



Ashland-Greenwood Public Schools
Board of Education REGULAR Meeting
June 18, 2012
7:30 PM
Conference Room, High School
1842 Furnas Street
Ashland, NE 68003

The Non-certified Wage Committee of Suzanne Sapp, David Nygren, and Kevin Garner will meet at 6:00 PM in advance of the meeting in the High School Conference Room.

1. Call to Order. Roll Call.
2. Acknowledgement of Open Meetings Law posting.
3. Recognition of public participation.
4. Visitors and Communication from the public.
5. Approval of changes in the mailed agenda and/or changes in the agenda order.
6. Public Hearing on Parental Involvement Policy
 - 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.
7. Public Hearing on Student Fee Policy
 - 1.) 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 2011-2012 school year.
 - 2.) 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 a proposed Student Fee Policy.
8. Approval of Consent Agenda Items
 - a. Approval of minutes of previous meetings (pgs. 1-8)
 - b. Acceptance of Financial Reports (pgs. 9-18)
 - c. Action on Claims (pgs. 19-22)
 - d. Contract Renewals

9. Administrators' and Practitioners' reports

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

10. Old Business

- a. Discussion and action to approve assistant coach.
- b. Discussion and action to approve revised policy 6800. (pgs. 23-31)
- c. Discussion and action to approve Staff Handbooks. To be provided
- d. Discussion and action to approve Student Handbooks. Changes to be provided

11. New Business

- a. Consideration and action to reaffirm the Parental Involvement Policy 1240. (pg.32)
- b. Consideration and action to approve the revised student fee policy 5500 and student fees for 2012-13 School term. (pgs. 33-39)
- c. Discussion and action to approve Policy 5008. (pgs. 40-45)
- d. Discussion and action to approve revised Policy 5125: Students Records Policy. (pgs. 46-51)
- e. Discussion and possible action to review Policy 5001 and revise regulation accompanying policy. (pgs. 52-57)
- f. Discussion in regard to capital outlay project: Grade/Rock Parking Lot North of Clay St. Across from FB field. (pg. 58)
- g. Discussion and action to approve Hot Lunch prices for 2012-13 school term. (pg. 59)
- h. Discussion and action to declare school items as surplus with the intent to sell/dispose of items. (List to be distributed)
- i. Discussion and Action to approve the purchase of new dishwasher for the Elementary School. (pgs. 60-61)
- j. Discussion and action to purchase football scoreboard. (pg. 62)
- k. Discussion and action to approve Master Agreement with the AGEA for all certified staff teaching ½ time or more for the 2012-13 and 2013-14 school terms. (pgs. 63-76)
- l. Discussion and action to approved revised school calendar for the 2012-13 school term. (pgs. 77-78)
- m. Discussion and action on wages and benefits for employees working in positions that do not require a teaching certificate. (The Board may want to enter executive session).
- n. Discussion and action on contracts for Principals and Curriculum Supervisor. (The Board may want to enter executive session).
- o. Discussion and action on Superintendent Contract addendum (The Board may want to enter executive session).

12. Informational items

13. The next meeting is set for Monday, July 16th, 2012 at 7:30 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 1225 Clay 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 21, 2012**

Opening

A meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened open and public session on May 21, 2012

Attendance

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

Attendance Taken at 6:03 PM:

Present Board Members:

Melvin Cerny
Kevin Garner
David Nygren
Suzanne Sapp
Karen Stille

Absent Board Members:

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 public hearing on the 2011-12 Budget Amendment of the Board of Education of the Ashland-Greenwood Public Schools was convened in open and public session at 6:00 p.m. on 21st day of May, 2012 by President Nygren.

Motion Passed: passed with a motion by Kevin Garner and a second by Melvin Cerny.

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

2. Acknowledge of Open Meetings Law posting.

3. Public Hearing on 2011-12 Budget Amendment

Discussion:

The purpose of the Public Hearing was to receive public testimony on the Ashland-Greenwood Public Schools 2011-12 Budget of Expenditures Amendment. There was no public in attendance.

4. Public Testimony

Discussion:
No public testimony was given.

5. Adjournment.

Discussion:
President Nygren adjourned the public hearing at 6:05 p.m.

**Ashland-Greenwood Public Schools
Board of Education
Meeting Minutes
May 21, 2012**

Opening

A meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened open and public session on May 21, 2012

Attendance

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

Attendance Taken at 6:04 PM:

Present Board Members:

Melvin Cerny
Kevin Garner
David Nygren
Suzanne Sapp
Karen Stille

Absent Board Members:

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 regular meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened in open and public session immediately following the public hearing at 6:40 p.m. on 21st day of May, 2012 by President Nygren.

2. Acknowledgment of Open Meetings Law posting.

Discussion:

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

3. Recognition of public participation.

Discussion:

No public was present to request participation.

4. Visitors and Communication from the public.

Discussion:

There were no visitors or communication from the public.

5. Approval of changes in the mailed agenda and/or changes in the agenda order.

Motion Passed: Approval to remove from Item 8.c. the "assistant" and to read Approval of coaches passed with a motion by Kevin Garner and a second by Suzanne Sapp.

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

6. 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 and renewal of Learn2Move Physical Therapy Contract passed with a motion by Kevin Garner and a second by Karen Stille.

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

7. Administrators' and Practitioners' Reports

7.1. Ms. Finkey

Discussion:

Ms. Finkey gave a brief update regarding new curriculum purchases for this year. It is the purchasing year for Fine Arts. Music and Art teachers will be purchasing some additional resources for their classrooms. As a 'textbook' is not purchased for every student in a Fine Arts classroom, the cost for new curriculum materials this year will be minimal compared to the last 4 years when materials for the core areas of language arts, math, science, and social studies was purchased.

7.2. Ms. Bray

Discussion:

Mrs. Bray talked about end of school year - it was a positive end to a good year. Mother nature was kind to us - track and field days and picnics as scheduled.

7.3. Mr. Jacobsen

Discussion:

Mr. Jacobosen talked about graduation ceremony; it went well. 71 graduates; 70 participated in the ceremony. Currently 5 non-completers of which 2 are showing a good effort to get finished. Administrators have been unable to reach/confirm a plan with 1 of the 5. Multiple attempts and communications have been made with all 5 students and their parents.

7.4. Dr. Kassebaum

Discussion:

Commended administrators for a good end of the year.
Reviewed Budget Timeline - as an FYI (handout)

Summer Work List - as an FYI (handout)Reviewed additional projects on the list for summer work by maintenance and custodial staff.

School Safety (handout) - Reviewed meeting agenda from Rule 10 Safety Review. Highlighted counselors as they were asked to bring awareness to safety especially in the area of identifying students who do not have positive relationship with students.

Dr. Kassebaum assisted Wahoo with their safety review and then Wahoo assisted with our review.

Department of Roads (handout) - Proposed changes to Silver Street - eliminate parallel parking and add a third/turning lane. There will be a public hearing on June 28th. A possible concern may be the crossing of elementary students between Clay and Boyd street. Dr. Kassebaum will gather more info. and keep you informed.

Need to add a dishwasher for elementary; it no longer works - hadn't anticipated on capital outlay plan.

8. Old Business

8.1. Discussion and possible action to approve contracts for Ashland-Greenwood Building Projects

Discussion:

Rick W. from Kingery reviewed bids. (handout)

#1 - Revised bid does include the full berm. Paying \$2 a yard for dirt. Bid does accommodate the handicap access.

#2 - Same as last time

#3 - Low bid is Marsh Creek (does not include cost of bond - estimated to be \$1200)

#4 - Leick low bid - same company as did work at elementary

#5 - same as last time - does include \$1600 for a gate (gate may not be needed)

#6 - same as last meeting

#7 - one bid lower but did not have a bid/performance bond included

#8 - same as before

#9 - same as before

#10 -

#11 - same as before

#12 -

#13 - same as before

#14 - Overhead Door lowest

#15 - same as before

#16 - Interior working on getting bond

#17 - same as before

#18 -

#19 - Ohlinger submitted outside the process and no bonds

#20 - same as before

#21 -

#22 - Rebid. TSI is lower.

#23 - same as before

Total cost is 414,473.00 Does include a 5,000 allowance for HS bleachers. A 7,000 allowance for OPPD - a refund potential. Initial projected cost was approx \$400,000.00 Discussed handicap access/options - international building code. (The need of the lift was not brought up by anyone until just today.)

Some potential alternatives for cost saving measures:

Use a different type of pipe

Delete the hot water (board discussed - this no a good option)

Delete the drinking fountains

Another possible cost saving could be eliminating the signage or carpet. These items could be done at a later time.

Garner asked if still within the budget? Dr. Kassebaum noted a desire to keep total project under 400,000 - so still tweaking costs a little. But well within our ability to pay from building fund. Some of additional cost has been due to new codes.

Could take action pending resolution as to if a lift is indeed needed.

Dr. Kassebaum shared that Tom DeLong has been helping us with this process; supportive of finding things that will work for us.

Board suggested removing cost of carpet.

Motion Passed: Approve contracts as presented contingent on the confirmation of whether a handicap lift is needed or not and with the deletion of the carpeting. passed with a motion by Karen Stille and a second by Suzanne Sapp.

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

8.2. Consideration and action to approve amendment to the 2011-12 Budget

Motion Passed: Approval of 2011-12 Amended Budget as presented 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	Absent

8.3. Discussion to approve coaches

Discussion:

Principal Jacobsen recommended Tom Walsh as a assistant cross country coach. This would be a non-paid position. Mr. Jacobsen is also recommending Kendra Craveen and Kayla Laune to co-coach or team coach the volleyball team. Kelly Hermsmeyer will serve as the assistant VB coach.

Motion Passed: Approval of assistant cross country coach Tom Walsh in a non-paid position, volleyball co- head coaches Kendra Craven and Kayla Laune, and Kelly Hermsmeyer as an assistant VB coach. passed with a motion by Suzanne Sapp and a second by Melvin Cerny.

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

8.4. Discussion and action to approve selection of vendor for the implementation of 1:1 laptop and give Dr. Kassebaum authority to execute necessary agreements

Discussion:

Dr. Kassebaum and Ms. Finkey shared that the Tech. Team selected RTI based on the strong relationship and satisfaction with their service to the district. Total cost of machines is under what was initially proposed for cost.

Motion Passed: Approval of purchase of 1:1 laptops from RTI and authorize Dr. Kassebaum to execute necessary documents passed with a motion by Suzanne Sapp and a second by Karen Stille.

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

8.5. Discussion and action to approve proceeding with Priority 1 capital outlay projects

Discussion:

Warranty on floor treatment is 5 year and not 10 as originally shared.

Discussed score boards for baseball and softball fields. Cerny noted that score boards have been purchased; they have not yet been installed.

Motion Passed: Approval of Adams Mudjacking and footing Repair for \$7500.00 to repair high school gym floor and approval of Binswinger Glass to install ten windows in high school gym passed with a motion by Karen Stille and a second by Suzanne Sapp.

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

9. New Business

9.1. Discussion and Action to approve overnight travel

Discussion:

Is there a policy regarding a student who has already graduated? Is National FBLA different from an athlete who qualifies or is selected for an all-star game?

Motion Passed: Approval for overnight travel to Wayne Softball Camp, NPOWER FFA and FLBA National Leadership Conference passed with a motion by Melvin Cerny and a second by Suzanne Sapp.

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

9.2. Consideration of Staff handbooks

Discussion:

Dr. Kassebaume reviewed proposed changes for non-certified staff and certified staff - he prepared a cover sheet that explains the changes. (handout)

Suggested removing specific names and just inserting job title/position instead.

9.3. Consideration of Student handbook changes

Discussion:

Mr. Jacobsen and Mrs. Bray reviewed student handbook changes for MS/HS and for elementary. (handout for each)

Nygren asked Jacobsen to send an electronic copy to board of what he reviewed.

