring their lunches. All lunches will be eaten in the designated dining area; students will remain in designated areas throughout the lunch period.
2. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.
3. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## **J. Transportation**

1. The school furnishes transportation to resident students enrolled in the Ashland-Greenwood Public Schools who reside outside the city limits of Ashland and to those students for whom transportation is required by law. Transportation is provided to and from the student's registered place of residence unless otherwise approved by the Superintendent. Resident students who live outside the city limits but within four miles of the schoolhouse will be transported on a space available basis. The location of the residence of a student's day care provider cannot be used to determine eligibility for the student for district transportation.

2. Transportation to and from school is provided as a service to district residents and eligible students shall always have first priority for bus service. Transportation provided to non-resident students shall be governed by Board policy.
3. A student's home is the pick up and drop off point for transportation unless a parent designates a different point and that point is on a current school bus route and does not cause the district to alter existing bus routes or to overload a bus.
4. In order to request bus service, a family should contact the Superintendent's Office.
5. Pupils attending school events requiring transportation must ride on school buses unless other arrangements have been approved in advance by the principal. Requests for such alternative arrangements must come from the parents and must be in writing.
6. School buses will return to Ashland immediately after all events unless other arrangements have been approved by the principal and sponsors in advance.

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

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

#### **L. Closed Campus**

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

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

1. Student use of school telephones will be limited to cases of extreme importance (i.e. contacting parents); students will be required to use the pay telephone for other calls.
2. In order to minimize disruption to the school routine, students will be called to the telephone only for calls from parents or close relatives. Messages will be taken and delivered for all other calls.
3. The use or display of personal cell phones is prohibited during the regular school day (8:15-3:21) unless specifically authorized by a classroom teacher or school administrator. The first violation of this prohibition will result in the device in question being confiscated and returned at the end of the school day. A second violation will result in confiscation and return of the device only to a parent or guardian. Subsequent violations will be deemed nuisance behaviors worthy of an office referral.
4. The use of personal entertainment devices is prohibited during the regular school day (8:15-3:21) except for instructional purposes (i.e. recording a lecture with an iPod). The first violation of this prohibition will result in the device in question being confiscated and returned at the end of the school day. A second violation will result in confiscation and return of the device only to a parent or guardian. Subsequent violations will be deemed nuisance behaviors worthy of an office referral.

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

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

#### **O. Gifts to School Personnel**

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

## II. Instructional Program

### A. Minimum Performance Standards and Student Success

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

### B. Grading Procedures

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

<u>Grade</u>	<u>Percentage</u>
A-A+	100-90
B-B+	89-80
C-C+	79-70
D-D+	69-60
F	Below 60

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

### C. Academic Integrity

1. 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 a student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating, plagiarism, and contributing to cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.
2. Cheating includes but is not limited to:
  - a. Tests—making use of or providing advance information, use of unauthorized materials, use of other student answers, use of other student to take a test (including take home tests), and misrepresenting the need to delay a test.
  - b. Papers/Other Assignments—use of another's paper/assignment, re-use of one's own paper/assignment, assistance from others, failure to contribute to group projects, misrepresenting the need to delay paper/assignment.
  - c. Alteration of Assigned Grades—such alteration, whether in a teacher's grade book or school records is a serious form of cheating.
3. Plagiarism includes but is not limited to:
  - a. Failure to Credit Sources—work created by another must be either paraphrased and credited or placed in quotations and credited.
  - b. Falsely Presenting Work as One's Own—work turned in must be the original creation of the student and not purchased from or provided by someone else.
4. Contributing to Cheating and Plagiarism includes but is not limited to:
  - a. Allowing another student to look at one's test answers.
  - b. Allowing another student to copy one's papers or projects.
  - c. Providing another student with completed assignments or projects.
5. Academic sanctions for academic integrity violations will include:
  - a. Affected students will receive a grade of zero for the work in question.
  - b. Affected students will be required to complete an alternate assignment within a time frame and under conditions determined by the classroom teacher.
  - c. Affected students will receive grades of Incomplete, with no credits awarded, until such time as the alternate assignment is completed to the instructor's satisfaction.
  - d. Parents/guardians will be notified of all academic integrity violations.
6. Because 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 when a student has engaged in a serious or repeated academic integrity offenses 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.

### D. Make-Up Work

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

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

1. Students excluded from school under communicable disease provisions of this handbook will be allowed to make-up all work in accord with regular make-up work provisions.
2. Students suspended from school will not be counted absent for the days suspended and will be allowed to complete all make-up work as part of their assignment to the evening school program. Students not attending assigned evening school program sessions will be counted absent for the days in question and will receive no credit for affected make-up work.

