

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.
030031	Datavision	\$ 1,155.00	Inst. Tech.: Comp. Serv.
030032	Fairfield Inn	\$ 284.85	Lodging for Data Conf.
030033	Father Flanagan's Boys' Home	\$ 8,946.00	Student Tuition
030034	GovConnection Inc.	\$ 3,949.76	Inst. Tech: Computer Equipment
030035	Hampton Inn dba Mid-Plains Hospita	\$ 79.95	Curr. Superv.: Lodging
030036	Iowa School For The Deaf	\$ 71.36	Sped: Pupil Transp.
030037	Jennifer Nantkes	\$ 461.75	Special Ed Instruction: vision
030038	PayFlex Systems USA Inc	\$ 312.00	Employee Benefit
030039	Saunders Medical Center	\$ 100.00	Transp.: Employee Physical
030040	United Electrical Supply Co Inc.	\$ 1,582.77	Maintenance: Supplies
030041	VISA	\$ 169.90	HS Couns.: Conf. Rm
030042	Windstream	\$ 993.35	Long Distance Service
030043	Administration Operations	\$ 738.09	Supplies, Fees, Mileage

Incompletes

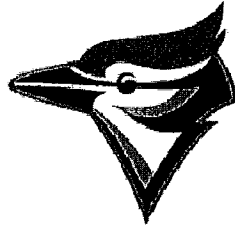
Seminole
 Adams Mudjacking & Footing Repair

Natural Gas
 HS Gym Floor work

Authorized by:

**Recap for the Student Fee Fund
2011-12 Budget
Ashland-Greenwood Public Schools**

<u>Income</u>	2011-12 Budgeted	<u>Actual</u> Sept-May	<u>June</u>	<u>July</u>	<u>August</u>	Total Projected Expenses 2011	+ or - Budget
Beginning Balance	\$ 3,344.00					\$ 3,344.00	\$ -
Miscellaneous(Replacement IDs & Interest)	\$ 25.00					\$ -	\$ (25.00)
Collection of Student Participation Fees students at \$20 ea.	\$ 6,500.00	\$ 470.00			\$ 4,600.00	\$ 5,070.00	\$ (1,430.00)
Collection of Graduation Fees students at \$22ea.	\$ 1,408.00	\$ 1,606.00				\$ 1,606.00	\$ 198.00
Interest	\$ 6.00	\$ 0.82	\$ 0.15		\$ 0.08		
Total All Income	\$ 11,283.00	\$ 2,076.82	\$ 0.15		\$ 4,600.08	\$ 10,020.00	\$ (1,257.00)
							# Projected August 1 Balance
<u>Expenses</u>							
Fund Supplies	\$ 100.00					\$ -	\$ 100.00
Graduation Caps and Gowns	\$ 1,540.00		\$ 1,824.00			\$ 1,824.00	\$ (284.00)
Dance DJs (MS/HS Dances - Prom, Homecoming, Etc.)	\$ 1,200.00	\$ 1,245.00				\$ 1,245.00	\$ (45.00)
MS Incentive Party (End of Year Party Expenses)	\$ 625.00	\$ 450.63	\$ 50.00			\$ 500.63	\$ 124.37
Student Admissions for Play/Musical	\$ 800.00	\$ 484.00				\$ 484.00	\$ 316.00
Uniform Needs (Waiver student uniforms Cheerleaders, Dance FFA, Music Groups)	\$ 1,000.00		\$ -			\$ -	\$ 1,000.00
Athletic Admissions (Admission for Pep Band, Cheerleaders, Dance Team Personnel w/o passes to State and District NSAA events when passes are not provided)	\$ 1,500.00	\$ 1,459.50				\$ 1,459.50	\$ 40.50
Yearbook Support (\$5 per student paying a fee)	\$ 1,300.00	\$ 365.00	\$ 350.00		\$ 875.00	\$ 1,590.00	\$ (290.00)
Miscellaneous Expenses and Carry over Balance	\$ 3,218.00	\$ 34.25				\$ 34.25	\$ 3,183.75
Total Fund Expenses	\$ 11,283.00	\$ 4,038.38	\$ 2,224.00		\$ 875.00	\$ 7,137.38	\$ 4,145.62
Ending Balance	\$ -					\$ 2,882.62	



Board of Education Meeting: MS/HS Principal's Report, Brad Jacobsen: June 18, 2012

Staff Development/Improvement/Training:

- Ⓞ Marzano Academy Training, June 6 & 7 in Lincoln.
- Ⓞ Jill Finkey, Lona Pinkall, Kylie Penner, Laurie Duff, Amber Remmers, Stu Essman, Dan Beranek (1 of 2 days). Janice Jacobs and Jim Mohrmann complete our team, but, were unable to take part in June events due to prior engagements.
- Ⓞ "Deliberate, intentional practice is the key." Bob Marzano
- Ⓞ 4 keys:
 - Common language (we feel good about this)
 - Opportunities for focused feedback and practice (we can grow)
 - Opportunities to OBSERVE effective teaching (of peers..we can grow)
 - Connected growth and development plan for teachers (we feel good about this)
- Ⓞ Our team sees great opportunities for development in the area of clarifying learning goals and for increased, meaningful supervisor and peer walk-through visits.

Graduation Progress Update:

- Ⓞ 5 non completers on graduation day.
- Ⓞ 1 finished. 2 others in progress. 2 others no progress.



Elementary Principal's Report
Board of Education Meeting

June 18, 2012

Our school is the recipient of a grant from the Autism Action Partnership to implement a program called Circle of Friends. The goal of the Circle of Friends Program is to help students with autism and social/behavioral challenges develop positive social interactions and relationships with others and use age-appropriate social skills in all environments throughout the day. Our grant team includes Rita Smits, Jan Gutierrez, Christine Caswell and Teresa Bray. Ms. Caswell is serving as the team leader for the Circle of Friends program.

What is Circle of Friends?

A COF is a group of peer mentors trained by a facilitator to interact with a child with social/behavioral challenges on a consistent basis.

What does a Circle of Friends do?

Peer mentors in a COF interact daily with the student in the program. They also meet on a regular basis to learn about the child the Circle is for and ways to interact with him/her. The meetings also provide a time for peer mentors to give feedback on how things are going. Some meetings will include both the student and the COF peers to engage in a fun social activity.

Who benefits from Circle of Friends?

The target student benefits from learning new skills and by feeling more accepted. Peer mentors benefit by developing an appreciation for individual differences and compassion. Staff benefit from fewer class disruptions and a more positive classroom/school environment.

Topic: 2012 State Writing Scores Released – NeSA-W

Review Recent Headlines:

- Fewer Neb. students meet writing standards***
- Scores drop in tougher Nebraska writing test***
- Challenge of tougher writing test embraced***

**Nebraska State Accountability:
 NeSA-Writing – 2012**

The following chart shows the state results of all three grade levels.

STUDENT RESULTS

Statewide NeSA-Writing Results 2011-2012

GRADE LEVEL	COMING IN 2013*	TOTAL # OF STUDENTS	% BELOW THE STANDARDS	% MEETING THE STANDARDS
4TH		22,011	8%	92%

* In 2013 a new scale score will be set for the 4th grade level ranging from 0 - 70..

GRADE LEVEL	AVERAGE SCALE SCORE**	TOTAL # OF STUDENTS	% BELOW THE STANDARDS	% MEETING THE STANDARDS	% EXCEEDING THE STANDARDS
8TH	44	20,822	36%	40%	23%
11TH	44	21,030	38%	35%	27%

** The scale score range for 8th grade and 11th grade is 0 - 70.

NeSA writing tests were administered this winter in grades 4, 8, and 11. The tests measure the newly-revised Nebraska state writing standards and determine Nebraska’s student writing proficiency in the designated three grades.

Students in grade 4 were given paper/pencil tests over two days. The tests were timed, and students were scored as either “proficient” or not. This writing process has been underway in Nebraska since 2001, and students have improved over time.

In 2012 the State Board of Education “raised the bar.” A new, more rigorous writing process was introduced to students in grades 8 and 11. In addition to the newly revised writing standards, the writing process became more “college and career ready.” Students were asked to complete their

compositions on the computer in an "on demand" writing session, and a more rigorous scoring process was applied. The new scoring rubric included higher expectations in four areas of writing: content, organization, word choice, and writing mechanics. Districts for the first time will receive specific feedback in the areas where writing instruction and student performance needs improvement.