9.4. Discussion to set date for meeting of Non-Certified Wage Committee

Discussion:

Discussed what had been done in the past. Scheduled for 6:00 PM - prior to next Board meeting. Any non-certified staff who would like to address the board may do so at this time; Dr. Kassebaum will communicate this opportunity with staff.

10. Informational Items

Discussion:

Meeting with AGEA at 4:00 on May 22nd.

11. Call for Next Meeting

Discussion:

The next meeting is set for Monday, June 18, 2012 at 7:30 p.m. All meetings are held in Ashland-Greenwood Middle/High School, Conference Room at 1842 Furnas Street, Ashland, NE 68003. Notice of the meeting are 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. All meetings are open to the public. An agenda for the meeting shall be kept continuously current in the Office of the Superintendent of Schools at 1225 Clay Street.

12. Adjournment.

Discussion:

President Nygren adjourned the meeting at 7:45 p.m.

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING May-12

GENERAL FUND

Beginning Balance \$ 4,057,816.31

RECEIPTS

5/10/12	IDEA	4410	\$	6,045.00
5/10/12	IDEA	4410	\$	76,844.00
5/15/12	Saunders Count Property Tax	1110	\$	621,222.12
5/15/12	Saunders Count MV Taxes	1125	\$	9,094.15
5/15/12	Saunders Co Fines	2110	\$	2,264.21
5/15/12	Saunders CoCarline Tax	1115	\$	4,988.64
5/16/12	Cass County Property Taxes	1110	\$	302,492.49
5/16/12	Cass County Fines	2110	\$	1,144.70
5/16/12	Cass County MV Fees	1125	\$	8,977.95
5/16/12	Cass County Homestead Exempt	3130	\$	4,136.18
5/16/12	Cass County Carline	1115	\$	4,822.65
5/18/12	State of NE Sped SA Reimb 10-11		\$	54,132.00
5/18/12	Memphis Liquor License Fees	1610	\$	300.00
5/18/12	MSHS Fines	1920	\$	223.50
5/21/12	Library Elem Fines	1920	\$	55.19
5/23/12	State of NE HHS	4450	\$	242.43
5/23/12	Fines Donation	1920	\$	10.00
5/23/12	Fines/Donation	1920	\$	17.00
5/29/12	Fines/Donation	1920	\$	40.00
5/31/12	State Aid	3110	\$	231,993.81
5/31/12	Interest	1410	\$	28.49

Total \$ 1,329,074.51 \$ 5,386,890.82

DISBURSEMENTS

May Claims	\$	675,143.45
Voyager Fuel Card Rebate	\$	(562.90)
Student Test Prep	\$	(100.00)

Total \$ 674,480.55 \$ 4,712,410.27

ENDING BALANCE \$ 4,712,410.27

RECONCILIATION

NLAF Liquid Balance	\$	2,080,606.55
Plus: F& M Bank Balance	\$	1,211,465.15
Plus General Fund Investments	\$	1,431,661.80
Less: Outstanding Claims	\$	11,323.23

Reconciled Balance \$ 4,712,410.27 \$ 4,712,410.27

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING May-12

ADMINISTRATIVE OPERATIONS ACCOUNT

Beginning Balance			\$	1,155.40
<u>RECEIPTS</u>				
GF Deposit	\$	972.27		
Total			\$972.27	\$ 2,127.67
<u>DISBURSEMENTS</u>				
5/1/12 C Caswell, Guidance Mileage	\$	28.60		
5/1/12 P Yardley, Title I Mileage	\$	39.60		
5/1/12 D Allington, Sec Instruct: Mileage	\$	20.90		
5/7/12 R Rist, Maint Mileage	\$	48.57		
5/10/12 R Wiese Pupil Supp: Mileage	\$	232.10		
5/21/12 Z Kassebaum, Superintendent: Mileage	\$	97.90		
5/21/12 School Health Conf, Nurse Conference	\$	160.00		
5/23/12 K Alley, Transp: Mileage & Fees	\$	27.50		
5/23/12 K Alley, Transp: Mileage & Fees	\$	7.50		
Total			\$662.67	\$ 1,465.00
Ending Balance				<u>\$ 1,465.00</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	1,625.00		
Less: Claims Outstanding	\$	160.00		
Reconciled Balance	\$	1,465.00		<u>\$ 1,465.00</u>

PAYROLL ACCOUNT

Beginning Balance			\$	14,915.86
<u>RECEIPTS</u>				
General Fund	\$	457,293.14		
Hot Lunch	\$	17,198.79		
FM National Bank: Interest	\$	4.48		
Emp Monthly Prem	\$	-		
Child Support Payment	\$	50.00		
Total			\$ 474,546.41	\$ 489,462.27
<u>DISBURSEMENTS</u>				
Net Payroll	\$	297,295.40		
Retirement	\$	72,860.78		
State Tax Withholdings	\$	13,636.22		
Federal/FICA Taxes	\$	90,699.83		
Retiree Life Insurance Mo. Premium	\$	135.00		
Emp Health Insurance Mo Premium	\$	1,010.21		
Child Support Payment	\$	50.00		
Total			\$ 475,687.44	\$ 13,774.83
Ending Balance				<u>\$ 13,774.83</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	13,774.83		
Claims Outstanding	\$	-		
	\$	13,774.83		
Receipts Outstanding	\$	-		
Reconciled Balance	\$	13,774.83		<u>\$ 13,774.83</u>

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING May-12

EMPLOYEE BENEFIT (SECTION 125) ACCOUNT

Beginning Balance			\$	8,741.09
<u>RECEIPTS</u>				
Employee Payroll Deposit	\$	10,783.12		
Centennial Bank: Interest	\$	0.26		
Total			\$	10,783.38
			\$	19,524.47
<u>DISBURSEMENTS</u>				
5/3/12 Payflex	\$	1,975.31		
5/10/12 Payflex	\$	524.26		
5/17/12 Payflex	\$	1,326.87		
5/24/12 Payflex	\$	758.71		
Total			\$	4,585.15
			\$	14,939.32
Ending Balance				<u>\$ 14,939.32</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	14,939.32		
Outstanding Claims				
Reconciled Balance	\$	14,939.32		<u>\$ 14,939.32</u>

SPECIAL BUILDING ACCOUNT

Beginning Balance			\$	1,308,209.73
<u>RECEIPTS</u>				
5/31/12 F& M Interest	\$	2.82		
4/30/12 NLAF - Money Market: Interest	\$	10.34		
Total			\$	13.16
			\$	1,308,222.89
<u>DISBURSEMENTS</u>				
5/21/12 Beringer Ciaccio Dennell Mabrey	\$	3,322.47		
5/21/12 Kingery Construction	\$	2,916.20		
Total			\$6,238.67	\$ 1,301,984.22
Ending Balance				<u>\$ 1,301,984.22</u>
<u>RECONCILIATION</u>				
F&M Bank Balance	\$	22,140.55		
NLAF #9300590 Balance	\$	766,460.01		
Special Building Investments	\$	516,299.86		
Outstanding Claims	\$	2,916.20		
Reconciled Balance	\$	1,301,984.22		<u>\$ 1,301,984.22</u>

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING May-12

QUALIFIED CAPITAL PURPOSE FUND

Beginning Balance			\$	-
<u>RECEIPTS</u>				
Total			\$	-
<u>DISBURSEMENTS</u>				
Total			\$	-
Ending Balance			\$	-
<u>RECONCILIATION</u>				
Bank Balance	\$	-		
Less: Outstanding Claims	\$	-		
Plus: Outstanding Deposits				
Reconciled Balance	\$	-	\$	-

* this account will be closed once this check has cleared the bank

DEPRECIATION FUND

Beginning Balance			\$	338,686.87
<u>RECEIPTS</u>				
F&M National Bank, Interest	\$	43.15		
Total			\$	43.15
			\$	338,730.02
<u>DISBURSEMENTS</u>				
Total			\$	-
			\$	338,730.02
Ending Balance			\$	338,730.02
<u>RECONCILIATION</u>				
F & M Bank Balance	\$	338,727.60		
NLAF Balance	\$	2.42		
Less: Outstanding Claims	\$	-		
	\$	338,730.02		
Reconciled Balance	\$	338,730.02	\$	338,730.02

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING May-12

STUDENT FEE FUND

Beginning Balance			\$	3,259.60
<u>RECEIPTS</u>				
Interest	\$	0.07		
Total			\$	0.07
			\$	3,259.67
<u>DISBURSEMENTS</u>				
May Disbursements	\$	378.09		
Banking Fees	\$	34.00		
Total			\$	412.09
Ending Balance			\$	<u>2,847.58</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	2,968.98		
Claims Outstanding	\$	121.40		
Receipts Outstanding				
Reconciled Balance	\$	<u>2,847.58</u>	\$	<u>2,847.58</u>

HOT LUNCH ACCOUNT

				Beginning Balance	\$	56,050.87
<u>RECEIPTS</u>						
Student and Staff Deposits	\$	9,008.88				
Online Student Deposits	\$	4,898.60				
Federal & State Reimbursement	\$	17,158.58				
F&M National Bank: Interest	\$	7.51				
Total			\$	31,073.57	\$	87,124.44
<u>DISBURSEMENTS</u>						
Wages & Benefits	\$	17,477.85				
Food/ Supplies/ Contracted Services	\$	25,238.88				
GF Purchase of NeSA Supplies	\$	(48.00)				
Total			\$	42,668.73	\$	44,455.71
Ending Balance					\$	<u>44,455.71</u>
<u>RECONCILIATION</u>						
Bank Balance	\$	44,898.32				
Claims Outstanding	\$	442.61				
Receipts Outstanding	\$	<u>44,455.71</u>				
Reconciled Balance	\$		\$		\$	<u>44,455.71</u>
Student and Staff Deposits Held on Account - End of Month			\$	5,712.75		

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING May-12

INVESTMENTS

Date Bought	Security Description	Maturity Date	Rate	Investment
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General Fund Investments

1/30/11	Farmers & Merchants Bank, Ashland	04/30/12	40.0000%	\$834,433.16
10/22/10	Centennial Bank, Ashland	10/22/12	0.9000%	\$101,228.64
4/23/12	Privatebank & Trust,	04/23/12	0.4000%	\$248,000.00
4/23/12	Bank of the West, CA	04/23/12	0.4500%	\$248,000.00

Total Investments	<u><u>\$1,431,661.80</u></u>
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Special Building Fund Investments

1/24/12	Farmers & Merchants Bank, Ashland	07/24/12	0.3500%	\$ 516,299.86
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Total Investments	<u><u>\$ 516,299.86</u></u>
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LOCAL BANK SECURITIES PLEDGE TO SCHOOL DISTRICT DEPOSITS & FDIC INSURANCE ON DEPOSITS

CENTENNIAL BANK
FDIC INSURANCE

\$ 250,000.00

Total Secured

\$ 250,000.00

FARMERS AND MERCHANTS BANK
FDIC INSURANCE

\$ 250,000.00

Pledged Safekeeping Security

Various pledged amounts at Agencies, Municipals, SBA, CD's etc,
monitored by: Farmers Merchant Bank