3. Students expelled from school shall be dis-enrolled for the expulsion period. Non-enrolled students may not earn grades or credits for any work completed in the regular education program prior to expulsion but are eligible for such under alternative education program options which will be made available to the expelled students.
4. Transfer grades and credits for students mandatorily reassigned or returning from mandatory reassignment will be handled in the same fashion as all other transfers.

#### **F. Loan of Materials to Home School Students**

1. Textbooks and other nonconsumable school supplies may be loaned to home school students at the discretion of the administration.
2. Home school students borrowing said items are responsible for any damage or loss occurring to school property.
3. The school will not purchase additional items nor deprive itself of an adequate reserve in order to accommodate requests from home school students.

#### **G. Attendance**

1. Attendance Philosophy
  - a. The Ashland-Greenwood School District complies with attendance provisions found in state law.
  - b. Regular attendance at school is the responsibility of the student and the parent. Students are expected to attend classes on a regular basis and be on time to gain maximum benefit from their instructional program and to develop habits of punctuality, self-discipline, and responsibility. Parents of school age children are required by law to see that those children attend school regularly.
  - c. Daily attendance is important for the following reasons: daily discussions contribute a significant amount of the background essential to any course which cannot be made up if missed and a regular attendance pattern will develop a degree of responsibility on the part of the student that will continue throughout life.
  - d. Thus regular attendance promotes both academic development and growth as a dependable individual.
2. Parental Verification
  - a. Parents are asked to call in their son or daughter's absence to the school office before 10:00 a.m. on each day of absence. An answering machine will take calls from parents whose employment requires them to leave town before school begins. Collect calls are accepted. The school will attempt to contact parents if no call is received and a child is absent. Should no such contact be established on the day of absence, the student must bring a parental note upon his or her return to school. Parent calls or notes must include a reason for the absence if the absence is to be considered excused.
  - b. For verification purposes, the school cannot accept a student call or excuse regarding absence. Any absence not verified by a parent will be considered unexcused.
  - c. A student shall be considered excused for absences caused or necessitated by illness, bereavement, family emergency, or other reasons requested by the parent or guardian and approved by the principal. Absences of three consecutive days or more for illness will require verification that medical treatment was sought and/or obtained. Excused absences will be further classified by the school as unavoidable (i.e. illness, funerals court appointments, etc.) or avoidable (i.e. vacations or family trips, attending district or state competitions other than as a participant, or other absences which are by choice rather than necessity).
  - d. Any absence not verified by a parent, including those for which a parent fails to provide a reason, within two days of the absence will be considered unexcused and subject to disciplinary action. Additionally, students incurring unexcused absences will be required to make up all work missed in accord with minimum performance standards procedures.
3. Truancy
  - a. Any child age 6 to 18 (unless 16 by July 16, 2004) who fails to attend school regularly without lawful reason shall be considered to be in violation of Nebraska truancy statutes and will be subject to efforts by the school to compel attendance.
  - b. Students ages 6 to 18 (unless 16 by July 16, 2004) who accumulate more than five absences, excused or unexcused, in any quarter shall be considered to have excessive absences. Notice of excessive absenteeism shall be made to the parents/guardians after the sixth absence. Additional corrective action taken by the school may include, but is not limited to: conferences, counseling, evaluation, alternative placement, suspension, and expulsion.
  - c. If a student age 6 to 18 (unless 16 by July 16, 2004) continues to be habitually truant, written notice to the parents/guardians shall be provided warning them to comply with state law.
  - d. If such compliance does not occur within one week of notice being provided, the principal shall file a report with the county attorney of the county in which the student resides.
4. Return to School after an Absence
  - a. Students returning to school after an absence for which parental verification has not been received must obtain a class admit slip prior to being admitted to any class. No make-up assignments will be given unless a classroom teacher is first presented with a properly completed admit slip. Admit slips will classify all absences as excused or unexcused in nature. Such classification will determine teacher response to requests for make-up work.
5. Attendance and School Activities
  - a. Students acting as participants on an extra-curricular team or organization under the direction of a school appointed coach/sponsor will not be considered absent when such participation requires them to miss part or all of a school day. Participants will be required to complete, in advance when possible, all assignments.
6. Tardiness
  - a. Tardiness to school or to any class during the school day or extension thereof will be considered excused if a legitimate reason exists for the tardiness and the affected student has a hall pass stating that reason; all other tardies will be considered unexcused. Tardiness is defined as not being in an assigned room when the starting bell for any given class period rings.
  - b. Individual teachers will keep tardy records for each student and will implement procedures for dealing with excessive tardiness as part of their classroom management rules.
  - c. Students arriving more than 20 minutes late to any class will be considered to have been absent from that class rather than merely tardy.
7. Attendance Requirements for Extra-Curricular Participation
  - a. Students wishing to participate in extra-curricular practices or contests must be in attendance all day of the school day in question. This requirement can be waived by the principal if an absence is for an unavoidable, non-illness related reason.