In April of 2012 the State Board of Education approved new, higher cut scores for both 8th and 11th grade as follows:

	Grade 8		Grade 11
55-70	Exceeds the standards	53-70	Exceeds the standards
40-54	Meets the standards	40-52	Meets the standards
0-39	Below the standards	0-39	Below the standards

AGPS Results for 2012 – All 3 grades above the state average

4th grade – 95% proficient (state average is 92%)

8th grade – 69% proficient (state average is 63%)

11th grade – 74% proficient (state average is 62%)

STATE WRITING ASSESSMENT – NeSA-W – ALL STUDENTS – Meeting or Exceeding Standards/Percent Proficient

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2012 – NEW Format and Scoring Process
Grade 4	74%	NA	80%	91%	85%	87%	94%	85%	92%	88%	95%	
Grade 5												
Grade 6												
Grade 7												
Grade 8	NA	76%	94%	74%	93%	89%	100%	99%	100%	97%		69%
Grade 9												
Grade 10												
Grade 11	NA	NA	97%	100%	98%	97%	94%	97%	91%	*NA		74%

*2011 was a pilot year for the 11th grade on-line assessment – there were no scores released/reported

In 2012 a new, more rigorous writing process was introduced to students in grades 8 and 11. The writing process became more 'college and career ready'. Students completed their compositions on the computer in an 'on demand' writing session. (NDE)

Planning, Preparation, and "Next Steps" for NEW NeSA-W Process and Expectations

11th Grade Staff and Student Prep.:

Fall of 2010 HS English Teachers attended Analytic/On-line Writing Scoring Intro. Training hosted by NDE

2010-2011 School year introduced/implemented analytical scoring rubric in writing courses

2011-2012 School year used analytical scoring rubric to assess writing

January of 2012 District English Staff (4th, MS, HS, and SPED) participated in an extensive analytical writing scoring training with ESU 2 Writing Specialist

Winter of 2012 Juniors participated in an on-line NeSA-W practice assessment

District English staff scored using the analytical scoring process

HS English Teachers reviewed results with students in individual writing conferences

8th grade Staff and Student Prep.:

Fall of 2011 8th Grade English Teacher attended Analytic/On-line Writing Scoring Intro. Training hosted by NDE

2011-2012 School year introduced/implemented analytical scoring rubric in 8th Grade English

Fall of 2011 8th graders participated in a NeSA-W practice test

8th Grade English teacher scored using the analytical scoring process

January of 2012 District English Staff (4th, MS, HS, and SPED) participated in an extensive analytical writing scoring training with ESU 2 Writing Specialist

January of 2012 8th graders were introduced to the NeSA-W on-line writing tool

Winter of 2012 8th graders participated in an on-line NeSA-W practice assessment

District English staff scored using the analytical scoring process

8th grade English Teacher reviewed results with students in individual writing conferences

4th grade Staff Prep.:

2010-2011 School year staff introduced to/reviewed analytical scoring rubric

January of 2012 District English Staff (4th, MS, HS, and SPED) participated in an extensive analytical writing scoring training with ESU 2 Writing Specialist

July of 2012 4th Grade English Teachers will attend Analytic/On-line Writing Scoring Intro. Training hosted by NDE

Next Steps:

Disaggregated analysis of 2012 results by administration and staff

Identify and Implement Action Steps based on analysis results. Action Steps will likely include:

- Professional Development for ALL K-12 Staff – Review of Effective Writing Instruction – Focus on 6 Traits
 - Train ALL K-12 Staff in the use of the NeSA-W Analytical Writing Rubric
- Review of alignment of K-12 writing curriculum and alignment. Revise if needed to ensure components of NeSA-W supported at all grade levels.
- Additional Professional Development for 4th, 8th, and HS Writing Teachers – Focus on 6 Traits with emphasis on instructional strategies that support success using the analytic scale
- Train ALL K-12 Staff in the Analytical Scoring Process
 - ALL District Staff participate in scoring of AGPS student papers 1-2 times during the school year
- Train additional professionals (retired teachers) in the Analytical Scoring Process
 - Score AGPS student papers 1-2 times during the school year
- Increase K-12 expectations and accountability for ensuring students are exposed to multiple opportunities to practice the type of writing 'measured' by NeSA-W
- Review/ Further Develop District Keyboarding Curriculum

Non-Certified Staff Changes 12-13

Page 1.

The Ashland-Greenwood Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies: **Students:** Building Principals, Ashland, NE 68003; HS: (402)-944-2114 or ELE: (402) 944-7083. **Employees and Others:** Superintendent of Schools, 1225 Clay Street, Ashland, NE 69003. (402) 944-2128. Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Page 4. Clean up of Letter "I". Remove editing from 11-12. No additional changes.

Employees may use the school phone system at any time. Personal calls should not be made at district expense except in emergency situations. Employees needing to use school phones for personal reasons should use a personal telephone credit card.

Staff should not utilize personal cell phones, pagers or other communication devices while on duty aiding the instruction of, serving or supervising students, attending workshops, ~~or~~ participating in meetings or driving school vehicles. Staff are asked to leave these devices shut off during these periods of time. Building offices will be available to take calls and deliver messages and will transfer telephone calls involving serious personal business when necessary. Staff may use these devices during emergencies, break periods, at lunch and before and after school when they are not participating in a workshop or a meeting.

Pg. 6: Letter "S" addition

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

PROCEDURES FOR NON-CERTIFICATED STAFF

A. TIME CLOCK

Employees who are designated as hourly employees must clock themselves in and out on the time clock for the calculation of wages when starting work, leaving work or transferring from one position to another at work. Employees shall never have another employee clock in or clock out for them. Hourly employees should have designated work times that they are hired to work. Employees should never clock into work earlier than seven minutes prior to starting time or later than seven minutes after the end of the shift unless approval has been received from their immediate supervisor. The district will not pay employees for working unauthorized hours. Failing to clock into or out of work as scheduled and assigned can result in dismissal from employment.

Employees are allowed a 15-minute paid break for every 4 hours worked. Employees are also entitled to a 30-minute unpaid duty free lunch when their workday extends to 6 hours or more. Breaks should be scheduled with your supervisor. Check with the Superintendent's Office to see if it is necessary for you to clock out and clock in during the lunch period.

Wages are generally paid to hourly employees on the 20th of each month following the month in which the hours are worked. For example, hours worked in January would be paid in February; hours worked in February would be paid in March, etc. The business office will provide hourly employees with a schedule of pay periods upon request.

B. DRUG FREE SCHOOLS

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

1. School district employees are prohibited from the unlawful or improper manufacture, possession, use, distribution, or being under the influence of a controlled substance, illicit drugs, or alcohol.

2. Disciplinary sanctions up to and including termination of employment, any or all other duty assignments and referral for prosecution will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, non-renewal, cancellation, or termination of contract of employment and any and all other duty assignments.

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

C. CONFIDENTIALITY AND COMMUNICATING WITH PUBLICS

Working for a public school district, employees will often come into contact with confidential information. Employees should not share information with others either within the school or outside the school who do not have a need to know in planning the educational program. Disclosing confidential information can also find a person in violation of federal law through the Family Educational Rights and Privacy Act.

Staff also should not publicly discuss school problems or concerns without going through proper channels. School problems or concerns are not appropriate for discussion with individuals working outside of the school system, its Board, Administration, staff or relevant organizations or committees.

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

D. NONDISCRIMINATION STATEMENT

The Ashland-Greenwood Public School District does not discriminate on the basis of

race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies: **Students:** Building Principals, Ashland, NE 68003; HS: (402)-944-2114 or ELE: (402) 944-7083. **Employees and Others:** Superintendent of Schools, 1225 Clay Street, Ashland, NE 69003. (402) 944-2128. Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

E. HARASSMENT

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

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

Sexual harassment may include verbal harassment or abuse, unwelcome pressure for sexual activity, repeated unwelcome remarks with sexual or demeaning implications, unwelcome touching, and

suggesting or demanding sexual involvement by implied or explicit threats or promises of benefit concerning one's employment or education.

Such conduct shall constitute a violation of this policy when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education, or
- submission to or rejection of such conduct by a person is used as the basis for academic or employment decision affecting that person, or
- such conduct has the clear purpose of effect or interfering with a person's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment.

Other types of harassment may include, but not be limited to jokes, stories, pictures or objects that are offensive, or tend to alarm, annoy, abuse or demean certain protected individuals or groups.

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

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

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

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

F. MATERIAL REQUISITIONS

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

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

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

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

G. SECURITY AND CARE OF BUILDINGS AND GROUNDS

Employees issued keys to the buildings and facilities and they are personally responsible for them. Keys should not be loaned to students or others except with permission of the superintendent or building principal. If an employee wishes to allow other than

authorized persons into school buildings the employee must accompany them to the school and remain until the building is vacated and locked unless prior arrangements have been made and approved by the Superintendent or building principal.

Building security systems may protect some buildings. In those facilities the security system should be disarmed during building operational hours. Employees may be provided security access to arm or disarm security systems during non-operating hours. Employees provided security access shall be responsible to arm and disarm the system when using the facility during non-operating hours. Employees may not give the security access to other individuals.

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

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

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

H. SCHOOL POLICIES & PROCEDURES

Employees are responsible for knowing the rules and procedures in the parent/student handbook, non-certified handbook and board policy book and seeing to it that they are operating in accordance with them. Employees who adopt their own work procedures should see that they are reviewed and approved by the supervisor to check for conformance to district philosophy, goals, policies and procedures.

I. PHONES AND ELECTRONIC DEVICES

Employees may use the school phone system at any time. Personal calls should not be made at district expense except in emergency situations. Employees needing to use school phones for personal reasons should use a personal telephone credit card.

Staff should not utilize personal cell phones, pagers or other communication devices while on duty aiding the instruction of, serving or supervising students, attending workshops, participating in meetings or driving school vehicles. Staff are asked to leave these devices shut off during these periods of time. Building offices will be available to take calls and deliver messages and will transfer telephone calls involving serious personal business when necessary. Staff may use these devices during emergencies, break periods, at lunch and before and after school when they are not participating in a workshop or a meeting.

J. STAFF BIRTHDAY PARTIES, SHOWERS, RETIREMENT PARTIES, ETC.

Prior to arranging a social gathering on work time, employees should clear the date and time with their immediate supervisor, who shall have it cleared with the superintendent or building principal. Social gatherings during lunch or during break shall be exempt from this policy as long as such gatherings do not exceed the usual and customary time of such breaks.

K. CALLING IN SICK

When an employee is going to be absent from work due to illness, the following procedures must be observed: you must

phone your immediate supervisor stating you will be out for a day or longer, then state the reason why. If you can not get into contact with your immediate supervisor you should notify the building principal or superintendent's office.