	Total Face Value	Actual Value
	\$ 3,415,516.00	\$ 2,845,516.00

Total Secured

\$ 3,095,516.00

**FINANCIAL STATEMENT
ACTIVITY FUND**

FOR MONTH ENDING May, 2012
revised

				<i>Beginning Balance</i>		
						\$ 88,222.05
<i>Date</i>	<i>Check #</i>	<i>Payee</i>	<i>Description</i>	<i>Receipt</i>	<i>Disbursed</i>	<i>Balance</i>
ATHLETICS						
						\$ 11,057.67
5/1/12	010969	Dale Rasmussen	MSTR Starter		\$ 160.00	
5/1/12	010972	Nebraska Sports	Track equipment		\$ 148.75	
5/2/12		Various	Fundraising Voucher Cards	\$ 160.00		
5/3/12		Gate	Baseball vs Wayne	\$ 283.00		
5/9/12		Gate	MS Track Invite	\$ 710.55		
5/9/12		Start up Cash	Start up Cash	\$ 500.00		
5/10/12		Gretna	MS Track Invite Entry	\$ 110.00		
5/10/12		Platteview	Sub-Dist. VB Reimb.	\$ 33.81		
5/10/12		Arlington	Golf Trny Entry Fee	\$ 90.00		
5/15/12	010982	Beatrice Public Schools	District Golf		\$ 60.00	
5/15/12	010989	Nebraska Sports	Track Equipment		\$ 2,412.44	
5/18/12		Various	MS Track entry fees	\$ 330.00		
5/21/12	011001	Hammond & Stephens	Supplies		\$ 294.00	
TOTALS				\$ 2,217.36	\$ 3,075.19	\$ 10,199.84
ALUMNI DIGITAL DISPLAY						
				\$ -	\$ -	\$ 506.52
				\$ -	\$ -	\$ 506.52
BAND						
5/15/12	010981	Band Shoppe	Supplies		\$ 423.55	\$ 3,833.36
TOTALS				\$ -	\$ 423.55	\$ 3,409.81
CLASS OF 2011						
TOTALS				\$ -	\$ -	\$ -
CLASS OF 2012						
5/7/12	debit	Yearbook	Class of 2012 Donation		\$ 600.00	\$ 2,351.51
5/22/12		Lee Sapp Sr.	Scholarship Donation	\$ 1,000.00		
TOTALS				\$ 1,000.00	\$ 600.00	\$ 2,751.51
CLASS OF 2013						
5/1/12	010968	Stevi Azure	Prom Photograpy		\$ 100.00	\$ 2,891.40
5/1/12	010971	Mary Ziegenbein	Prom Decorations		\$ 190.59	
5/1/12	010977	Anderson's/Taymark	Prom Supplies		\$ 305.93	
				\$ -	\$ 596.52	\$ 2,294.88
DRAMA						
				\$ -	\$ -	\$ 2,898.49
				\$ -	\$ -	\$ 2,898.49
ELM BOOK FAIR						
				\$ -	\$ -	\$ 945.46
TOTALS				\$ -	\$ -	\$ 945.46

**FINANCIAL STATEMENT
ACTIVITY FUND**

FOR MONTH ENDING May, 2012
revised

ELM STAFF							\$ 2,546.06
TOTALS				\$0.00	\$ -		\$ 2,546.06
ELM STUDENT COUNCIL							\$ 5,812.30
5/22/12	Various	Memory Book Sales		\$ 104.00			
TOTALS				\$ 104.00	\$ -		\$ 5,916.30
FBLA							\$ 2,639.52
5/1/12	010970	FBLA	NLC Registration		\$ 97.00		
5/1/12	010975	National Travel Sys.	Student Travel and Lodg		\$ 966.00		
5/15/12	010980	Awards Unlimited	Banquet Awards		\$ 65.80		
5/15/12	010992	Lil Willy's Catering	Catering Banquet		\$ 600.00		
5/15/12	010997	Kent Rung Prod.	Audio Equip Rental		\$ 50.00		
5/18/12		Booster Club	Boosters Donation	\$ 500.00			
5/22/12		General Fund	Financial Assistance	\$ 500.00			
TOTALS				\$ 1,000.00	\$ 1,778.80		\$ 1,860.72
FFA							\$ 22,810.92
5/1/12	010974	National FFA Organizati	Jacket		\$ 80.00		
5/15/12	010984	AnnaLisa Estrela	Supplies/Banquet		\$ 124.34		
5/15/12	010994	Nebraska FFA Assn	Contest fees		\$ 166.00		
5/15/12	010995	NF Foods LLC	Supplies		\$ 256.42		
TOTALS				\$ -	\$ 626.76		\$ 22,184.16
HONOR SOCIETY							\$ 1,249.87
5/1/12	010973	NASSP	NHS dues		\$ 85.00		
TOTALS				\$0.00	\$ 85.00		\$ 1,164.87
HS STUDENT COUNCIL							\$ 2,032.32
TOTALS				\$ -	\$ -		\$ 2,032.32
MS/HS STAFF							\$ 1,628.24
5/22/12	Pepsi	Vending Proceeds		\$ 34.61			
TOTALS				\$ 34.61	\$ -		\$ 1,662.85
MS STUDENT COUNCIL							\$ 1,208.69
5/15/12	010995	NF Foods LLC	MS Student Council		\$ 56.85		
TOTALS				\$ -	\$ 56.85		\$ 1,151.84
SCHOOL STORE							\$ 186.10
TOTALS				\$ -	\$ -		\$ 186.10
SHOP							\$ 22.85
TOTALS				\$ -	\$ -		\$ 22.85
SPANISH CLUB							\$ 499.11
TOTALS				\$ -	\$ -		\$ 499.11

**FINANCIAL STATEMENT
ACTIVITY FUND**

FOR MONTH ENDING May, 2012
revised

SPIRIT SQUAD							\$ 7,959.45
5/15/12	010983	Katherine Byers	Judge	\$	20.00		
5/15/12	010986	Amber Henson	Judge	\$	20.00		
5/15/12	010987	Karissa Hevelone	Judge	\$	20.00		
5/15/12	010988	Lindsay Kellams	Judge	\$	20.00		
5/15/12	010990	Vivian Kim	Judge	\$	20.00		
5/15/12	010991	Kristin Laughlin	Judge	\$	20.00		
5/15/12	010993	Renee Miller	Judge	\$	20.00		
5/15/12	010996	Allison Peterson	Judge	\$	20.00		
5/15/12	010998	Hillary Sander	Judge	\$	20.00		
5/15/12	010999	Jennifer Smith	Judge	\$	20.00		
5/15/12	011000	Sarah Spargen	Judge	\$	20.00		
5/21/12		Various	Uniforms	\$	1,034.00		
TOTALS				\$	1,034.00	\$	220.00
TALENTED/GIFTED ACTIVITES (Formerly OM)							\$ 8,773.45
TOTALS				\$	-	\$	-
SPEECH							\$ 345.68
5/1/12	010978	Skutt Catholic HS	Speech Fees	\$	200.56		
TOTALS				\$	-	\$	200.56
VOCAL MUSIC							\$ 2,982.86
5/1/12	010976	Online Dancewear	Vocal Music supplies	\$	33.94		
5/15/12	010985	Mary Ziegenbein	Vocal Music: Supplies	\$	44.00		
5/22/12		General Fund	Financial Asstistance	\$	500.00		
TOTALS				\$	500.00	\$	77.94
YEARBOOK/ANNUAL							\$ 4,396.06
5/1/12	010979	Walsworth Publ. Co	2nd publication deposit	\$	4,315.68		
5/1/12		Various	2012 Yearbook Sales	\$	175.00		
5/3/12		Various	DVD Sales	\$	290.00		
5/3/12		Various	Yearbooks	\$	187.00		
5/7/12		Class of 2012	Donation frm Class of 2012	\$	600.00		
5/11/12		Various	09 /10 YB Sr Trib DVD MS YB	\$	99.00		
5/14/12		Various	MS YB	\$	24.00		
5/14/12		Various	2009 Yearbook	\$	5.00		
5/18/12		Various	DVD, MS & HS Yearbooks	\$	224.00		
5/18/12		Various	MS Yearbooks	\$	192.00		
5/18/12		Various	HS Yearbooks	\$	280.00		
TOTALS				\$	2,076.00	\$	4,315.68
						\$	3,433.95

**FINANCIAL STATEMENT
ACTIVITY FUND**

FOR MONTH ENDING May, 2012
revised

INTEREST					
5/31/12	Centennial Bank	Interest	\$	1.82	\$ 1,965.48
	TOTALS		\$	1.82	\$ - \$ 1,967.30

ACTIVITY FUND TOTALS ALL ACCOUNTS \$ 7,967.79 \$ 12,056.85 \$ 84,132.99

Ending Balance	\$ 84,132.99
Plus: Outstanding Checks	\$ 573.21
Less: Outstanding Receipts	
Equals: Bank Balance	<u>\$ 84,706.20</u>

**May , 2012 Incomplete
General Fund Disbursements**

Check	Payable to	Amount	Description
029972	Omaha Paper	\$ 6,244.00	Instruction: Paper
029975	Seminole Retail Energy Service	\$ 1,071.00	All Areas: Natural Gas
029973	Nebraska Coaches Assn	\$ 1,600.00	Pupil Support: Coaches Clinic

Authorized by:

Ashland-Greenwood Public Schools' Claims
 General Fund Claims
 6/18/2012

Check #	Vendor	Amount	Description
029976	AG Payroll Account	\$ 248,479.69	Net Payroll
029977	AGEA	\$ 2,425.82	Employee Dues
029978	BCBS	\$ 80,836.78	Payroll Employee Health Ins
029979	Centennial Bank	\$ 10,705.63	Payroll Section 125 Deduct
029980	DISCOVER	\$ 38.33	Employee Garnishment
029981	Guardian	\$ 866.04	Payroll Employee Life Prem
029982	Guardian	\$ 762.73	Employee Vision Plan
029983	Madison National Life	\$ 1,107.16	Payroll LTD Insurance Prem
029984	MidAmerica 403b	\$ 1,865.00	Payroll Annuity Deduction
029985	AG Payroll Account	\$ 11,734.01	Payroll State Tax Wthhldg
029986	AG Payroll Account	\$ 50.00	Employee Child Support Paymnt
029987	AG Payroll Account	\$ 76,523.61	Payroll Federal Tax Wthhldg
029988	Retirement	\$ 64,192.11	Payroll Retirement Wthhldg
029989	Academic Superstore	\$ 18,675.90	Microsoft Software, Site Licenses
029990	Apple Computer	\$ 3,790.00	Instruction: I Pads
029991	Ashland Disposal Service	\$ 215.00	Custodial: Waste Removal
029992	Barnes & Noble Inc	\$ 19.99	Supt Off: Supplies
029993	Brooke L Cheleen	\$ 759.13	Physical Therapy
029994	City Of Ashland	\$ 1,822.75	All Areas: Water and Sewer
029995	Dietze Music House	\$ 17.51	Instrumental Music: Textbook
029996	Eakes Office Plus	\$ 169.59	Admin: Copier Use
029997	Esu #2	\$ 150.00	Title II A: SIP WS fee
029998	GovConnection Inc.	\$ 2,649.32	Inst. Tech.: Hardware
029999	Grainger	\$ 90.65	Maintenance: Shop
030000	Matheson Tri-Gas, Inc/Linweld	\$ 48.92	Voc Ag: Gas
030001	Douglas S Loftus	\$ 580.00	Maintenance: Rentals
030002	MCI Communications Services, Inc.	\$ 99.83	Long Distance Service
030003	Mead Lumber Co.	\$ 263.46	All Areas: Supplies
030004	Menard Inc	\$ 1,149.60	Maintenance: Supplies
030005	Midwest Office Automations	\$ 240.00	Instruction: Copier Use
030006	Midwest Turf & Irrigation	\$ 150.40	Maintenance: Parts
030007	NE Council of School Admin.	\$ 1,300.00	Guidance: NCE Conf
030008	NCS Pearson	\$ 7,905.50	Powerschool Annual Support
030009	NF Foods LLC	\$ 95.30	Admin: Supplies
030010	Northwest Evaluation Assoc	\$ 8,200.00	Reg. Inst.: Testing Supplies
030011	Odyssey Ware	\$ 600.00	Summer School License
030012	Omaha World Herald	\$ 706.76	Board of Ed: Adv & Printing
030013	One Source, Inc	\$ 64.00	Employee Screenings
030014	Omaha Public Power District	\$ 11,088.47	All Areas: Electricity
030015	Perry, Guthery, Haase & Gessf	\$ 1,341.50	Admin: Legal Services
030016	Platte Valley Sanitation Inc	\$ 265.00	Custodial: Waste Removal

Ashland-Greenwood Public Schools' Claims
General Fund Claims
6/18/2012

Check #	Vendor	Amount	Description
030017	Mark Powell	\$ 310.00	Winter Security 11-12
030018	Quill Corp	\$ 17.94	Instruction: Supplies
030019	All American Sports Corp.	\$ 690.00	Pupil Support: FB Equipment
030020	Schmitt Music Center	\$ 40.09	Instrumental Music: Supplies
030021	SchoolDude.com	\$ 1,195.00	Software License Renewal
030022	Alfred E Sergel III	\$ 201.25	Reg. Inst.: Supplies
030023	Solution One	\$ 588.50	Instruction: Copier Use
030024	Sparkling Klean	\$ 5,696.60	Custodial: Cleaning Service
030025	Todd Valley Plbg. & Htg	\$ 44.66	Maintenance: Supplies
030026	Voss Electric Co	\$ 162.60	Maintenance: Ballasts
030027	Voyager Fleet Systems, Inc.	\$ 3,069.64	Transportation: Fuel
030028	Wahoo-Waverly-Ashland Newspaper	\$ 217.60	Board of Ed: Adv & Printing
030029	Beverly Wiggs	\$ 1,967.83	Occupational Therapy
030030	Cox Subscriptions, Inc	\$ 1,013.57	Media: Magazine subs.