## **H. Student Testing and Assessment**

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

## **I. Promotion/Retention**

1. Judgments about promotion from grade to grade or retention of a student at a grade are the prerogative of the professional employees of the district. It is the intent of the Board that decisions about promotion and retention should be based on pupil progress, including completion of the prescribed curriculum. In all decisions about promotion or retention, the welfare and development of the pupil shall be the paramount concern of professional employees.
2. Students who fail 3 or more classes or who miss 10 days in any one semester will be reviewed by an interdisciplinary team designated by the building principal. This team will be made up of the principal, a counselor, and at least one classroom teacher. That team will make a recommendation as to whether the child should be promoted or retained.
3. Parents will be involved in any decisions that are made regarding promotion or retention, and they will have the right to a review of decisions made about promotion or retention of the pupil in accordance with Board policy.

## **J. Reporting of Academic Progress**

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

## **K. REACH Program**

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

## **L. Honor Roll**

1. Ashland-Greenwood Middle School Honor Rolls recognize academic achievement and are published at the end of each grading period. Any student with a core subject (English, literature, math, science, and social studies) GPA of 3.00-3.50 (A=4.0; B=3.0; C=2.0; D=1.0; F=0.0) for the current grading period will be included on the Second Honors honor roll. Any student with a core subject GPA of 3.51-4.00 will be included on the First Honors honor roll.

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

1. All students must carry a minimum load of seven classes; this means that students may register for no more than one study hall.

## **N. Study Hall**

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

## **O. Special Education Programs**

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

# **III. Expectations, Rights, and Responsibilities of Students**

## **A. Student Grievance Procedure**

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

## **B. Jurisdictional Statement**

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

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

1. The school response to inappropriate behaviors on the part of any student may include, but is not limited to, any of the following, either singly or in combination:
  - a. Detention—assigned for classroom or hallway misconduct not warranting more severe penalties; not to exceed 30 minutes in length
  - b. Saturday School—defined and explained below
  - c. Suspension—defined and explained below
  - d. Alternative Education Program—defined and explained below

- e. Expulsion—defined and explained below
  - f. Restitution—required when student actions result in the theft of, damage to, or destruction of school property or private property on school grounds; may be monetary or service oriented or both
  - g. Mandatory Reassignment—defined and explained below
2. Disciplinary action necessary for effective classroom maintenance will routinely be handled by individual staff members based on prior disciplinary records and the need for consistency and fairness.
  3. Some offenses, because they are seriously disruptive to the learning environment or because they directly threaten the health, safety, well being, and/or educational rights of others, will result in non-discretionary disciplinary action. Those offenses, and their consequences, are detailed in the sections below.
  4. Students will be assigned to Saturday School for the following offenses:
    - a. violations of Dress Standards/Grooming provisions
    - b. insubordination
    - c. nuisance behaviors leading to an office referral
    - d. truancy/failure to attend classes
    - e. failure to stay for an assigned detention
    - f. use of profanity
    - g. theft involving property less than \$20.00 in value if restitution is made within two school days
    - h. vandalism involving damage to property less than \$20.00 in value if restitution is made within two school days
    - i. harassment of students, staff, or school visitors
  5. Students will be assigned to two days of out-of-school suspension for the following offenses:
    - a. failure to stay for an assigned Saturday School session
  6. Students will be assigned three days out-of-school suspension for the following offenses:
    - a. repeated offenses detailed in Section VIII.E.4 (“repeated” defined as behaviors which would warrant assignment to a third Saturday School session)
    - b. theft involving property less than \$20.00 in value if restitution has not been made within two school days
    - c. vandalism involving damage to property less than \$20.00 in value if restitution has not been made within two school days
    - d. violations of tobacco policies
    - e. repeated or flagrant harassment of students, staff, or school visitors
    - f. making allegations or spreading rumors which disrupt the school environment and which are either known to be false or are not believed to be true
  7. Students will be assigned five days out-of-school suspension for the following offenses:
    - a. theft involving property greater than \$20.00 in value
    - b. vandalism involving damage greater than \$20.00 in value
    - c. profane/abusive/threatening language (oral or written) or actions directed toward students, staff, or school visitors
    - d. serious disruption of the school environment
    - e. fighting (defined as two or more parties participating by mutual consent and with provocation in striking, kicking, hair pulling, or other violent interaction which does not result in serious personal injury)
    - f. violation of use, possession, or being under the influence sections of alcohol/drug policies
  8. Students will be expelled for the balance of the current semester for the following offenses:
    - a. repeated offenses which, cumulatively, result in suspension from school for more than 10 days during a school year
    - b. violations of manufacture, distribution, and sales sections of alcohol/drug policies
    - c. serious one-time behavioral incidents involving multiple (three or more) offenses detailed above
    - d. engaging in behaviors which threaten the safety of others
    - e. fighting (see definition above) which results in serious personal injury as a consequence of actions by one or more participants
  9. Students will be expelled for the balance of the current semester and all of the succeeding semester for the following offenses:
    - a. initiating violent physical interaction without mutual consent which causes or attempts to cause personal injury to students, staff, or school visitors
    - b. possession, use, or transmission of a firearm or other dangerous weapon