L. ON THE JOB INJURIES

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

1. All injuries must be reported to your immediate supervisor or the Office Manager immediately. If the injury occurs during a period of time when the supervisor and/or Office Manager are not at work injuries should be reported by calling 944-2128. If there is no answer at that number a message should be left on the voice mail at extension #403.
2. The office manager must fill out a worker's compensation form as soon as possible.
3. If emergency medical attention is needed, contact the proper agencies. Report the incident as soon as possible following that emergency treatment.
4. All reports must go through the Superintendent's office.

M. SAFETY

Safety is a major concern in our Ashland-Greenwood Public Schools. It is the responsibility of every employee to maintain a safe and healthy workplace for employees within the schools. Every employee is responsible to report unsafe conditions to his/her immediate supervisor or the workplace safety committee. Members of the safety committee will be posted on the school web site. It is the responsibility of each employee to become familiar with and follow the guidelines of the written injury prevention plan.

All custodial staff prior to going to work for the district must have a minimum of two hours of training in asbestos. The responsibility for this training is that of the head building custodian. Upon completion the head custodian and employee should see that signed confirmation of the training

is filed in the district asbestos management plan in the Office of Superintendent.

Any employee who has less than sixteen hours of training, has not had a physical and has not been fitted with respiratory equipment may not touch, handle, scrap, remove, cut or in any other way damage asbestos containing materials in the district. Those with sixteen hours of training may never work with an amount greater than three feet of asbestos materials.

Custodial and maintenance crews may not conduct any construction activities in the buildings without the plans for the construction being reviewed with the management plan.

N. EMERGENCY TELEPHONE NUMBERS

Occasions may arise when it will be necessary to call police, fire department, etc.

It is the responsibility of each employee to know where various administrators' telephone numbers are posted in case their assistance is required.

O. SMOKING POLICY

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

P. DRIVING SCHOOL VEHICLES

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

All personnel who drive school vehicles must be approved in advance by the Superintendent's Office. Personnel who receive a citation for a traffic violations while

driving school vehicles or while driving a personal vehicle, even if the citation is received while driving a personal vehicle on or during personal time.

Drivers shall not use cell phones or other personal electronic devices while driving a school vehicle. Any driver who receives a traffic violation for any reason while driving a school vehicle or while driving he or her personal vehicle shall report the violations immediately to his or her supervisor

Q. WORK ORDERS

The basis for a sound, workable maintenance program is a written "work order" system. This is a formal, systematic method in which a staff member can request a repair or alteration. Work orders will provide a lasting record of work that was accomplished. Work orders must be directed to the maintenance department through the head building custodian, a building principal or the superintendent's office.

A work order should be sent anytime that work is needed, when the custodian cannot repair an item or when certain parts are needed for repair. The building principal or superintendent must approve each request and send it to the Maintenance office for action to be taken. When maintenance personnel arrive to repair an item, they must report to the Principal and advise him/her of work to be performed.

R. USE OF PHYSICAL FORCE AND RESTRAINT

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

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

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

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

S. COMPUTER/INTERNET ACCEPTABLE USE POLICY

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

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

Employees will learn to use electronic mail and telecommunications tools and expects them to apply the tools in appropriate ways to the performance of tasks associated with their positions and assignments.

Communications over school networks should not be considered private. Network

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

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

Staff is encouraged to make use of telecommunications to explore educational topics, conduct research and contact others in the educational world. These systems will expedite the sharing of effective practices and lessons across the district and will help staff stay on the leading edge of practice by forming partnerships with others across the nation and around the world.
(Board Policy 4118.4 and 4218.4)

T. GRIEVANCE PROCEDURE FOR NON-CERTIFICATED EMPLOYEES

1.1 PURPOSE

The purpose of this procedure is to provide a way for the Board of Education and non-certificated employees to clarify issues related to workplace discrimination and/or terms and conditions of any employment agreement or contract.

1.2 DEFINITIONS

- a. Grievance, by definition, is any alleged violation, misinterpretation, or misapplication of the terms and conditions of employment related to

- discriminatory practices or an employment agreement or contract.
- b. Employee - Employee for the purposes of this policy shall mean any employee who is not certificated as a teacher or administrator in the Ashland-Greenwood Public Schools.
- 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 involved in processing the grievance.
- f. Board - The Board of Education.
- g. Administration - The Superintendent or his designated representatives.

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 under this policy 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.
- a. 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 made available by the Superintendent's Office.
- 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. 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 their immediate supervisors' Supervisor within five {5} days after receipt of the Informal Step answer. The Supervisor, the aggrieved party, and the employee representatives shall meet in an attempt to settle the dispute within five {5} days. The Supervisor 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 SUPERVISOR HEARINGS

If, in the judgment of the employee the alleged grievance cannot be resolved at the immediate supervisor's level due to the supervisor not having the authority to resolve the grievance, the employee may submit such grievance to the superintendent with a copy to the their immediate supervisor, and the processing shall commence at Step 2. Within two {2} days of receipt of the grievance, the superintendent shall review whether the immediate supervisor has the authority to resolve the alleged grievance and, if so, may remand the grievance to that level for a Step 1 hearing.

U. CHILD ABUSE

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

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

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

School employees who have reasonable cause to suspect a child is a victim of abuse

or neglect, or who observe conditions that reasonably would result in abuse or neglect, shall report such incidents to the proper authorities.

The employee shall make an oral report to the Ashland Police Department, followed by a written report. The report will include all information required by law including the employee's name and address, name, address and age of abused, address of persons having custody of the child, nature and extent of abuse or the conditions and circumstances which would reasonably result in abuse or neglect, and other information which in the opinion of the person may be helpful in establishing the cause of such abuse or neglect and the identity of the perpetrator or perpetrators.

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

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

Legal Reference: 28-711 Child subjected to abuse or neglect; report; contents; toll-free number.

V. ABUSE OF STUDENTS BY DISTRICT EMPLOYEES OR VOLUNTEERS

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

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an

allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

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

W. COMMUNICATING WITH THE PUBLIC – SENSITIVE ISSUES

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

X. IDENTIFICATION BADGES

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

Y. EMPLOYEE DRESS

Staff members are expected to dress in a manner respective to their job responsibilities. Staff will need to consider the type of work and safety issues when choosing dress. In some instances the district may require dress items for a specific

job. Research clearly indicates that dress influences the way in which students, visitors and other staff members interact with staff members and perceive their abilities to perform their job. Staff members shall be cognizant of their dress and the impact it will have on their job. In all instances staff should report to work in clothing that has been appropriately laundered. Staff should never report to work in clothing that is prohibited for student wear in the student handbook. Staff members may consult with their supervisor if they need direction on appropriate clothing.

Clerical and Para-professional staff should maintain the same standard of dress expected of the building's professional staff. To that end, T-Shirts, sweats, slickies, shorts, blue denim jeans, flip flops are generally not appropriate forms of professional dress. Any dress that is prohibited for students to wear is also prohibited for staff. Visible body piercings other than in the ears are also not appropriate.

Staff members who are provided uniforms by the school district shall be dressed in uniform when working

Z. BOUNDARIES BETWEEN STAFF AND STUDENTS

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

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

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the

communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would

normally be discussed with adults (e.g., marital problems).

- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

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

AA. TRAVEL

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

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

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

established by the Nebraska Department of Administrative Services.

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

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

AB. CRIMINAL ACTIVITY AND IMMORAL ACTIVITIES

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

AC. DISCLAIMER

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

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

Certified Staff Changes 12-13

Page 3.

Professional Growth deletion

Page 4.

The Ashland-Greenwood Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies: **Students:** Building Principals, Ashland, NE 68003; HS: (402)-944-2114 or ELE: (402) 944-7083. **Employees and Others:** Superintendent of Schools, 1225 Clay Street, Ashland, NE 69003. (402) 944-2128. Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Pg. 9. Fund accounting

Removed ~~Receipts of less than \$250 may be held over night but must be secured in a locked facility approved by the building principal.~~

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

Pg. 9. Changed to "principals." Section AK... *The investigators shall be the principals.*

Pg. 12: AT. COMPUTER AND INTERNET SAFETY New Section

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

PROCEDURES FOR CERTIFIED STAFF

A. SCHOOL DAY

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

B. SCHOOL YEAR

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

C. TEACHER'S DRESS

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

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

D. LEAVING SCHOOL GROUNDS OR CLASSROOM:

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

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

E. FACULTY MEETINGS

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

F. CLERICAL WORK

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

F. CLERICAL WORK (continued)

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

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

G. CHILD ABUSE

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

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

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

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

The employee shall make an oral report to the Ashland Police Department (944-2222) or the statewide hotline (1-800-652-1999), followed by a written report to law

enforcement. The report will include all information required by law including the employee's name and address, name, address and age of abused, address of persons having custody of the child, nature and extent of abuse or the conditions and circumstances which would reasonably result in abuse or neglect, and other information which in the opinion of the person may be helpful in establishing the cause of such abuse or neglect and the identity of the perpetrator or perpetrators.