Incompletes

Windstream	Local Telephone Service
VISA	Supplies, fees
Payflex	Employee Benefit
Seminole	Natural Gas
Father Flanagan's Home	May Student Tuition
Administration Operations	Supplies, Fees, Mileage

Authorized by:

**Ashland-Greenwood Public Schools
Special Building Disbursements - June 12**

Page

Check	Payable to	Amount	Description	Date
001366	Beringer Ciaccio Dennell Mabrey	992.66	Architect Fees	6/18/2012
001367	Kingery Construction	3110.88	Construction Project	6/18/2012

Authorized by:

InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

It is the policy of Ashland-Greenwood Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7. Users shall not engage in any form of vandalism of the technology resources.
 - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

- e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
 - 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 - 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may

imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or

Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003)
(E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and
Disclosure Act)

Date of Adoption: April 2nd, 2012
Revised (June 18th, 2012)
(replaces 4118.4, 4218.4, 5142.3, 5131.2)

Ashland-Greenwood Public Schools
Addition to Employee Code of Conduct
Appendix "1"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Ashland-Greenwood Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Ashland-Greenwood School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Ashland-Greenwood Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Ashland-Greenwood Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Ashland-Greenwood Public Schools, any of its employees, or any institution providing network access to Ashland-Greenwood Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

Ashland-Greenwood Public Schools
Addition to Student Code of Conduct
Appendix "2"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Ashland-Greenwood Public Schools community understand and agree to these rules of conduct, Ashland-Greenwood Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Ashland-Greenwood Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Ashland-Greenwood Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Ashland-Greenwood Public Schools, any of its employees, or any institution providing network access to Ashland-Greenwood Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

Ashland-Greenwood Public Schools
Addition to Student Code of Conduct
Appendix "3"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of Ashland-Greenwood Public Schools community understand and agree to these rules of conduct, Ashland-Greenwood Public Schools ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Ashland-Greenwood Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Ashland-Greenwood Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Ashland-Greenwood Public Schools, any of its employees, or any institution providing network access to Ashland-Greenwood Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

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

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, ~~(2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities.~~

Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

(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

5500

Regulation

Students

Student Fees

Fee 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

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.

Uniforms

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.

StudentsStudent AttendanceAttendance 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) Schóol 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

Article 5

STUDENTS

Policy No. 5008

(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: [Insert Date]

Students

Students Records

Principals of each school will be responsible for maintaining, securing and protecting the confidentiality of all current students' records. The building principals shall annually notify parents and students of their Family Education Rights and Privacy Act rights.

For the purposes of this policy the following definitions of terms are used:

Student - any person who attends or has attended the Ashland-Greenwood Public School

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

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

Education Records - any record in handwriting, print, tape, film or other medium maintained by the Ashland-Greenwood Public Schools or an agent of the school which is directly related to the student.

Except:

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

- an employment record which is used only in relation to a student's employment by the Ashland-Greenwood Public School; and

- alumni records which contain information about a student after he or she is no longer in attendance at Ashland-Greenwood Schools and which does not relate to the person as a student at Ashland-Greenwood Schools.

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

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

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

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

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

TYPES, LOCATIONS AND CUSTODIANS OF EDUCATION RECORDS

The following table indicates what records are maintained by the Ashland-Greenwood Public Schools, where those records are maintained, and who maintains those records (or designates said custodian):

Type	Location	Custodian
Cumulative School Record (Active)	Principal's Office	Principal
Cumulative School Record (Inactive)	Supt.'s Office	Superintendent
Free and Reduced Lunch	Office Manager's Office	Office Manager
Health Records	Principal's Office	Principal School Nurse
Special Education Records	Principal's Office	Principal
Discipline Records	Principal's Office	Principal
Special Test Records	Principal's Office	Principal
Current Attendance Records	Principal's Office	Principal
Other Records	Collected on request by Principal's Office	Principal

DISCLOSURE OF EDUCATION RECORDS

The Ashland-Greenwood Public Schools will disclose information from a student's education records only with the written consent of the parent or eligible student

EXCEPT:

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

- ~~2) to officials of another school in which a student seeks or intends to enroll upon request of such official~~
- ~~3) to certain federal, state and local education authorities in connection with certain state or federally supported education programs~~
- ~~4) in connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid~~
- ~~5) if required by a state law requiring disclosure that was adopted before November 10, 1974~~
- ~~6) to organizations conducting certain studies for or on behalf of the district~~
- ~~7) to accrediting organizations to carry out their functions~~
- ~~8) to parents of an eligible student who claim the student as a dependent for income tax purposes~~
- ~~9) to comply with a judicial order or a lawfully issued subpoena~~
- ~~10) to appropriate parties in a health or safety emergency.~~

to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

RECORD OF REQUESTS FOR DISCLOSURE

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

DIRECTORY INFORMATION

Ashland-Greenwood Public Schools designates the following items Directory Information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, awards and honors received, and the student's photograph as published in the school annual or other district

~~promotional materials and articles. The Ashland-Greenwood Public may disclose any or all of these items without prior written consent unless notified in writing to the contrary by September 1 of each school term.~~

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parent or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Ashland-Greenwood Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

CORRECTION OF EDUCATION RECORDS

~~Parents of eligible students have the right to ask the Ashland-Greenwood Public Schools to correct records which they believe are inaccurate, misleading, or in violation of their privacy rights. Procedures for correction of records are detailed below:~~

~~1) Parents or the eligible student must ask Ashland-Greenwood Public Schools to amend the record. In doing so, they must identify in writing the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy or others rights.~~

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

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

FORMAL COMPLAINTS

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

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

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA . The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Adopted: October 4, 1983
Revised: November 16, 1992
Revised: June 18th, 2012

BOARD POLICY: StudentsStudentsAdmission RequirementsMinimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board may admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child has demonstrated through a recognized assessment procedure approved by the School Board that the child is capable of carrying the work of kindergarten.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) Cognitive Skills, (2) Academic Readiness Skills, (3) Language Skills, (4) Social/Emotional Skills, and (5) Motor Skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

- a. will turn 5 years of age between August 1 and October 15;
- b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
- c. are selected on the basis of testing by professionals trained and certified to administer the assessments.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well being, must

be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed. There is no provision in the policy for reevaluation, retest, or parental appeal to the district decision.

Families who seek early admission of their child into kindergarten must obtain an *Early Entrance to Kindergarten Packet* from the School District Administrator.

Parents must fill out the early entrance application forms, which include a parent questionnaire and obtain and attach a reference letter from someone who is well acquainted with the child but not a relative of the child. The person providing this reference should know the child well enough that they can speak with some expertise about the child's attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who will be a year older than the child and, if so, the evidence this person has concerning the child's mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills. Suggestions for this reference letter are a preschool teacher, a Sunday school teacher, a day-care provider, or a physician.

The assessment request, reference letter and parent questionnaire must be completed and returned to the District no later than April 1st of the spring before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on race, color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
- (2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
- (4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), Haemophilus Influenzae type b (Hib), invasive pneumococcal disease and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes that an exception to the immunization requirements are met.
- (5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Legal Reference: Neb. Rev. Stat. §§ 43-2001 to 43-2012
 Neb. Rev. Stat. § 79-214
 Neb. Rev. Stat. §§ 79-217 to 79-223
 Neb. Rev. Stat. § 79-266.01
 173 NAC Chapters 3 and 4 (HHS Regulations)

Date of Adoption: August 15, 2011
Revised/Adopted November 21st, 2011

**Ashland-Greenwood Public Schools Regulations for Kindergarten early-entrance.**

- As part of the process of determining the child's eligibility for Early Entrance into Kindergarten, a battery of assessments will be considered for administration.
- A team approach is used in making a decision concerning early entrance into kindergarten.
- The team consists of a general educator with knowledge of the kindergarten curriculum, a school administrator, and at least one of the following personnel who are trained to administer the assessment: early childhood specialist, speech language pathologist, school psychologist, or special education administrator/consultant.
- The team shall consider the five developmental domains to include: Cognitive Skills, Academic Readiness Skills, Language Skills, Social/Emotional Skills, and Motor Skills.
 - Cognitive Skills
Psychological evaluations designed to measure the student's academic learning ability. It will also identify intellectual strengths and or weaknesses. The evaluation may include information concerning learning style, personality, behavior patterns and/or adaptive behavior, and perceptual motor development.
 - Academic Readiness Skills
The assessment of performance which may include sensory motor tasks such as left to right tracking, perceiving details in picture, recognizing shapes/forms and copying pre-academic skills including recognizing/matching letters, or counting one to one correspondence; or basic studies, such as math, reading, etc.
 - Language Skills
Assesses communication skills in the classroom, at home or with peers.
 - Social/Emotional Skills
Provides broad assessments of student social behaviors that can affect teacher-student relationships, peer acceptance, and academic performance.
 - Motor Skills
Assesses muscle strength, perceptual development, fine motor skills, motor development skills, neurological involvement, balance, coordination, posture and gait.
- Recommended screeners/assessments include:
 - Developmental Indicators for the Assessment of Learning (DIAL-4)
 - Young Children's Achievement Test (YCAT)
- Optional screeners/assessments may include:
 - Stanford Binett-5 (SB-5)
 - Wechsler Preschool and Primary Scale of Intelligence (WPPSI-3)
 - Ages and Stages Questionnaire (ASQ-3)
 - Ages and Stages Questionnaire-Social/Emotional (ASQ: SE)
 - Conners-3 (Behavior Rating)
 - Preschool Language Scale (PLS-4)

- Early entrance is recommended when a child scores at or above a standard score of 115 on the DIAL-4 assessment or scores one standard deviation above the mean on an alternate assessment. Additionally, no significant difference between the overall score and individual subtests should be evident.
- Special education services are recommended if a child scores 2 standard deviations below the mean. (i.e.-Standard Score ≤ 70 , T Score ≤ 30 , Z Score ≤ -2)
- The screeners/assessments will be available through the ESU 2 Special Education Department. ESU 2 Special Education Staff will be responsible for administering the testing.
- Parents are responsible for any fees associated with the testing process.
- The decision made by the School District Team regarding Early Kindergarten Entrance will be final. There will be no parental appeal to the decision.