#### **D. Alternative Education Programs**

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

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

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

## **F. Hazing**

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

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

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

## **H. Incentive Activity for Good Behavior**

1. At the end of the school year, middle school students who have demonstrated excellent behavior during the course of the year will be eligible for the end-of-the-year activity. In order to qualify for this fun-filled day, students must:
  - a. have no more than three detentions over the course of the year
  - b. have no Saturday School assignments for the year
  - c. have no suspensions/expulsions for the year
2. Additionally, any student who goes eight weeks without receiving a detention will receive a credit for one detention. Such credits will be taken into account when determining eligibility for end-of-year activities.

# **IV. Extracurricular Activities**

## **A. Activities Program Philosophy**

1. The activities program of the Ashland-Greenwood Public Schools offers a wide range of competitive and non-competitive opportunities for student participation and benefit. Involvement in activities is encouraged of all students, with participation restricted only by criteria established by various national, state, and/or local bodies. Those criteria may address issues such as: academic status, competitive merit, disciplinary standing, age, and such other factors as may be determined from time to time as being relevant and necessary.
2. Coaches and/or sponsors are responsible for providing student participants with detailed information regarding procedures for participation, including the abovementioned restrictive criteria. Student participants and their parents are responsible for understanding and abiding by established procedures. All such procedures shall comply with existing Board policy and other regulatory authority.
3. The activities program of Ashland-Greenwood Public Schools serves a variety of purposes, including:
  - a. supporting academic achievement; research indicates that students involved in co-curricular activities perform better in the classroom and are more apt to finish school than are students who have no activities involvement
  - b. teaching students important lessons about dedication, discipline, time management, teamwork, and a good work ethic
  - c. offering students lessons on dealing with success and failure
  - d. providing students with opportunities for safe and healthy social interaction
  - e. allowing students an alternative means of achievement and accomplishment
  - f. promoting home-school relations through providing a source of entertainment, creating a sense of community pride, and showing students at their best
4. Extracurricular activities are defined as those school activities not falling within the scope of the regular school day curriculum for which credit towards graduation is not earned and for which membership and/or participation is voluntary.

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

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

## **C. Student Council**

1. The purposes of student council are to bring the interests of students before the administration and the faculty, to provide opportunities for student involvement in the internal government of the school, and to promote the general welfare of the school and sentiment for law and order.
2. All measures passed by the student council are subject to direct approval, alteration, or veto by the sponsor, principal, superintendent, or Board of Education.

## **D. Band**

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

## **E. Vocal Music**

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



## **F. School Parties and Dances**

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

## **G. Sports by Season**

1. During the fall sports season, football is offered for boys and volleyball for girls.
2. During the winter sports season, basketball and wrestling are offered for boys and basketball for girls.
3. During the spring sports season, track is offered for both boys and girls.

## **H. Participation Guidelines**

1. Activities offered at the middle school level will emphasize participation as a means of teaching fundamentals, sportsmanship, teamwork, and competitive spirit.
2. Each participant on a middle school team will play a reasonable amount of time during each regular season contest provided that he/she has met all other criteria for participation and his/her playing will not create a safety or welfare concern.
3. When possible, a third game/fifth quarter/automatic third set format will be scheduled to increase opportunities for competitive action for all middle school students. Such extensions will be planned and organized in advance and shall be of such a nature as to promote rather than detract from those involved.
4. To the extent possible, the activities director will schedule contests for middle school students equal to the maximum number allowable under state law, provided that doing so does not have students competing on more than one school night per week.
5. Whenever possible, middle school activities will begin no later than 5:00 PM.
6. Assignment to a given team for competition shall be based on a combination of factors, including but not limited to grade level, performance level, and number of games scheduled for a given date.
7. If a middle school team is entered in a tournament, the team's goal will be to win as many tournament games as possible. To that end, participants judged by the coaches to be the best qualified and most skilled will receive playing time priority.