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

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

H. ATTENDANCE AT SCHOOL ACTIVITIES

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

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

I. USE OF PHYSICAL FORCE AND RESTRAINT

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

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

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

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

J. CONFIDENTIALITY AND COMMUNICATING WITH PUBLICS

The Federal Educational Rights and Privacy Act of 1974 and district policy as contained with the student handbooks establishes specific guidelines for the privacy of student information. Student work and performance is a confidential matter between the student, teacher and parent. Teachers should not share information with others either within the school or outside the school who do not have

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

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

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

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

K. PROFESSIONAL GROWTH

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

L. NONDISCRIMINATION STATEMENT

The Ashland-Greenwood Public School District does not discriminate on the basis of race, color, national origin, sex, disability,

religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies: **Students:** Building Principals, Ashland, NE 68003; HS: (402)-944-2114 or ELE: (402) 944-7083. **Employees and Others:** Superintendent of Schools, 1225 Clay Street, Ashland, NE 69003. (402) 944-2128. Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

M. HARASSMENT

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

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

Sexual harassment may include verbal harassment or abuse, unwelcome pressure for sexual activity, repeated unwelcome remarks with sexual or demeaning implications, unwelcome touching, and

suggesting or demanding sexual involvement by implied or explicit threats or promises of benefit concerning one's employment or education.

Such conduct shall constitute a violation of this policy when:

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

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

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

Person found in violation of this policy shall be subject to discipline, which may include

reprimand, probation, demotion, suspension, termination, or other sanction as determined appropriate by the board.

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

N. HOMEWORK

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

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

O. MATERIAL REQUISITIONS

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

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

All vendors for goods and services must be approved in advance of placing an order. A vendor should be requested to complete an

IRS form W-9 to begin the process of adding a vendor.

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

P. ROOM ASSIGNMENTS

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

Q. CLASSROOM MAINTENANCE

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

R. SECURITY OF BUILDINGS AND GROUNDS

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

Building security systems may protect some buildings. In those facilities the security system should be disarmed during building operational hours. Employees may be provided security access to arm or disarm security systems during non-operating hours. Employees provided security access shall be responsible to arm and disarm the system

when using the facility during non-operating hours. Employees may not give the security access to other individuals.

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

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

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

S. ACTIVITY CALENDAR

The Master Activity Calendar will be kept in the Activities Director's office. Requests for activities should initially be submitted to the Activities Director or to the Building Principal. The Activities Director will check the Master Calendar for conflicts. Normally requests should be submitted at least two (2) weeks or more prior to the actual event.

T. FAMILY TIME

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

U. SUPERVISION DUTY

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

V. SCHOOL GROUNDS SUPERVISION

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

W. HALL SUPERVISION

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

X. POLICIES AND PROCEDURES

Staff members are responsible for knowing the rules and procedures in the parent/student handbooks and the board policies and seeing to it that they are not operating contrary to them.

Y. SMOKING POLICY

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

Z. DRUG FREE SCHOOLS

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

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

AA. FUND RAISING

All fund raising (including selling, soliciting, service and activity projects) must be approved in advanced by the building principal. Teachers should review Board

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

AB. TEACHER CERTIFICATES- COLLEGE TRANSCRIPTS

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

AC. PHONES & ELECTRONIC DEVICES

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

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

AD. LONG DISTANCE AND OVERNIGHT STUDENT TRAVEL

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

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

Sponsors are responsible for complying with board policy and regulations.

AE. STAFF BIRTHDAY PARTIES, SHOWERS, RETIREMENT PARTIES

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

AF. DRILLS

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

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

AG. ON THE JOB INJURIES

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

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

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

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

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

AH. SAFETY

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

AI. ACCEPTABLE USE POLICY

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

Employees are expected to use electronic mail and telecommunications tools and expected to apply the tools in appropriate

ways to the performance of tasks associated with their positions and assignments.

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

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

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

AJ. ORGANIZATIONS AND FUND ACCOUNTING

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

All receipts shall be deposited with the business manager or through night deposit on the same day. The sponsor must maintain

records regarding the source of such receipts as specified in the board policy.

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

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

AK. ABUSE OF STUDENTS BY DISTRICT EMPLOYEES OR VOLUNTEERS

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

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

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

AL. COMMUNICATING WITH THE PUBLIC – SENSITIVE ISSUES

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

AM. IDENTIFICATION BADGES

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

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

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

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

- Use the district copying, printing, computing and laminating equipment for professional purposes only. Do not copy, laminate or print materials for personal use except in rare situations where you have the permission of your supervisor and an arrangement has been made for reimbursing the school district. Exceptions may be made for school

related groups such as Booster Clubs, PTAs-PTOs, Alumni Associations, Foundations, Athletic/activity organizations, etc.

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

flexibility for size of copy and duplexing features. Inkjet printers are the least efficient and usage should be kept to a minimum.

AO. WORK ORDERS

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

AP. DRIVING SCHOOL VEHICLES

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

AQ. BOUNDARIES BETWEEN STAFF AND STUDENTS

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

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

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple

recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.

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

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

AR. TRAVEL

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

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

Regardless if a personal or school vehicle is used the employee shall always follow traffic laws and wear a seat restraint system. The

district shall reimburse the employee for the use of a personal vehicle at the rate established by the Nebraska Department of Administrative Services.

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

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

AS. CRIMINAL ACTIVITY AND IMMORAL ACTIVITIES

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

AT. COMPUTER AND INTERNET SAFETY

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

AU. DISCLAIMER

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

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

**Ashland-Greenwood Elementary School
Proposed Handbook Revisions for 2012-2013**

NOTES:

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

III. INSTRUCTIONAL PROGRAM

Attendance Procedures

When a parent deems it necessary for their child to be absent from school, the parent should notify the school by telephone and include a reason for the absence. *The Principal's office should be notified in advance of absences whenever possible.* The school will call any parents who have not called their child in absent. If necessary, a message will be left at work for those parents who cannot be reached at home.

A written notice explaining the reason for the absence will be necessary from the parents for those students who were absent and the parents did not call in and were not able to be reached by phone. Such students should report to the office when returning to school. Any absence not verified within two days of the absence will be considered unconfirmed *or unexcused.*

An absence from school will be reported as either excused or unexcused. A student will be excused from attending classes for the following reasons, *provided the required procedures have been followed:*

1. Illness or injury (Excessive absences due to illness must reflect a documented attempt to remedy the ailment.)
2. Bereavement or emergency in the immediate family
3. Participation in an approved school activity
4. Parent/guardian requested prearranged absence (Parents or guardians may request that the student be absent from school for reasons such as a medical or dental appointment, religious observance, court-ordered appearance, spectator at school activity, short-term work requirement, and a family trip.)
5. *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.

Tardiness is a violation of school rules. Students who arrive following the tardy bell at 8:20 AM but before 9:00 AM will be considered tardy. Tardiness will be dealt with as a normal part of classroom discipline. Students who arrive late to school are required to check in at the office.

Students who are in attendance during the school day but leave prior to 2:30 PM will be counted absent for one half of the day. Students leaving early are required to check out in the office.

Compulsory Attendance and Truancy

Parents of school age children are required by law to see that those children attend school regularly. A child is generally of mandatory attendance age if the child (a) will reach six years of age prior to January 1 of the then-current school year and (b) has not reached eighteen years of age.

Children of mandatory attendance age who fail to attend school regularly without lawful reason shall be considered to be in violation of Nebraska truancy statutes. The school will take necessary action to compel the student to attend school.

Students who exceed five absences in a quarter, ~~confirmed or unconfirmed,~~ excused or unexcused, shall be deemed to have excessive absences. Notice of excessive absenteeism shall be made to the parents/guardians when the student exceeds five absences. Parents/guardians will also receive notification of excessive absences for students who accumulate 10 days in a semester and 20 days in a school year. Additionally, the following procedures shall be implemented for students who accumulate five unexcused absences in a quarter: ~~corrective action taken by the school may include, but is not limited to: conferences with the parent and student, educational counseling, educational evaluation, and referral to the Saunders County Truancy-Resource Officer, alternative placement, suspension, and expulsion.~~ A report will also be filed with the county attorney of the county in which the student resides for students who accumulate 10 absences in a semester and 20 days in a school year.

Excessive absences that are due to documented illness that makes attendance impossible or impracticable will be considered in the handling of student excessive absenteeism.

Rationale: Theses changes reflect the language in LB 933 and LB 996 dealing with school attendance and truancy and school policy 5008.

IV. STUDENT FEE POLICY

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.~~

Rationale: This change reflects the language in state statute and school policy 5500.

VI. STUDENT CONDUCT AND DISCIPLINE

Use of the Computer Network

Internet Safety and Acceptable Use 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.

The 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.

~~The computer network facilities available to students provide excellent tools to assist and encourage learning. Students are expected to use those facilities for genuine learning purposes only. Students who misuse or abuse computer network facilities will be subject to, at a minimum, temporary loss of network privileges and may face other disciplinary action.~~

~~Misuse or abuse of computer network facilities includes, but is not limited to, the actions listed below:~~

- ~~a. gaining or attempting to gain access to someone else's files~~
- ~~b. sharing passwords loading programs on or copying programs from the network or a local station~~
- ~~c. engaging in any network task reserved for teachers or systems operators~~
- ~~d. any actions harmful to the normal operation and use of the computer network~~

~~All aspects of computer network usage (including, but not limited to, email sent and/or received, files created and stored, and Internet activity) are subject to school oversight at any time. Students are to assume no guarantees of privacy with regard to such network usage.~~

Rationale: The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program. The language provided in this section of the handbook reflects the necessary information in CIPA and school policy 6800.

VII. STUDENT RECORDS

Notification of Records Policy

The following is the annual notice of the school board policy that is required under the Family Educational Rights and Privacy Act of 1974 (FERPA). *FERPA affords parents and eligible students certain rights with respect to the student's education records.*

Definitions

1. Student – any person who attends or has attended Ashland-Greenwood Public Schools.
2. Eligible Student – a student or former student who has reached age 18 or is attending a post-secondary school
3. Parent – either a natural parent of a student, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian
4. Education records – any record in handwriting, print, tape, film, or other medium maintained by AGES which is directly related to the student EXCEPT:
 - a. a personal record kept by a school staff member if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute;
 - b. an employment record which is used only in relation to a student's employment by the Ashland-Greenwood Public Schools;
 - c. alumni records which contain information about a student after he or she is no longer in attendance and which do not relate to the person as a student.