APPROVED Capital Outlay Plan 2012-13

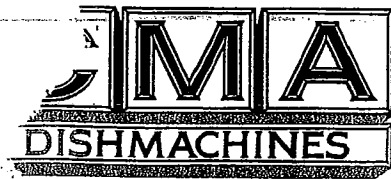
Vehicles, Building Improvements and Significant Equipment Outlays

Larger Capital Expense Items Suggested 2012	Budget	Status	Actual
Stdnt & Teach Laptop Rep. 12-13 & tech. updates	\$ 400,000		
Sprinkler West Side	\$5,000	complete	\$3,450.00
Replace High School Gym Windows	\$ 7,000		
Transportation/ Expedition/small bus	\$ 50,000		
Football Scoreboard Replacement (spring 2013)	\$ 25,000		
HS curtain cleaning	\$3,000		
landscaping: grass East side, chill. Fence, etc.	\$8,000		
New Staff Member (annual cost)	\$60,000		
Intrafund Loan	\$70,000		
Printer: Elementary	\$10,000		
Renovations to corridor A @ HS: wall tile, light, ceiling	\$14,000		
fire alarm unit @ elementary	\$50,000	TBD	
HS gym: foam under-surface treatment	\$8,000		
Wrestling digital scoreboard	\$ 6,000	% of cost	
TOTAL PRIORITY 1	\$ 716,000		
School Bus Replacement	\$ 75,000	13-14	bids 12-13
Grade/Rock Parking Lot North of Clay St Across From FB Field	\$ 20,000	TBD	
Hot Water Heater Replacement	\$ 10,000	(13-14)	
Replace RTU Units - MPR and HS Kitchen	\$ 30,000	(13-15)	
Recoat and Replace Lines at High School Track	\$ 8,000	TBD	
Band Uniforms (purchase 13-14 for 14-15)	\$40,000	Spring 13	
Roof tie-ins: new to existing	\$30,000		
On-line imaging	\$ 10,000		
Replace corridor carpeting elementary (2nd & 3rd Floors)	\$ 20,000		
Pave rock lot at Elementary across from Bus Barn	\$ 10,000		
Backup Wireless Connect Between Buildings	\$ 20,000		
MS/HS locker room floors	\$15,000		
Update to Electronic Lighting in Elem Bldg (w/o gym) FIM 8	\$ 50,000		
New District Administrative Offices	\$ 180,000		
ReRoof Multi-Purpose Room Roof	\$ 80,000		
HS Locker room wall tile	\$ 12,000		
Parking Lot Lighting at High School	\$ 20,000		
Replace Chillers	\$ 100,000		
Build a performing arts auditorium/learning center	\$ 2,500,000		
Pedestrian Lighting at Track	\$ 20,000		
Terracing hill at each end of seating area	\$ 20,000		
Field Lighting at Track	\$ 100,000		
Acquisition of additional property near Furnas St building site	\$ 100,000		
New Bus Barn to replace existing	\$ 600,000		
Baseball lighting	\$180,000	% of cost	

**Ashland-Greenwood Public Schools PROPOSED Hot Lunch Prices
For the 2012-2013 school term**

Elementary	2011-12	2012-13
Lunch	\$2.05	\$2.15
Breakfast	\$1.20	\$1.30
Milk	\$0.40	\$0.40
MS/HS	2011-12	2012-13
Lunch	\$2.25	\$2.35
Breakfast	\$1.20	\$1.30
Milk	\$0.40	\$0.40

Adult Lunch	\$3.25	\$3.35
Adult Breakfast	\$2.15	\$2.25

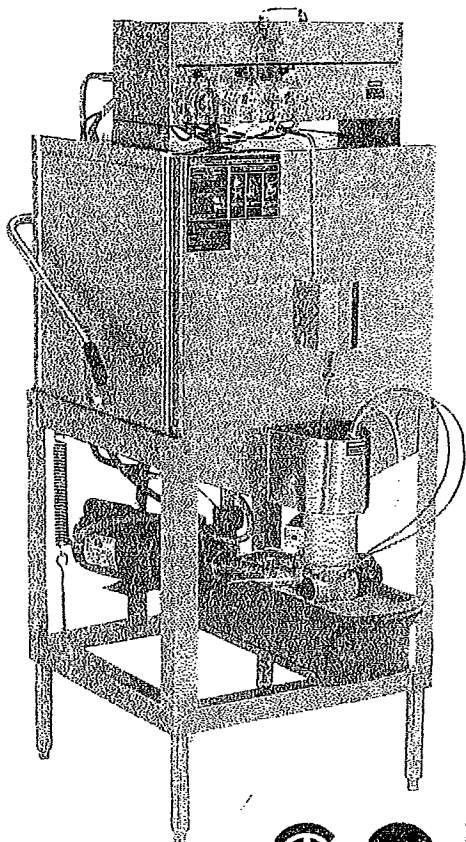


AH - 60 -
Chemical Sanitizing
Single Rack Straight
Dishwasher

A JohnsonDiversey Company

Item. # _____

Spec. # _____



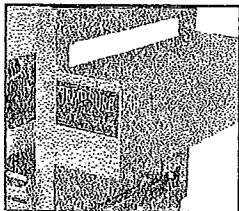
FEATURES:

- 40 racks / 160 covers per hour.
- Economical to operate. Uses only 1.7 gallons of water per cycle.
- All heavy duty 304 stainless steel construction assures long life and years of trouble free operation.
- Unique spray arm system features upper and lower stainless steel wash arms with reinforced end caps. Specially designed pull-pins allow wash arms to be easily removed for cleaning.
- Pump purging system improves results by eliminating soil and chemical carryover during rinse cycle.
- Top mounted controls include built-in chemical pumps and delimiting system that assures proper chemical usage.
- Auto start/stop makes operation safe and easy.
- Integrated scrap tray prevents food soil from entering drain system.

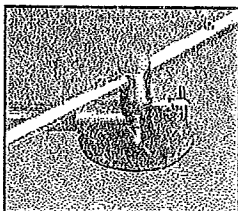


• \$ 6,374.00

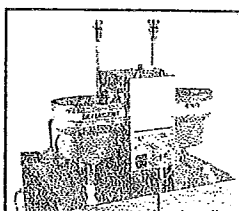
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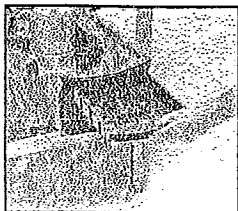
Optional Temp-Sure™ heater assures a continuous supply of 140°F hot water that guarantees excellent results.



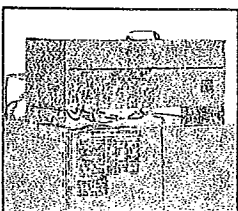
Unique pull-pin design allows wash arms to be easily removed for cleaning.



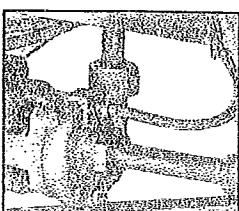
Bowl option available for capsule dispensed products.



Built-in Poly Pro™ scrap accumulator.



Top mounted controls include built-in chemical pumps and delimiting system that assures proper chemical usage.



Pump purging system improves results by eliminating soil and chemical carryover during rinse cycle.



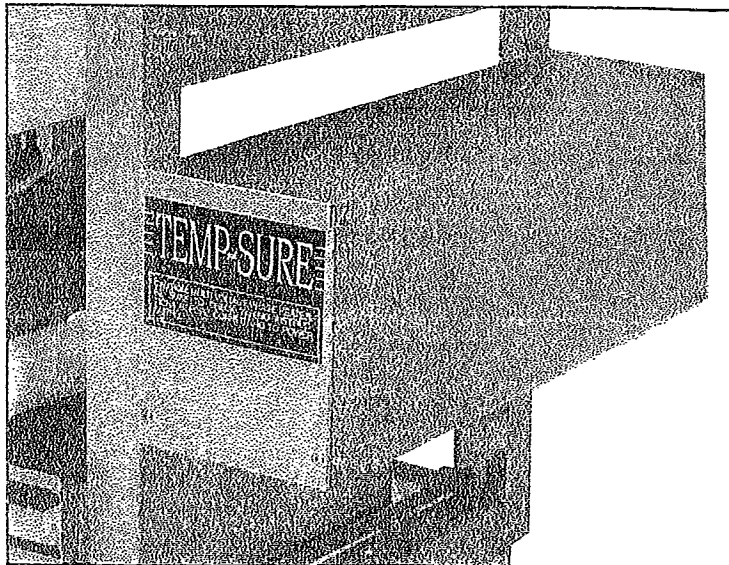
A JohnsonDiversey Company

CMA TEMP-SURE™

Hot Water Assurance System
For Dump And Fill Style
Dishwashers

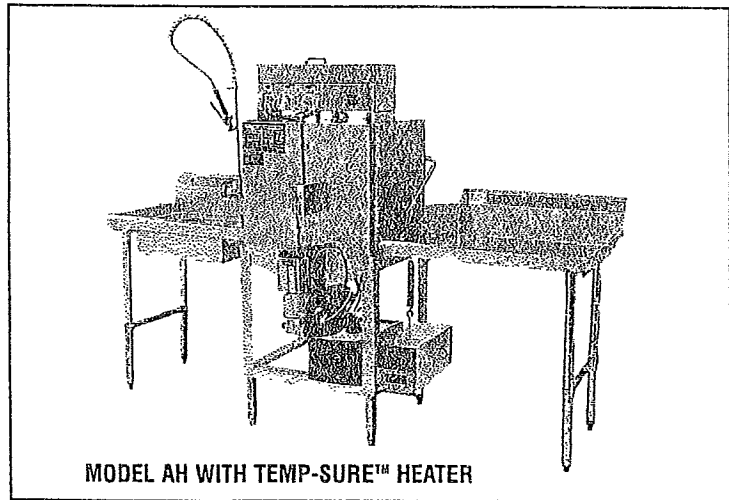
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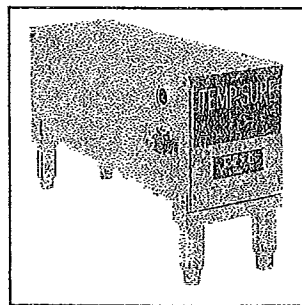


FEATURES:

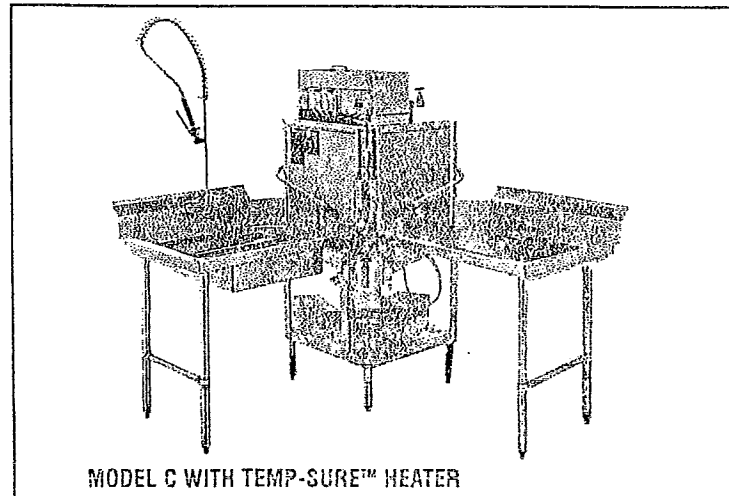
- Specifically designed to maintain proper rinse temperatures in dump and fill style dishwasher.
- 12kW industrial heater is proven to be more durable than commercial style heater.
- Fast recovery, 40° rise in 90 seconds.
- Available 208/240 volt, single or three phase for flexible applications.
- Universal mounting system fits all single tank CMA models and most competitor model dishwashers.
- Free standing units also available.



MODEL AH WITH TEMP-SURE™ HEATER



Temp-Sure™ shown as a free standing unit.