## **I. Athletic Check Out**

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

## **J. Building Use**

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

## **K. Equipment**

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

## **L. Locks**

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

## **M. Activity Transportation**

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

## **N. Activity Accounts**

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

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

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

## **P. Dress**

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

## **Q. Conduct at Athletic Events**

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

## **R. Attendance and Activity Participation**

1. Attendance at school for all of the school day is required before a participant may compete in any contest or practice. This requirement can be waived by the principal if an absence is for an unavoidable, non-illness related reason.
2. Attendance at all practices is required. If a participant is unable to attend he/she must contact the coach/sponsor before the practice begins.
3. An unexcused absence from practice will result in a one-contest suspension. A second unexcused absence could be grounds for dismissal from the team. The following are examples of unexcused absences:
  - a. Being at school and leaving during the day without notifying the coaching staff and missing practice.

- b. Being at school all day and then missing practice without notifying the coaching staff.
- c. Missing a practice scheduled on a "no-school" day without notifying the coaching staff. A note excusing the athlete after the fact will not change the practice from unexcused.
- d. Participants gone from school for the entire day due to illness are considered excused from practice and will not need to contact the coach or sponsor. All other absences from practice must be excused by the coach or sponsor.

### **S. Classroom Performance**

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

### **T. Specific Team Rules**

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

### **U. Extracurricular Training Rules**

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

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

1. Middle school student participants in violation of Training Rules a-e above will be suspended from participation for ten (10) competition weeks. (A competition week is defined as a week, starting Monday and ending Saturday, that includes at least one (1) scheduled event in the activity they are currently participating in at their current level.) If the season in which the student participant currently is in has less than ten weeks left, or, if the student participant is not currently in a season, the penalty shall be carried over to the next activity season the student participant engages in.
2. Participants in violation of Training Rule f above shall be suspended from participation for 30 consecutive days.

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

1. Student participants are expected to police themselves regarding training rules and their eligibility.
2. If a student participant feels he/she has violated a training rule, he/she should report the alleged infraction at the next available opportunity to a coach/sponsor, AD, or building principal. The "next available opportunity" shall be defined as the next practice session or the next day of school attendance, whichever comes first, after the alleged infraction.
3. Middle school participants self reporting violations of Training Rules a-e above will be suspended for three (3) competition weeks from extracurricular participation.
4. Participants self reporting violations for Training Rule f above will be suspended from participation for 30 consecutive days.

### **X. Second Offense**

1. Any participant found guilty of a second offense violation of Training Rules a-e above will be suspended from activity participation for the remainder of the school year.
2. Participants found guilty of a second offense violation of Training Rule f above will be suspended from participation for one (1) calendar year from the date of the finding of the violation.

### **Y. Due Process Provisions**

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

Education). The school administration must receive in writing a request for the second hearing within Five (5) days of the notification of the decision of the first hearing.

## **Z. Awards**

1. Students are eligible for various awards as part of their middle school years. Among those awards are: Honor Roll, Outstanding and Perfect Attendance, Presidential Academic Fitness Awards, and Athletic/Activity Participation Certificates. In order to earn perfect attendance, a student cannot miss all or part of any school day during the school year. Students who miss one or fewer periods in a school day for the entire year will not have that miss counted against their outstanding attendance record.

# **V. Faculty**

## **A. Middle School Staff**

Paula Akers, Resource Para-Professional  
Brian Bennetzen, Resource  
Ray Bentzen, Principal  
Dan Brokaw, Technology  
Jo Christenham, Secretary  
Kendra Craven, English  
Kim Evans, Exploratory Curriculum  
Kristin Fangmeyer, Resource, Exploratory Curriculum  
Matt Flynn, Social Studies  
Bev Hohensee, Media Para-Professional  
Jonathan Jaworski, Instrumental Music  
Erin Koesters, Exploratory Curriculum  
Renee Kucera, English  
Matthew Manning, Exploratory Curriculum  
Sarah Pearson, Exploratory Curriculum  
Lona Pinkall, Science  
Jon Richards, Guidance, Exploratory Curriculum  
Leisa Rogers, Exploratory Curriculum, Physical Education  
Amy Scheil, Mathematics  
Shirley Simpson, Secretary  
Eric Stuthman, Exploratory Curriculum  
Carol Tucker, Nurse  
Vicki Washburn, Exploratory Curriculum  
Jean Ann Watermeier, Exploratory Curriculum  
Jerry Wendelin, Media  
Randy Wiese, Assistant Principal, Activities Director