Inspection of Education Records

Parents of students or eligible students may inspect and review the student's education records by submitting to the principal a written request that 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 parents 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 the 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 the copies of student records to parents or eligible students provided that doing so is fully in compliance with all relevant state and federal

requirements.

Types, Locations, and Custodians of Education Records

1. Active cumulative school records are located in the principal's office in the custody of the principal.
2. Inactive cumulative school records are located in the superintendent's office in the custody of the superintendent.
3. Free and reduced lunch records are located in the Superintendent's Office in the custody of the office manager.
4. Health records are located in the principal's office in the custody of the school nurse and the principal.
5. Special education records are located in the principal's office in the custody of the principal.
6. Transportation records are located in the principal's office in the custody of the principal.
7. Special test records are located in the principal's office in the custody of the principal.
8. Discipline records are located in the principal's office in the custody of the principal.
9. Current attendance records are located in the principal's office in the custody of the principal.
10. Other records will be collected on request and located in the principal's office in the custody of the principal.

Disclosure of Education Records

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:

- ~~_____ a. to school officials who have a legitimate educational interest in the records; a school official is defined as a person employed by the district as an administrator, supervisor, instructor, or support staff member or as a person employed by or under contract to the district to perform a special task (i.e. attorney, auditor, consultant, therapist); a school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contractual agreement, performing a task related to the student's education, performing a task related to the discipline of a student, or providing a service or benefit relating to the student or student's family (such as health care, counseling, or job placement)~~
- ~~_____ b. to officials of another school in which a student seeks or intends to enroll upon request of such official~~
- ~~_____ c. to certain federal, state, and local educational authorities in connection with certain state or federally supported education programs~~
- ~~_____ d. in connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid~~
- ~~_____ e. if required by a state law requiring disclosure that was adopted before November 19, 1974~~
- ~~_____ f. to organizations conducting certain studies on behalf of the district~~
- ~~_____ g. to accrediting organizations to carry out their function~~
- ~~_____ h. to parents of an eligible student who claim the student as a dependent for income tax purposes~~
- ~~_____ i. to comply with a judicial order or a lawfully issued subpoena~~
- ~~_____ j. to appropriate parties in a health or safety emergency~~

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

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information is provided below:

- 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;
- School and dates of attendance;
- Student's current grade;
- Student's enrollment status (e.g. full-time or part-time);
- Student's date of birth and place of birth;
- Student's extra-curricular participation;
- Student's achievement awards or honors;
- Student's weight and height if a member of an athletic team;
- Student's photograph; and
- 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 and 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.

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.

Notice Concerning Disclosure of Student Recruiting Information

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

Rationale: This language is specific to high school students and does not impact elementary age children.

Additional Notice Concerning Directory Information

~~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 designates such student work as directory information and 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.~~

Rationale: This information is now located within the section entitled Directory Information.

Correction of Education Records

Parents or eligible students have the right to ask 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 other 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, 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 who is a disinterested party and may be an official of the Ashland Greenwood Public Schools. The parents or eligible student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational records. The parents or eligible student may be assisted by one or more individuals, including an attorney.~~
- ~~5. 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.~~
- ~~6. If 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 a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.~~
- ~~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 Ashland Greenwood Public Schools discloses the contested portion of the record, it will also disclose the statement.~~
- ~~8. If 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.~~

~~The request for information should be made to the principal in your child's school building. The information will be provided to you in a timely manner. Finally, Ashland Greenwood Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.~~

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.

Maintenance and Destruction of Records

Student files or records shall be maintained so as to be able to separate academic and disciplinary matters. All disciplinary materials in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three (3) years.

All other records will be maintained or destroyed in compliance with state and federal laws and

administrative rules.

Formal Complaints

~~Parents and eligible students have the right to file at any time a complaint regarding alleged violations by Ashland-Greenwood School of the Family Educational Rights and Privacy Act of 1974. Such complaints must be in writing, contain specific allegations of fact giving reasonable cause to believe a violation has occurred, and be addressed to: Family Policy and Regulation Office; U. S. Department of Education; 400 Maryland Avenue, S.W., 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

Rationale: The changes indicated are being recommended per our school district's legal counsel (unless otherwise noted).



Ashland-Greenwood Public Schools Elementary Supply List 2012-2013

The Ashland-Greenwood Public Schools purchases all supplies for students necessary for instructional use in school. For parents wishing to purchase additional supplies for their children to have in school, the following is a list of supplies that you may want to consider.

KINDERGARTEN — small glue sticks, towel for rest time, 1" 3-ring binder, No. 2 pencils, large pink erasers

GRADE 1 — small pencil box, box of crayons (24 count), large glue sticks, No. 2 pencils, 1 pocket folder, large pink eraser, blunt scissors, 1" black 3-ring binder

GRADE 2 — No. 2 pencils, crayons, small pencil box, large glue sticks, 1 box clay (any color), pocket folders, 1 wide-ruled notebook paper, 3-ring pocket folders in blue and yellow

GRADE 3 — No. 2 pencils, erasers, crayons, red pen, small school box, 2 wide-ruled spiral notebooks (non-perforated), glue sticks, colored pencils, 2 pocket folders (one should be plastic), 1 composition notebook

GRADE 4 — 1 package (200 pg.) loose-leaf wide ruled notebook paper, No. 2 pencils, erasers, 48 count crayons, colored pencils, 2 one-subject spiral notebooks, 2 two-pocket folders, glue sticks

GRADE 5 — No. 2 pencils, 2 red pens, scissors, 4 single subject spiral notebooks, glue sticks, 1 package (200 pg.) loose-leaf paper, colored pencils, 4 two-pocket folders



MS/HS Handbook Changes:

Compulsory Attendance and Truancy: Legal Reference: Neb. Rev. Stat. ' ' 79-201 and 79-209; Neb. Rev. Stat. ' 79-527 and Ashland-Greenwood Policy 5800

Parents of school age children are required by law to see that those children attend school regularly. Generally, a child is of mandatory attendance age if the child (a) will reach six years of age prior to January 1 of the then-current school year and (b) has not reached eighteen years of age. Children of mandatory attendance age who fails to attend school regularly without lawful reason shall be considered to be in violation of Nebraska truancy statutes. Students who exceed five absences, or the hourly equivalent, in a quarter, confirmed or unconfirmed, shall be deemed to have excessive absences. Notice of excessive absenteeism shall be made to the parents/guardians when the student accumulates more than 5 absences. Additional corrective action taken by the school may include, but is not limited to: conferences, counseling, evaluation, alternative placement, suspension, and expulsion.

Parents will also be notified when their child accumulates seven absences during a semester. The Saunders County Truancy officer will receive notification of all students who accumulate seven absences during a semester. If a student continues to be or becomes habitually absent or truant, the principal shall serve a written notice to the person violating Neb.Rev.Stat. 79-201, warning the student to comply with the provisions of that statute. A report will be filed with the county attorney of the county in which the student resides for students who accumulate 10 absences in a semester or 20 days in a school year. Excessive absences due to documented illness that make attendance impossible or impracticable will be considered in handling the students excessive absenteeism.

4. Tardiness
 - a. Tardiness to school or to any class during the school day or extension thereof will be considered excused if a legitimate reason exists for the tardiness and the affected student has a hall pass stating that reason; all other tardies will be considered unexcused.
 - b. Tardiness is defined as not being in an assigned room when the starting bell for any given class period rings.
 - c. Individual teachers will keep tardy records for each student and will implement procedures for dealing with tardiness as part of their classroom management rules.
 - d. Students arriving more than 20 minutes late to any class will be considered to have been absent from that class rather than merely tardy.
 - e. Three or more unexcused tardies within any week will be considered excessive and dealt with according to provisions found in Section IV.L.4.J.
5. Attendance Requirements for Extra-Curricular Participation
 - a. Students wishing to participate in extra-curricular practices or contests must be in attendance all day of the school day in question. This requirement can be waived by the principal if an absence is for an unavoidable, non-illness related reason.

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.

1. **Middle School High School Traffic Flow** Motorists are asked to park in either the east or west parking lots. Students should not use visitor parking. Parents wishing to drop children off for school in the morning are asked to use the driveway on the south side of the school or the west (Middle School) parking lot for that purpose. Motorists should not drop off students along Furnas Street. Parents wishing to pick students up from school in the afternoon are asked to park and wait for students in either the east or west parking lot. The south driveway is closed after school for use by route buses.
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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. Fee Schedule:

7-12 Students - Extra-curricular Activity Fee \$25
Reproduction of Records 5 cents per page
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.

C. Academic Integrity

1. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect a student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating, plagiarism, and contributing to cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

2. Cheating includes but is not limited to:

a. Tests—making use of or providing advance information, use of unauthorized materials, use of other student answers, use of other student to take a test (including take home tests), and misrepresenting the need to delay a test.

b. Papers/Other Assignments—use of another's paper/assignment, re-use of one's own paper/assignment, assistance from others, failure to contribute to group projects, misrepresenting the need to delay paper/assignment.

c. Alteration of Assigned Grades—such alteration, whether in a teacher's grade book or school records is a serious form of cheating.

3. Plagiarism includes but is not limited to:

a. Failure to Credit Sources—work created by another must be either paraphrased and credited or placed in quotations and credited.

b. Falsely Presenting Work as One's Own—work turned in must be the original creation of the student and not purchased from or provided by someone else.