MODEL C WITH TEMP-SURE™ HEATER

A/A # _____

To: Ashland-Greenwood Public Schools
From: American Lift and Sign Service
RE: FB Scoreboard at Memorial Field

1. Remove and scrap existing scoreboard and install new Daktronics 8'x18' LED scoreboard in its place. Work with facility electrician to reconnect to existing primary power service. Display will be wireless communication. We cannot warranty the structural integrity of the existing beams but they have been supporting a comparable wind load so I do not foresee a problem. Your cost \$1,585.00

2. Remove & scrap existing scoreboard to 6" below grade. Install two new W 8x8x35 lb. WF beams in concrete footings 3' diameter 10' deep. Prime and paint the new beams black. Install the new Daktronics wireless scoreboard and reconnect to existing power source. Your cost \$7931.86 (Deduct \$500 if your staff does the electrical connection)

3. Provide and install two new 18' truss structures with non-illuminated letters. Letters to be approximately 24"-30" cut from aluminum plate painted blue with white vinyl accents. Copy to read MEMORIAL STADIUM on the top truss and BLUE JAYS on the bottom truss. Preproduction proofs will be supplied. No fabrication will commence until design has a final approval. Your cost \$3,580.00

Per our discussion if you wish to complete both segments #2 & #3 this summer we will provide and install the support beams and the truss letter combination for a Total of \$11,000 (\$10,500 if you do the electrical in house).

American Lift & sign will invoice \$6,000 upon installation and defer the balance to be invoiced in April of 2013

Please let me know if this would be an acceptable and I will prepare formal bid documents.

TERMS AND CONDITIONS OF EMPLOYMENT
2012-13 & 2013-14 SCHOOL YEARS
ASHLAND-GREENWOOD BOARD OF EDUCATION
AND
ASHLAND-GREENWOOD EDUCATION ASSOCIATION



Awaken... Develop... Enhance

The contents of these TERMS AND CONDITIONS OF EMPLOYMENT have been agreed upon by both parties on June 8th, 2012 and formally approved June 28th, 2012.

Ashland-Greenwood Board of Education

President

Ashland-Greenwood Education Association

President

**Master Agreement for Certified Teaching Staff
Ashland-Greenwood Public Schools
2012-13 & 2013-14**

This agreement made and entered into this 18th day of June 2012 by and between the Ashland-Greenwood Education Association and the Saunders County School District Number One.

Section 1
Association and District Relationships

1. RECOGNITION - The Board of Education recognizes the Ashland-Greenwood Education Association as the sole and exclusive representative for all the full and part time, teaching 1/2 time or more, certified teachers of Saunders County School District Number One.

2. MANAGEMENT PREROGATIVES - Subject only to the limitations contained in this agreement, the Board retains the exclusive right to manage its business including (but not limited to) the right to determine the methods and means by which its operations are to be carried on, to hire, assign and direct the staff and to conduct its operations in an effective manner; provided nothing in this paragraph is to be construed as statutorily impermissible or professionally unethical.

As the elected legislative body charged with the operation of the Ashland-Greenwood Public Schools, it is acknowledged that the Board has the final responsibility of establishing the educational policies of the Ashland-Greenwood Public Schools.

3. ASSOCIATION DUES - The Board of Education agrees to deduct and transfer to the Ashland-Greenwood Education Association an amount of salary as requested in writing by the AGEA member through the Association.

The Association will indemnify and hold harmless the Board of Education from any liability for such service.

The Association agrees to compensate the Board of Education with an initial \$5.00 for each member who utilizes the service. The fee is payable only once. All 1985-86 members exempt.

4. USE OF COMMUNICATIONS SYSTEMS - The Association and its members shall be allowed to make reasonable use of the school district's communications systems, including teachers' mailboxes, intercom, teacher bulletins, and e-mail for association business. Such use shall not cause an interruption of the educational programs of the school.

Section II
Compensation

1. SALARY SCHEDULE –

2012-2013: The salary schedule for teachers of the district for the 2012-13 contract year shall be in accordance with Exhibit "C1" attached with a base of \$31,200. (2012) Placement on the schedule will reflect a vertical freeze in the years 1987-1988 and 1999-2000.

2013-2014: The salary schedule for teachers of the district for the 2013-14 contract year shall be in accordance with Exhibit "C2" attached with a base of \$31,775.00. (2012) Placement on the schedule will reflect a vertical freeze in the years 1987-1988 and 1999-2000. * A cap of a 4% overall total package increase will be in effect.(2012)

2. SCHEDULE PLACEMENT - The following shall be the procedures for staff to advance on the salary schedule:

(A) Vertical Movement. Staff shall move one step vertically each year unless they are the bottom of the column appropriate for their education, in which case they would be frozen vertically. No

one may move more than one step vertically in any year. One step vertical represents one year of experience in the school district less any previous freezes or rollbacks. Steps 1, 2 and 3, although at the same salary schedule index factor, shall be considered separate steps for the purposes of placement on the salary schedule.

(B) New Staff Vertical Placement. New staff members to the district may be given credit for prior teaching experience outside of the school district at the administration's discretion that may be less than but may not exceed the actual number of years of verifiable experience working ½ time or more. (2001) New staff members will be provided with a copy of the most current Master Agreement at the time a contract is offered. (2002)

(C) New Staff Horizontal Placement. College hours earned to advance on the salary schedule must be earned upon completion of the Baccalaureate Degree and upon completion of initial certification with the Nebraska Department of Education. All new teachers shall initially be placed on the BA Column until the presentation of an official college transcript.

(D) Horizontal Advancement. In order to advance horizontally beyond the BA Column on the salary schedule, the staff member is required to present an official college transcript prior to October 1 of the contract year demonstrating:

- a. earned post-baccalaureate degree graduate hours from an NCTE (Nebraska Council on Teacher Education), NCATE (National Council for Accrediting Teacher Education) or TEAC (Teacher Education Accreditation Council) accredited institution in a teaching related field of study provided by the education college or department, or
- b. post-baccalaureate degree hours in another education field hours from an NCTE (Nebraska Council on Teacher Education), NCATE (National Council for Accrediting Teacher Education) or TEAC (Teacher Education Accreditation Council) accredited institution which would lead to an additional Nebraska teaching or administrative certificate endorsement or endorsements. (2002, 2011)

(E) Masters Degree Placement. In order to advance horizontally to the Masters Degree (MA) or Master Degree Plus (MA+) columns, a staff member shall have earned a Masters Degree and presented an official college transcript representing that fact by October 1 of the contract year. A Masters Degree shall be defined as an earned Masters Degree from a NCTE (Nebraska Council on Teacher Education) or NCATE (National Council for Accrediting Teacher Education) accredited college or university.

(F) Horizontal Advancement beyond a Masters Degree. College hours earned and approved under and according to this contract beyond 36 hours may be used for advancement beyond the Masters Degree column once the Masters Degree is earned. (2001, 2007)

3. EXTRA CURRICULAR SCHEDULE - The extra curricular schedule for the teachers of the district shall be in accordance with Exhibit "D" attached.

4. EXTRA CURRICULAR SCHEDULE PLACEMENT - The schedule shall be as a percentage of the base salary schedule. Placement shall be based on experience in the same sport or activity

Five years longevity in the same extra-curricular position shall be the maximum allowed for placing staff members on the extra-curricular schedule.

Staff members may be given credit for middle school or assistant or head high school coaching or activity sponsorship when being placed on the schedule for a middle school or assistant coaching or activity sponsorship positions.

Each year of experience as a head coach in the same sport shall be credited as one year when placing head coaches on the extra-curricular schedule. Each year of high school assistant coaching experience shall be credited as ½ year of experience when placing head coaches on the extra-curricular schedule. (2000, 2008)

5. EVENT SUPERVISION - In the event a teacher either sells or takes tickets or assists with the supervision of an event for school activities, that teacher shall be paid an hourly rate equal to the then established minimum wage, unless it is a part of the teacher's compensated duties. (2007) This hourly pay shall be in addition to the teacher's annual contract salary. (1976) Participation in supervising athletic games will be done on a quasi-voluntary basis. Respective building staffs will be allowed to sign up for

the dates to work on a first come first serve basis. Those who do not sign up after a period of time determined by the building principal or activities director will be assigned to dates. (1994)

The teacher and the teacher's spouse and children under age 19 shall be admitted to home activity events at no charge. (2001)

6. COACHING CLINIC PAY -The Board shall pay registration fees for any and all coaches and/or activity sponsors, representing the middle or high school levels, to attend one professional development clinic within the state of Nebraska each year. (2007 2012).

7. ADDITIONAL COMPENSATION - Teachers of the district may not receive compensation from other sources for performing duties covered and paid through this master agreement. (1998)

8. UNUSED SICK/PERSONAL LEAVE INCENTIVE PAY - Staff shall be paid in July for the first three (3) days of personal leave that are unused and that cannot be carried forward during the most recently completed school term or leave days above the forty-five (45) days of sick leave that cannot be carried forward at a \$60 daily rate of pay. (2011)

9. UNUSED SICK LEAVE PAY- Upon leaving the Ashland-Greenwood Public Schools after 15 or more years a teacher shall be paid one-half of the current substitute teacher's daily pay for each day of accumulated unused sick leave up to 45 days. Termination of employment for just cause shall disqualify the teacher from receiving this benefit.

10. PAYDAY - The Board shall pay teachers monthly, in twelve payments which are nearly equal as possible, except as may be provided for in other parts of this contract. Payment shall take place on the 20th of each month with the first payment due on September 20th.

11. REIMBURSEMENT FOR COLLEGE TUITION - The school district shall reimburse teachers after being employed for one school term for tuition for graduate courses taken from an institution approved by the Nebraska Council for Teacher Education (NCTE) or the National Council on Accreditation of Teacher Education (NCATE) and that leads to a Masters Degree in the teacher's content area and that will lead to qualifying the employee to teach college credit courses to high school students at Ashland Greenwood High School and for such other priorities that from time to time may be established by the Board of Education. The following provisions shall apply:

(A) Eligibility. In order to be eligible for reimbursement the teacher shall make application and enter into an agreement with the district. The teacher must be employed by the school district for at least one school term and shall not be on a leave of absence.

(B) Reimbursement. The reimbursement shall be for the amount of tuition only and shall not exceed \$2,000 annually per eligible teacher. Reimbursement will only be made upon successful completion of the college credit with a grade of B or better. Successful completion shall be determined by the filing of an official transcript from the institution with the Superintendent's Office. No reimbursement will be permitted for ungraded courses. The agreement shall stipulate that the teacher must teach for at least five (5) complete school years for the school district after successful completion of the course. Reimbursement will be subject to payroll withholdings to the extent it is required by state and federal law and Nebraska Department of Revenue and IRS regulations.

(C) Return of Reimbursement. In order to receive reimbursement the teacher must be employed by the school district at the time of reimbursement. Any employee who receives reimburse must commit to five (5) years of continuous employment with the school district. If the employee who receives reimbursement fails to continue employment for five years with the school district, then the employee will be responsible to repay the school district 20% of the reimbursement for each year that they fail to satisfy the employment requirement.

(D) Application and Agreement. An application for college reimbursement must be made in advance and approved by the Superintendent. The district reserves the right to limit the number of agreements it enters into annually. The determination of qualifying courses for reimbursement shall be at the sole discretion of the Superintendent of Schools. Payment shall be made in October of each year based on the completion of courses in the prior school term.

Section III
Insurance Benefits

1. HEALTH AND DENTAL INSURANCE 2012-2013 and 2013-2014:

The School District will contract the Nebraska Educator's Health Alliance (EHA) to provide group health and dental insurance coverage for the 2012-2013 contract year, September 1, 2012 through August 31, 2013, and intends to contract with EHA for the 2013-2014 contract year (EHA Group Health & Dental Insurance Plan). The coverage provider and level of coverage shall be Blue Cross-Blue Shield of Nebraska, \$600 deductible health insurance coverage with 80% A & B with 50% C dental insurance coverage. The Board shall pay for either employee only premium; employee and children premium; employee and spouse premium; or employee, spouse and children premium Health and Accident Insurance in accordance with the coverage provided in Exhibit "A" attached, with the provision that the maximum amounts payable by the Board for 2012-13 shall be the full employee only premium each month or the full premium each month towards the employee and children; employee and spouse; or the employee, spouse & children health and towards the employee only dental premium. (2011) If husband and wife are both teaching, an additional employee only dental amount will be paid toward family dental. Staff members declining Health and Accident Insurance coverage may receive \$2,000 annually according to the provisions of the district's "Cafeteria Plan" as adopted by the Board of Education. (1999, 2000)

Certified teaching staff members who are covered by this agreement but who work less than full time shall receive the employee only premium for Health and Accident and Dental Insurance or the district shall pay a percentage towards the employee and children; employee and spouse; or employee, spouse and children health premium and the employee only dental premium of the Educators Health Alliance approved amount for 2012-13 based on the percentage of the staff member's full time equivalency. A staff member covered by this agreement, electing something other than employee only health and dental insurance, shall pay the balance of the health and dental premium through a payroll deduction. (2008, 2011). The language of this paragraph also applies to the 2013-14 contract year. (2012)

Coverage would be restricted for retiring employees to those who meet the qualifications as provided for by the carrier.