4. Contributing to Cheating and Plagiarism includes but is not limited to:

- a. Allowing another student to look at one's test answers.
 - b. Allowing another student to copy one's papers or projects.
 - c. Providing another student with completed assignments or projects.
5. Academic sanctions for academic integrity violations will include:
- a. Affected students will receive a grade of zero for the work in question.
 - b. Affected students will be required to complete an alternate assignment within a time frame and under conditions determined by the classroom teacher.
 - c. Affected students will receive grades of Incomplete, with no credits awarded, until such time as the alternate assignment is completed to the instructor's satisfaction. Following successful completion of the assigned remediation work/alternate assignment within the time frame allowed, students will be considered to have earned at least the minimum passing mark for the affected assignment or test.

N. Dropping and Adding Classes

- 1. During the first week of each semester or in the time frame advertised and posted by the Principal, students may request schedule changes providing that those requests are in accord with all other academic provisions.
- 2. Schedule changes after the period designated for that purpose will not be allowed except in cases involving work release, mandatory reassignment, or students with a full load (i.e. eight classes) in need of a study hall. If there is a request from a student or parent/guardian to make a class change after the designated period, this change will require a meeting with the student, parent-guardian, and the teacher of the class that is requested to be dropped and either the Guidance Counselor or the Principal. The student will remain in the class until such meeting is held and an agreement reached. In the event an agreement cannot be reached, the Principal will make a determination of the child's enrollment in the class.
- 3. Classes dropped after the period designated for schedule changes will be subject to the following procedures regarding grades awarded, credits applied, and effect on GPA:
 - a. classes dropped during the first or third quarter will not be reflected on final transcripts or included in GPA calculations
 - b. classes dropped during the second or fourth quarter will result in semester grades of "F"; such grades will earn no credits and will be included in GPA calculations.

P. Grade Point Average

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

$$\text{GPA} = (\text{GPA Points} \times \text{Credits Earned}) / \text{Credits Attempted}$$
- 2. GPAs will be calculated for all courses taken by a student (Full GPA) and for only those courses taken in the subject fields of language arts, mathematics, science, and social studies which count toward meeting graduation requirements for those subject fields (Core GPA).
- 3. GPA calculations are used by Ashland-Greenwood High School to determine eligibility for inclusion on the honor roll, to determine eligibility for membership in National Honor Society, and to determine class rank.
- 4. Students enrolled in College courses ~~may opt to have the college course grade removed from their class rank calculation.~~ Will receive a +1 GPA (see Section III, Instructional Program, Item B.3)

F. Telephones, Cellular Phones, and Personal Electronic Communications and/or Entertainment Devices

- 1. Student use of school telephones will be limited to cases of extreme importance (i.e. contacting parents); ~~students will be required to use the pay telephone for other calls.~~
 - 2. In order to minimize disruption to the school routine, students will ~~be~~ called to the telephone only for calls from parents or close relatives. Messages will be taken and delivered for all other calls.
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3. The use or display of personal cell phones is prohibited during the regular school day (8:15-3:29) except during passing periods or assigned lunch times unless specifically authorized by a classroom teacher or school administrator; use or display of personal cell phones is prohibited at all times in locker rooms. The first violation of this prohibition will result in the device in question being confiscated and returned at the end of the school day. A second violation will result in confiscation and return of the device only to a parent or guardian. Subsequent violations will be deemed nuisance behaviors worthy of an office referral. Any violation of the personal cell phone policy could result in a search of said phone by the Administration.
4. Knowingly or willfully receiving, possessing, or sending pornographic material in printed or electronic form in school, on school grounds, or on school owned equipment or network services is prohibited.

J. Lockers and Property

Lockers are provided for all students for books, materials, coats and other personal materials.

Students are responsible for all equipment assigned to them while at school, to include laptop computers, books, lockers, desks, or any other materials. They are also responsible for the safeguarding of any valuables they bring to school. Students are not allowed to carry backpacks, bags, or purses to classrooms other than a the school issued laptop protection bag. Students will be fined for any damages done to school property assigned to them.


M. Alternative Education Programs

1. Saturday School will serve as a form of disciplinary action more severe than detention but less severe than suspension or expulsion, will run from 8:00-11:00 a.m. on designated Saturdays, will offer a highly structured study environment, and will be staffed by certified teachers.
2. The Evening School Program will ~~run from 5:00-8:00 p.m. three nights a week (if needed),~~ will offer a highly structured study environment, and will be staffed by certified teachers. Students suspended from school will be assigned to Evening School Program sessions for the purpose of completing make-up assignments and receiving instructional assistance. Students expelled from school will may be eligible to enroll in the Evening School Program. Credits applicable to meeting graduation requirements may be earned in such classes under policies and procedures specified at the time of enrollment.

R. 6th Grade: Discipline Procedures

6th Grade classrooms implement a discipline credit/rewards based system as a team. Students that are referred to the office will then have the regular handbook procedures applied. The Principal or Assistant Principal reserve the right to apply alternative disciplinary measures that better fit the development level of the 6th grade student if necessary.

<p style="text-align: center;">SECTION V: Internet Safety and Acceptable use policy 6800 Use of computer network and Laptop computer handbook</p>



Use of the Computer Network
Internet Safety and Acceptable Use Policy (AGPS Policy 6800) 2012

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.

The 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.

~~The computer network facilities available to students provide excellent tools to assist and encourage learning. Students are expected to use those facilities for genuine learning purposes only. Students who misuse or abuse computer network facilities will be subject to, at a minimum, temporary loss of network privileges and may face other disciplinary action.~~

~~Misuse or abuse of computer network facilities includes, but is not limited to, the actions listed below:~~

- ~~a. gaining or attempting to gain access to someone else's files~~
 - ~~b. sharing passwords loading programs on or copying programs from the network or a local station~~
 - ~~c. engaging in any network task reserved for teachers or systems operators~~
 - ~~d. any actions harmful to the normal operation and use of the computer network~~
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~~All aspects of computer network usage (including, but not limited to, email sent and/or received, files created and stored, and Internet activity) are subject to school oversight at any time. Students are to assume no guarantees of privacy with regard to such network usage.~~

1. Notification of Records Policy

The following is the annual notice of the school board policy that is required under the Family Educational Rights and Privacy Act of 1974 (FERPA).

2. Definitions

1. Student--any person who attends or has attended Ashland-Greenwood Public Schools.
2. Eligible Student--a student or former student who has reached age 18 or is attending a post-secondary school
3. Parent--either a natural parent of a student, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian
4. Education records--any record in handwriting, print, tape, film, or other medium maintained by AGES which is directly related to the student EXCEPT:
 - a. a personal record kept by a school staff member if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute;
 - b. an employment record which is used only in relation to a student's employment by the Ashland-Greenwood Public Schools;
 - c. alumni records which contain information about a student after he or she is no longer in attendance and which do not relate to the person as a student.

3. Inspection of Education Records

~~Parents of students or eligible students may inspect and review the student's education records by submitting to the principal a written request that 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 parents 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 the 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 the copies of student records to parents or eligible students provided that doing so is fully in compliance with all relevant state and federal requirements.~~

~~The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:~~

~~**Inspection of Records:**~~

~~The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.~~

4. Types, Locations, and Custodians of Education Records

1. Active cumulative school records are located in the principal's office in the custody of the principal.
2. Inactive cumulative school records are located in the superintendent's office in the custody of the superintendent.
3. Free and reduced lunch records are located in the Superintendent's Office in the custody of the office manager.
4. Health records are located in the principal's office in the custody of the school nurse and the principal.
5. Special education records are located in the principal's office in the custody of the principal.
6. Transportation records are located in the principal's office in the custody of the principal.
7. Special test records are located in the principal's office in the custody of the principal.
8. Discipline records are located in the principal's office in the custody of the principal.
9. Current attendance records are located in the principal's office in the custody of the principal.
10. Other records will be collected on request and located in the principal's office in the custody of the principal.

5. Amendment of Records:

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

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.

6. Disclosure of Education Records

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:

- a. ~~to school officials who have a legitimate educational interest in the records; a school official is defined as a person employed by the district as an administrator, supervisor, instructor, or support staff member or as a person employed by or under contract to the district to perform a special task (i.e. attorney, auditor, consultant, therapist); a school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contractual agreement, performing a task related to the student's education, performing a task related to the discipline of a student, or providing a service or benefit relating to the student or student's family (such as health care, counseling, or job placement)~~
- b. ~~to officials of another school in which a student seeks or intends to enroll upon request of such official~~
- c. ~~to certain federal, state, and local educational authorities in connection with certain state or federally supported education programs~~
- d. ~~in connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid~~
- e. ~~if required by a state law requiring disclosure that was adopted before November 19, 1974~~
- f. ~~to organizations conducting certain studies on behalf of the district~~
- g. ~~to accrediting organizations to carry out their function~~
- h. ~~to parents of an eligible student who claim the student as a dependent for income tax purposes~~
- i. ~~to comply with a judicial order or a lawfully issued subpoena~~
- j. ~~to appropriate parties in a health or safety emergency~~

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure 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.

7. 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.

~~7. Directory Information~~

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

8. Notice Concerning Disclosure of Student Recruiting Information

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

9. Additional Notice Concerning Directory Information.

~~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 designates such student work as directory information and 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. 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.

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.

10. Correction of Education Records

Parents or eligible students have the right to ask 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 other 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, 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 who is a disinterested party and may be an official of the Ashland-Greenwood Public Schools. The parents or eligible student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the
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~~student's educational records. The parents or eligible student may be assisted by one or more individuals, including an attorney.~~

- ~~5. 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.~~
- ~~6. If 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 a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.~~
- ~~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 Ashland-Greenwood Public Schools discloses the contested portion of the record, it will also disclose the statement.~~
- ~~8. If 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.~~

~~The request for information should be made to the principal in your child's school building. The information will be provided to you in a timely manner. Finally, Ashland-Greenwood Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.~~

11. Notice Concerning Designation of Law Enforcement Unit

The District designates the Ashland Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state and local laws, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

12. Maintenance and Destruction of Records

Student files or records shall be maintained so as to be able to separate academic and disciplinary matters. All disciplinary materials in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three (3) years.

All other records will be maintained or destroyed in compliance with state and federal laws and administrative rules.

13. Formal Complaints

~~Parents and eligible students have the right to file at any time a complaint regarding alleged violations by Ashland-Greenwood School of the Family Educational Rights and Privacy Act of 1974. Such complaints must be in writing, contain specific allegations of fact giving reasonable cause to believe a violation has occurred, and be addressed to: Family Policy and Regulation Office; U. S. Department of Education; 400 Maryland Avenue, S.W., Washington D.C. 20202.~~

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

E. National Honor Society (AGHS)

1. National Honor Society recognizes eligible students who demonstrate outstanding characteristics of scholarship, leadership, character, and service.
2. Students are eligible for National Honor Society membership consideration after the first semester of their sophomore year. Failure to meet any one of the standards detailed below will automatically render a student ineligible for membership. Students not selected for membership one year will be reconsidered for membership under the same standards the following year.
3. Standards for membership in National Honor Society are as follows:
 - a. scholarship—has earned a minimum cumulative Full GPA of 3.5000
 - b. leadership—actively participates in at least one school activity or organization
 - c. character—has incurred no more than two detentions for the previous semester, has incurred no Saturday Schools or suspensions for the previous semester, and has been involved in no instances of cheating and/or plagiarism for the previous semester
 - d. service-- actively participates in at least one non-school activity (i.e. scouting, 4-H, church groups, volunteer services, piano/dance classes, etc.) or volunteers on a weekly basis for some type of non-credit school service.
4. NHS applications must be completed by the set deadline.
5. NHS APPLICANTS must write an essay describing and providing specific examples of how the applicant demonstrates character, leadership, and service. Each essay must be signed by an adult sponsor (non-relative) which will indicate the sponsor's approval and agreement with the content of the essay.
6. Once admitted to the NHS, students must continue to meet all standards outlined above, and additionally each member must complete 8 hours of community service per year (to be completed by May 1 of the current school year). The community service hours must be approved by the AGHS chapter and/or NHS sponsor.

7. **Track**

- a. Place in four Major Meets (more than 5 teams) OR
 - b. Score one or more points at the conference track meet (at least 3rd as a relay team)
 - c. Score 40 meet points OR
 - d. Compete as the #1 or #2 participant in 50% of the meets available
 - e. Compete in at least ~~22~~ 25 events during the season and finish the season on good standing
 - e. Be a senior who has been out for four years and contributed to the track program
 - g. Student managers may letter provided they attend all practices and meets.
8. **Baseball**
- a. Participate in 40% of the total varsity games
 - b. Conference, District, & State Tournament games are doubled
 - c. Senior who has been out all four years and has contributed to team
 - d. Finish the year in good standing
-

Jack Anderson Ball Park Phases

Phase 1 - \$336,334 (99% Completed)
New high school softball field without lights
New Legion baseball field without lights

Phase 1a - \$85,000 (AGPS Funded – 100% Completed)
Lights for softball field and bringing power to center of complex

Phase 1b - \$11,000 (Scoreboards Purchased – Awaiting Installation)
Scoreboard for Baseball Field - \$3,800 (City Purchased – Awaiting delivery)
Scoreboard for Softball Field - \$3,200 (AG School Foundation Purchased – Stored off Site)
Installation Estimate (Steel Supports, electrical wire & Concrete – Volunteers Install) - \$4,000

Phase 1c - \$5,000
Sidewalks & concrete slabs for bleachers for Phase 1

Phase 1d – \$14,950 (AGPS Purchased)
5 – Movable Bleachers for new fields in Phase 1 (99% Completed)

Phase 1e - \$30,000
Rock parking lot south of the fields (\$20,000 AGPS Funding + \$10,000 AYBA Funding)

Phase 1f - \$7,500
Rock parking lot south of the T Ball fields

Phase 1g - \$156,000
Lights for Legion baseball field

Phase 2 - \$175,000 - \$200,000 (Working on conceptual drawings – planning stage)
Concession stand/bathrooms/storage areas and additional sidewalks

Phase 2a - \$10,000
Build entrance on South side of Park

Phase 2b - \$7,500
Build and equip 2 new batting cages

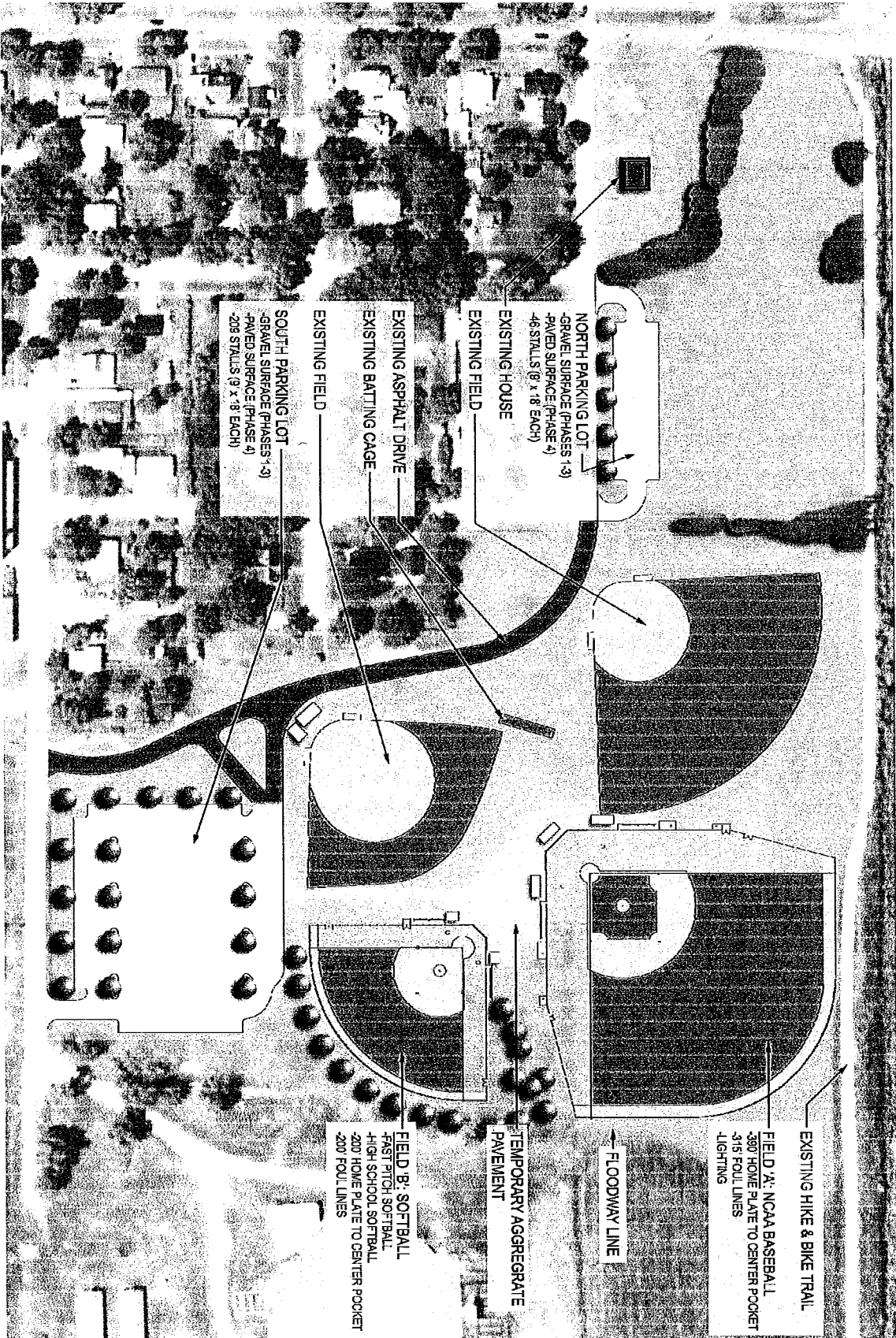
Phase 3 - \$180,000
Turn around and raise current “A” field and upgrade with new lights, bleachers and score boards

Phase 3a - \$40,000
Build new playground area

Phase 3c - \$30,000
Build 2 new T Ball fields

Phase 4 – \$225,000
Turn around and raise current “B” field and upgrade with new lights, bleachers and score boards

Phase 4a - \$400,000
Pave and light rock parking lots constructed in Phase 2a & 2b.