Section IV
Leave Benefits

1. SICK LEAVE - (A) At the beginning the school year each teacher shall be credited with nine (9) sick leave days.

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 upon communicating with the Principal for the serious illness or injury of an employee's child, step-child, spouse, parent, parent-in-law, grandchild, grandparent, 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. Sick Leave may also be used with permission of the Principal for legal arrangements which are related to the immediate family of the employee. (2011, 2012))

The unused portion of sick leave shall be accumulated from year to year up to a total of forty-five {45} days. Amounts being paid to teachers as Workers' Compensation will be deducted from sick leave pay or other leave benefits so that the teacher does not receive more than full pay when on leave. Sick leave days will not be earned while an employee is on leave.

Teacher use of sick leave days for discretionary - elective surgery for themselves or dependent children will be prohibited. Such surgical procedures shall be accomplished outside the framework of the teacher's contracted days. A physician's statement may be required to verify the urgency of the scheduled surgery.

2. SICK LEAVE DONATION PROGRAM - A Sick Leave Donation Program will be available for use by any certified teacher covered by this Master Agreement who is absent due to personal illness or injury or the personal illness or injury of an immediate family member provided the eligible teacher has first exhausted all other accumulated paid leave. 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.

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 a teacher to receive both benefits from the sick leave donations and other compensation while on leave; as such, a teacher 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 or at the conclusion of the school term in which the application is made whatever comes later. (2004)

A staff member meeting these criteria may request in writing, to the Superintendent, for accumulated sick leave from other certified staff members covered by this agreement. Upon receipt of a request the Superintendent shall notify all certified staff covered by this agreement 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, and will be required to sign a release to share information.

Any certified 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.

3. PROFESSIONAL LEAVE - Unlimited. Professional Leave shall be granted to any employee at the discretion of the building principal. Professional leave will not be granted unless it is part of a plan of professional growth developed by the staff member in cooperation with the building principal.

4. PERSONAL LEAVE - Three (3) days of personal leave will be granted to each individual teacher. Said personal leave days to be applied for to the Principal prior to their need. Said leave days to be approved if a qualified substitute can be found. No more than 10% of an instructional level teaching staff shall be absent at any given time because of personal leave requests. Instructional levels are defined as K-5, 6-12. Personal leave days are not cumulative except one {1} personal leave day may be carried forward for a maximum of four (4) personal leave days during a school year. A personal leave day, which is carried forward, shall be considered as used with respect to coordination Unused Sick/Personal Leave Incentive Pay. (2008, 2011)

5. DEATH / BEREAVEMENT LEAVE - A total of not more than four {4} consecutive 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 a 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, aunt, uncle, 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 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 a minimum and the number of days granted shall be at the discretion of the superintendent.

6. FAMILY MEDICAL LEAVES - The Board of Education will comply with the Family Medical Leave Act of 1993. The year for considering families 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.

7. UNPAID LEAVE - A teacher who requests leave and who does not have leave available may request unpaid leave. This unpaid leave request must be made to the Principal in writing. The employee will receive a salary deduction equal to a ratio of 1 to the number of contract days multiplied times their yearly salary. (For example if the contract days were 185 the deduction would be 1/185th of the salary).

8. JURY DUTY or COURT APPEARANCES UNDER SUBPOENA - The Board will allow a staff member to be absent without the use of leave when summoned to appear for jury duty or when subpoenaed to make an appearance at a legal proceeding. The teacher will receive regular teaching salary from the school, but must assign any jury duty or witness compensation back to the school, less the reimbursement of expenses. (2011)

Section V Other Employment Matters and Conditions

1. CONTRACT DAYS - The contract of employment and subsequent contracts for continued employment shall prescribe the number of days that teachers shall perform their duties. (1976) The number of contract days under this agreement for 2012-13 and 2013-14 shall be 185 days for teachers who were employed during the 2011-12 school year and 186 days for teachers employed for the first time during the 2012-13 and 2013-14 school year. (2011, 2012) Certified employees will be awarded one teacher compensation day for participation in parent-teacher conferences. The compensation day will be selected by the Board of Education. (2012)

2. SAFETY COMMITTEE - The Ashland-Greenwood Education Association shall participate and accept the establishment of a district safety committee as established by the Board of Education.

3. SUBSTITUTE TEACHERS - Substitute teachers will be provided to teach the classes of an absent teacher whenever possible. In the event that an acceptable substitute teacher cannot be obtained, the administration may reassign teachers so as to provide for suitable teacher supervision of the students. (1976)

4. GRIEVANCE PROCEDURE - The Grievance Procedure for employees covered by this contract shall be as contained in Exhibit B of this Contract.

Section VI Contract Stipulations and Signatures

1. REOPENING CLAUSE - Both the Board and the Association, during and for the term of this Agreement, voluntarily and unqualifiedly waive the right and agree that the other shall not be obligated to bargain collectively with respect to any subject or matter, whether or not referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of the parties at the time they negotiated or signed this Agreement, PROVIDED, HOWEVER, either party may reopen this contract for the 2013-2014 contract year if the EHA rates for the

2013-2014 school fiscal year increase by less than 2% or increase by more than 6% for 2013-2014; such right to reopen shall be exercised by giving the other party written notice of the intent to reopen within 30 days of the posting of the new EHA rates on the EHA website.

2. SEVERABILITY CLAUSE - If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ENTIRE AGREEMENT

This agreement sets forth the entire intent and understanding of all of the parties hereto on the subject hereof:

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the 20th day of June 2011.

ASHLAND-GREENWOOD EDUCATION ASSOCIATION

SAUNDERS COUNTY SCHOOL DISTRICT NUMBER ONE

EXHIBIT A

Health, Accident and Dental Insurance Benefit

Exhibit A: The School District will contract the Nebraska Educator's Health Alliance (EHA) to provide group health and dental insurance coverage for the 2012-2013 contract year, September 1, 2012 through August 31, 2013, and intends to contract with EHA for the 2013-2014 contract year (EHA Group Health & Dental Insurance Plan). The coverage provider and level of coverage shall be Blue Cross-Blue Shield of Nebraska, \$600 deductible health insurance coverage with 80% A & B with 50% C dental insurance coverage. The maximum amounts payable by the Board shall be the full employee only premium each month or the full premium each month towards the employee and children; employee and spouse; or the employee, spouse & children health and towards the employee only dental premium.

The Board shall pay for either employee only premium; employee and children premium; employee and spouse premium; or employee, spouse and children premium Health and Accident Insurance and employee only dental coverage but will allow no additional compensation in the event that employee, spouse and children coverage is not required except as may be provided in Section III Part 1 of this agreement and as specified in the "Cafeteria Plan" adopted by the Board of Education (2012).

EXHIBIT B
GRIEVANCE PROCEDURE

1.1 PURPOSE

The purpose of this procedure is to provide a way for the Board of Education and its employees to clarify issues that may arise concerning the interpretation, application, or meaning of the terms and conditions of employment in this school district.

1.2 DEFINITIONS

- a. Grievance, by definition, is any alleged violation, misinterpretation, or misapplication of the terms and conditions of employment.
- b. Employee - Employee shall mean a person eligible for membership in the Ashland-Greenwood Education Association.
- c. Days - Days shall mean working days exclusive of Saturday, Sunday, or official holidays.
- d. Immediate Supervisor - Immediate supervisor is that employee possessing that degree of administrative authority next in rank above any grievant.
- e. Parties in Interest - Any persons or the Association involved in processing the grievance.
- f. Board - The Board of Education.
- g. Administration - The Superintendent or his designated representatives.
- h. Association - The Ashland-Greenwood Education Association.

1.3 GENERAL CONDITIONS

a. Compliance - Employees of the school district will follow all verbal and written directives, even if they are in conflict with the provisions of an applicable policy. Compliance with such directives will not in any way prejudice their right to file a grievance within the time limits contained herein, nor shall it affect the ultimate resolution of the grievance.

b. No Reprisals - The Board shall use every means at its disposal to assure every employee the unobstructed use of this grievance procedure without fear of reprisal or prejudice to his/her employment status.

c. Time Limits - Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum, and every effort should be made to expedite the process. The time limit specified may be extended by mutual written agreement of the grievant and the employer.

If a grievance is filed which might not be finally resolved under the time limits set forth herein prior to the end of the year, and which if left unresolved until the beginning of the following school year could result in irreparable harm to a grievant, the time limit set forth herein will be reduced to the extent possible so that the grievance procedure may be concluded prior to the end of the school year, or as soon thereafter as its practicable.

d. Failure to Meet Time Limits - The failure of the aggrieved party to proceed to the first or any subsequent step of this grievance procedure within the time limits set forth shall be deemed to have elected not to file a grievance or have accepted the response previously rendered, and shall constitute a waiver of any future appeal concerning the particular grievance. The failure of any administrator at any step to communicate his/her decision to the aggrieved party within the specified time limit shall permit the aggrieved party to proceed to the next step.

e. Communications - All communications concerning the grievance, after the grievance is formally submitted, shall be in writing.

f. Adjustments - No adjustment shall be made in any grievance, which is in conflict with or contrary to, the provisions of any policies, applicable laws, or administrative regulations.

g. Forms - Forms for filing grievances, serving notice, taking appeals, making reports and recommendations and all documents shall be mutually agreed upon by the parties to this agreement. The standard procedure form and the bypass procedure form shall be attached to this agreement as Appendix C.

h. Meetings - All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this article. Provided, that no meeting or hearing before the Board of Education shall be

held in closed session if such a meeting or hearing would result in a violation of the public meetings law. The determination as to legality of a closed session shall be made by the Board of Education.

i. No Interference - Grievances should be processed in a manner which does not interfere with the employee's work and the normal operation of the schools.

j. Representation Assistance - A teacher may have a representative of the Association present at all levels of the grievance procedure.

k. Withdrawal of a Grievance - The employee may withdraw the grievance at any step of the procedure by indicating the acceptance of the last decision rendered.

1.4 PROCEDURE

Informal Step - All grievances must be initiated within twenty {20} days of the alleged occurrence. It shall first be discussed orally by the aggrieved party with the employee's immediate supervisor. The supervisor must give an answer orally within five {5} days of such meeting.

Step One - If a satisfactory settlement is not reached in the Informal Step, the aggrieved party may reduce his/her grievance to writing on the approved forms, and give or send a copy of the same to the building principal within five {5} days after receipt of the Informal Step answer. The principal, the aggrieved party, and the employee representatives shall meet in an attempt to settle the dispute within five {5} days. The principal must give a written answer within five {5} days after such meeting.

Step Two - If a satisfactory settlement is not reached in Step One, the aggrieved party must file their grievance in writing with the superintendent, within five {5} days from the date the employee received or should have received a response at Step One. The superintendent shall conduct a hearing with the aggrieved party and the employee representatives within five {5} days of receipt of the grievance. A written answer must be given by the superintendent within ten {10} days of the date the superintendent received the grievance if no meeting is held, or within ten {10} days of the date of the meeting.

Step Three - If a satisfactory settlement is not reached at Step Two the aggrieved party must file their grievance in writing with the Board of Education within five {5} days of the date he/she received or should have received a response at Step Two. The Board or a committee thereof shall conduct a hearing with the aggrieved party and his/her representatives within fifteen {15} days of receipt of the grievance. A written answer must be given by the Board within twenty {20} days of the date it received the grievance. After the determination by the Board, the parties may agree to binding arbitration under the rules of the American Arbitration Association. In the event both parties do not agree to arbitration, the decision by the Board of Education shall be final except proper redress may be sought through the courts, should the employee choose.

1.5 BYPASSING BUILDING LEVEL HEARINGS

If, in the judgment of the teacher, following consultation with the Association, the alleged grievance cannot be resolved at the building level due to the administrator not having the authority to resolve the grievance, the teacher may submit such grievance to the superintendent with a copy to the building principal, and the processing shall commence at Step 2. Within two {2} days of receipt of the grievance, the superintendent shall review whether the building administrator has the authority to resolve the alleged grievance and, if so, may remand the grievance to the building level for a Step 1 hearing.

Exhibit C1 2012-13 Salary Schedule
 ASHLAND-GREENWOOD SALARY SCHEDULE

Column	BS	BS+9	BS+18	BS+27	MS BA+36	MS+9	MS+18	MS+27	MA+36
Step Base	31,200.00								
1-3	33,696.00 1.08	35,256.00 1.13	36,816.00 1.18	38,376.00 1.23	39,936.00 1.28	41,496.00 1.33	43,056.00 1.38	44,616.00 1.43	46,176.00 1.48
4	34,944.00 1.12	36,504.00 1.17	38,064.00 1.22	39,624.00 1.27	41,184.00 1.32	42,744.00 1.37	44,304.00 1.42	45,864.00 1.47	47,424.00 1.52
5	36,192.00 1.16	37,752.00 1.21	39,312.00 1.26	40,872.00 1.31	42,432.00 1.36	43,992.00 1.41	45,552.00 1.46	47,112.00 1.51	48,672.00 1.56
6	37,440.00 1.20	39,000.00 1.25	40,560.00 1.30	42,120.00 1.35	43,680.00 1.40	45,240.00 1.45	46,800.00 1.50	48,360.00 1.55	49,920.00 1.60
7	38,688.00 1.24	40,248.00 1.29	41,808.00 1.34	43,368.00 1.39	44,928.00 1.44	46,488.00 1.49	48,048.00 1.54	49,608.00 1.59	51,168.00 1.64
8		41,496.00 1.33	43,056.00 1.38	44,616.00 1.43	46,176.00 1.48	47,736.00 1.53	49,296.00 1.58	50,856.00 1.63	52,416.00 1.68
9		42,744.00 1.37	44,304.00 1.42	45,864.00 1.47	47,424.00 1.52	48,984.00 1.57	50,544.00 1.62	52,104.00 1.67	53,664.00 1.72
10			45,552.00 1.46	47,112.00 1.51	48,672.00 1.56	50,232.00 1.61	51,792.00 1.66	53,352.00 1.71	54,912.00 1.76
11			46,800.00 1.50	48,360.00 1.55	49,920.00 1.60	51,480.00 1.65	53,040.00 1.70	54,600.00 1.75	56,160.00 1.80
12				49,608.00 1.59	51,168.00 1.64	52,728.00 1.69	54,288.00 1.74	55,848.00 1.79	57,408.00 1.84
13					52,416.00 1.68	53,976.00 1.73	55,536.00 1.78	57,096.00 1.83	58,656.00 1.88
14					53,664.00 1.72	55,224.00 1.77	56,784.00 1.82	58,344.00 1.87	59,904.00 1.92
15							58,032.00 1.86	59,592.00 1.91	61,152.00 1.96

This salary schedule for 2012-13 is calculated and agreed to in accordance with the Master Agreement for Certified Teaching Staff as agreed to on June 18, 2012.

Board of Education

Date

Ashland-Greenwood Education Association

Date

Exhibit C2 2013-14 Salary Schedule
 ASHLAND-GREENWOOD SALARY SCHEDULE

Column Step	BS	BS+9	BS+18	BS+27	MS BA+36	MS+9	MS+18	MS+27	MA+36
Base	31,775.00								
1-3	34,317.00 1.08	35,905.75 1.13	37,494.50 1.18	39,083.25 1.23	40,672.00 1.28	42,260.75 1.33	43,849.50 1.38	45,438.25 1.43	47,027.00 1.48
4	35,588.00 1.12	37,176.75 1.17	38,765.50 1.22	40,354.25 1.27	41,943.00 1.32	43,531.75 1.37	45,120.50 1.42	46,709.25 1.47	48,298.00 1.52
5	36,859.00 1.16	38,447.75 1.21	40,036.50 1.26	41,625.25 1.31	43,214.00 1.36	44,802.75 1.41	46,391.50 1.46	47,980.25 1.51	49,569.00 1.56
6	38,130.00 1.20	39,718.75 1.25	41,307.50 1.30	42,896.25 1.35	44,485.00 1.40	46,073.75 1.45	47,662.50 1.50	49,251.25 1.55	50,840.00 1.60
7	39,401.00 1.24	40,989.75 1.29	42,578.50 1.34	44,167.25 1.39	45,756.00 1.44	47,344.75 1.49	48,933.50 1.54	50,522.25 1.59	52,111.00 1.64
8		42,260.75 1.33	43,849.50 1.38	45,438.25 1.43	47,027.00 1.48	48,615.75 1.53	50,204.50 1.58	51,793.25 1.63	53,382.00 1.68
9		43,531.75 1.37	45,120.50 1.42	46,709.25 1.47	48,298.00 1.52	49,886.75 1.57	51,475.50 1.62	53,064.25 1.67	54,653.00 1.72
10			46,391.50 1.46	47,980.25 1.51	49,569.00 1.56	51,157.75 1.61	52,746.50 1.66	54,335.25 1.71	55,924.00 1.76
11			47,662.50 1.50	49,251.25 1.55	50,840.00 1.60	52,428.75 1.65	54,017.50 1.70	55,606.25 1.75	57,195.00 1.80
12				50,522.25 1.59	52,111.00 1.64	53,699.75 1.69	55,288.50 1.74	56,877.25 1.79	58,466.00 1.84
13					53,382.00 1.68	54,970.75 1.73	56,559.50 1.78	58,148.25 1.83	59,737.00 1.88
14					54,653.00 1.72	56,241.75 1.77	57,830.50 1.82	59,419.25 1.87	61,008.00 1.92
15							59,101.50 1.86	60,690.25 1.91	62,279.00 1.96

This salary schedule for 2013-14 is calculated and agreed to in accordance with the Master Agreement for Certified Teaching Staff as agreed to on June 18, 2012.

 Board of Education

 Date

 Ashland-Greenwood Education Association

 Date

Saunders County School District One – 2012-13 & 2013-14

Category Year	Initial	3rd Year	5th Year	8th Year	10th Year	Maximum Total
A	18%	--	1%	-	1%	20%
IA	12%	2%	2%	1%	1%	18%
IB	10%	2%	2%	1%	1%	16%
II	9%	1%	2%	-	-	12%
III	6%	1%	2%	-	-	9%
IV	5%	1%	1%	1%	1%	9%
V	4%	1%	1%	-	-	6%
VI	3%	1%	-	-	-	4%
VII	1%	-	1%	-	-	2%
VIII	1%	-	-	-	-	1%

CATEGORY LIST

- A Activities
Director

- IA Head Football, Head Basketball (Boys & Girls), Head Wrestling,
Head Volleyball, Head Softball

- IB Head Track (Boys & Girls), Asst. Activities Director, Head Cross Country

- II Assistant Football, Assistant Basketball (Boys & Girls), Instrumental Music,
Assistant Wrestling, Assistant Volleyball, Assistant Softball, 9th Grade Basketball

- III Spirit Squad (2 Sponsors) Assistant Track (Boys & Girls), Speech

- IV Head Middle School Coach, Golf (Boys & Girls),
FFA

- V Assistant Middle School Coach, Yearbook, Spirit Squad Sponsor (3 Sponsors), Asst
Speech
One-Act Play Production, All-School Play, Vocal Music, School Musical

- VI Student Assistant Team (SAT) Chairperson, Elementary Choir, FBLA, Flag Corps

- VII Student Council, Senior Class Sponsor, Junior Class Sponsor
Middle School Student Council, Spanish Club, Academic Decathlon

- VIII Thespians, Honor Society

DOLLAR VALUE - Percent of Base Salary



Ashland-Greenwood Public Schools

2012-13 CURRENT School Calendar Year

190 Staff Days
 181 Student Days
 5 Snow Days Built In
 1 Flex Staff Day

Other Key Dates

Aug-01 Building Offices Open
 Aug-06 Softball & Football Begins
 Aug-13 HS VB & CC pract. Begins
 Aug-14 Back to School Night
 Aug-16 1st Day of School
 Sep-03 Labor Day
 Sep-17 Constitution Day
 Oct-10,11,12 State SB October
 Oct-11 CC Districts
 Oct 16,17 PT Conferences
 Oct-19 State CC
 Oct-20 State Band
 Oct-25 FB First Rounds
 Oct-31 FB -2nd Round
 Nov-06 FB -Quarterfinals
 Nov 8,9,10 State VB Tourney
 Nov-11 Veterans Day
 Nov-12 Winter Practice Begins
 Nov-13 FB - Semi-Finals
 Nov-20 State Football Finals
 Nov 22-23 Thanksgiving Break
 Dec-07 State Play Production
 Dec 22-26 NSAA Moratorium
 Feb 14-16 State Wrestling
 Feb-25 Spring Practices Begin
 Feb 28-Mar 2 Girls State Bball Tourney
 March 4 & 6 PT conferences
 March 7-9 Boys State Bball Tourney
 March 11-14 Dist. Speech TBA
 Mar-21 State Speech Contest
 March 31 Easter Sunday
 April 15-20 District Music Contest
 May-09 District Track Meet
 May 11-16 State Baseball
 May 17-18 State Track
 May 19 Commencement
 May 21-22 Boys State Golf

August

M	T	W	TH	F
			9N	10S
13S	14S	15S	16B	17
20	21	22	23	24
27	28	29	30	31

September

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

October

M	T	W	TH	F
1	2	3	4	5
8	9	10	11Q	12S
15	16	17E	18	V
22	23	24	25	26
29	30	31		

November

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

December

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21QE
V	V	V	V	V

January

M	T	W	TH	F
V	V	V	V	4S
7	8	9	10	11
14	15	16	17	18
21	22	23E	24	25
28	29	30	31	

February

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15S
18	19	20	21	22
25	26	27	28Q	

March

M	T	W	TH	F
				1S
4	5	6E	7	V
11	12	13	14	15
18	19	20	21	22
25	26	27	28	V

April

M	T	W	TH	F
V	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23Q	24S

B = Start of School Year
 E = Early Dismissal (1:00/1:10)
 V = Vacation

S = Staff In-Service
 Q = End of Quarter



Ashland-Greenwood Public Schools

2012-13 School Calendar Year

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

Other Key Dates

Aug-01 Building Offices Open
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 May 11-16 State Baseball
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 May 19 Commencement
 May 21-22 Boys State Golf

August

M	T	W	TH	F
			9N	10S
13S	14S	15S	16B	17
20	21	22	23	24
27	28	29	30	31

September

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

October

M	T	W	TH	F
1	2	3	4	5
8	9	10	11Q	12S
15	16	17E	18	V
22	23	24	25	26
29	30	31		

November

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

December

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20Q	V
V	V	V	V	V

January

M	T	W	TH	F
V	V	V	V	4S
7	8	9	10	11
14	15	16	17	18
21	22	23E	24	25
28	29	30	31	

February

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15S
18	19	20	21	22
25	26	27	28Q	

March

M	T	W	TH	F
				1S
4	5	6E	7	V
11	12	13	14	15
18	19	20	21	22
25	26	27	28	V

April

M	T	W	TH	F
V	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23Q	24S

B = Start of School Year
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