EXISTING HIKE & BIKE TRAIL
 FIELD A: NCAA BASEBALL
 300 HOME PLATE TO CENTER POCKET
 315 FOUL LINES
 LIGHTING

FLOODWAY LINE

TEMPORARY AGGREGATE PAVEMENT

FIELD B: SOFTBALL
 FAST PITCH SOFTBALL
 HIGH SCHOOL SOFTBALL
 200 HOME PLATE TO CENTER POCKET
 200 FOUL LINES

NORTH PARKING LOT
 GRAVEL SURFACE (PHASES 1-3)
 PAVED SURFACE (PHASE 4)
 46 STALLS (9' x 18' EACH)

EXISTING HOUSE
 EXISTING FIELD

EXISTING ASPHALT DRIVE
 EXISTING BATTING CAGE

EXISTING FIELD

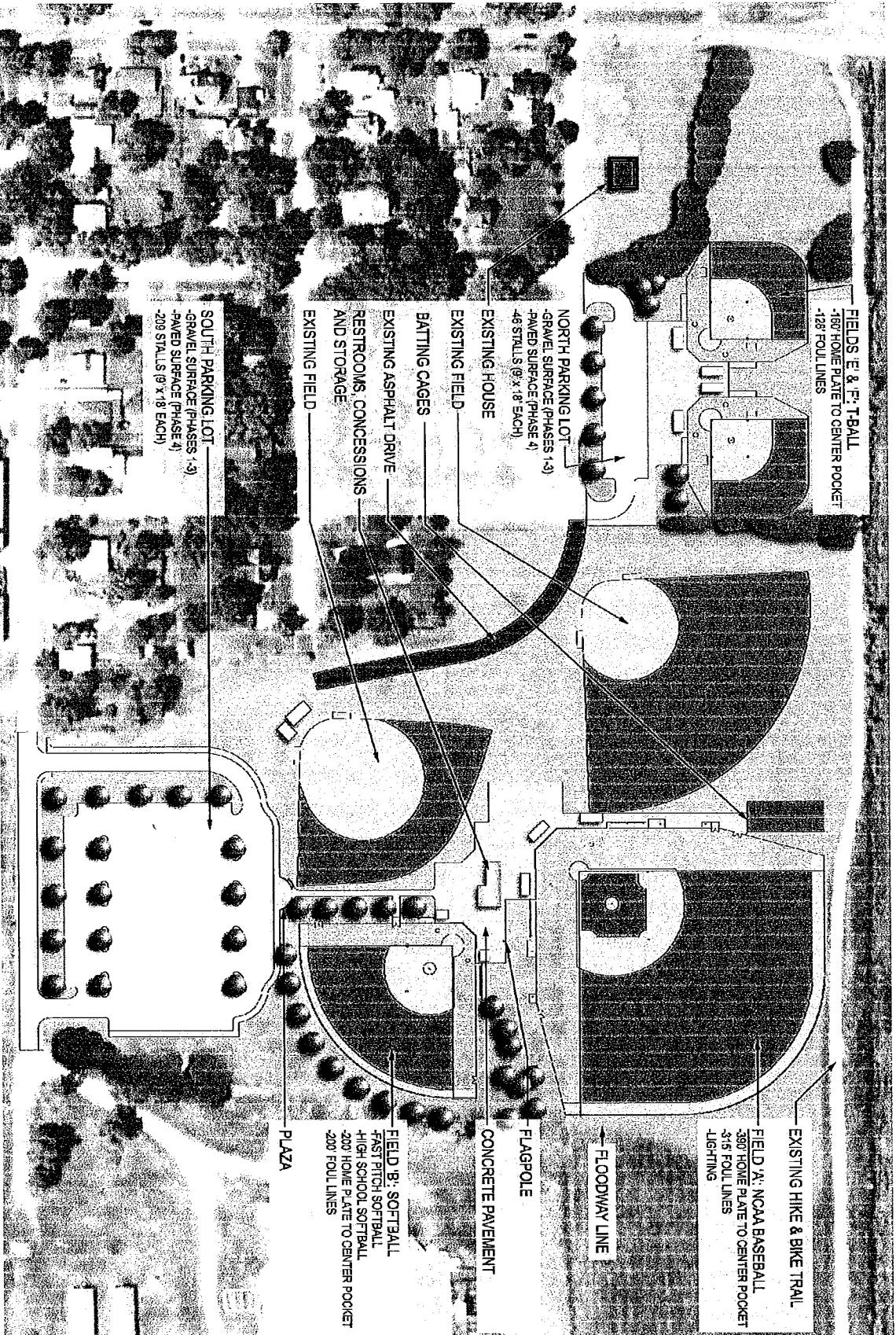
SOUTH PARKING LOT
 GRAVEL SURFACE (PHASES 1-3)
 PAVED SURFACE (PHASE 4)
 208 STALLS (9' x 18' EACH)

JACK ANDERSON BALL PARK

MASTER PLAN - PHASE ONE
 SCALE 1"=120'



The Clark Enersen Partners



FIELD E: F. TBALL
 -160' HOME PLATE TO CENTER POCKET
 -128 FOUL LINES

NORTH PARKING LOT
 -GRAVEL SURFACE (PHASES 1-3)
 -PAVED SURFACE (PHASE 4)
 -46 STALLS (9' x 18' EACH)

EXISTING HOUSE
 EXISTING FIELD
 BATTING CAGES
 EXISTING ASPHALT DRIVE
 RESTROOMS, CONCESSIONS
 AND STORAGE
 EXISTING FIELD

SOUTH PARKING LOT
 -GRAVEL SURFACE (PHASES 1-3)
 -PAVED SURFACE (PHASE 4)
 -209 STALLS (9' x 18' EACH)

EXISTING HIKE & BIKE TRAIL
 FIELD A: NCAA BASEBALL
 -300' HOME PLATE TO CENTER POCKET
 -315 FOUL LINES
 -LIGHTING

FLOODWAY LINE

FLAGPOLE

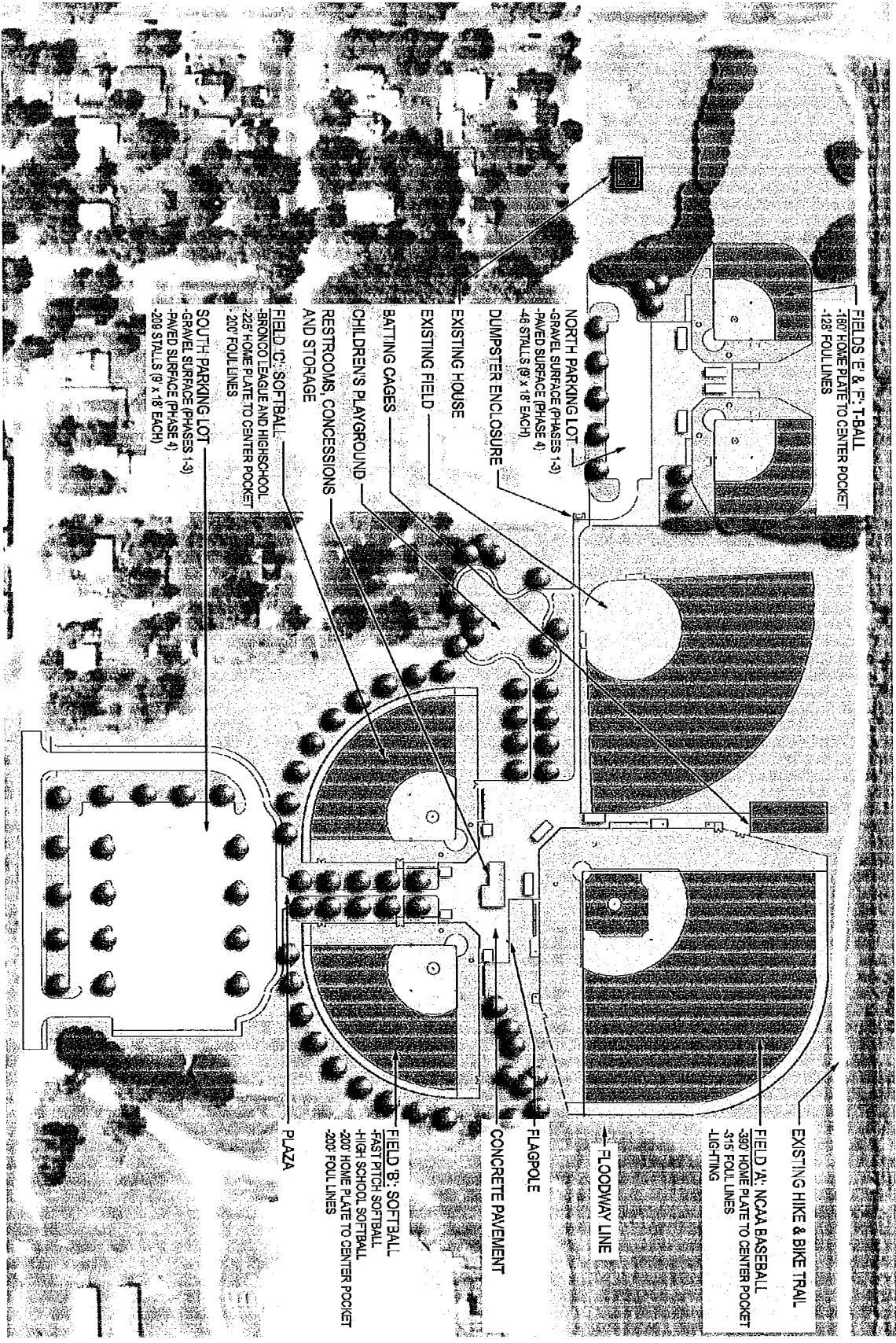
CONCRETE PAVEMENT

FIELD B: SOFTBALL
 -FAST PITCH SOFTBALL
 -HIGH SCHOOL SOFTBALL
 -200' HOME PLATE TO CENTER POCKET
 -200 FOUL LINES

PLAZA

JACK ANDERSON BALL PARK
 MASTER PLAN - PHASE TWO
 SCALE 1" = 120'





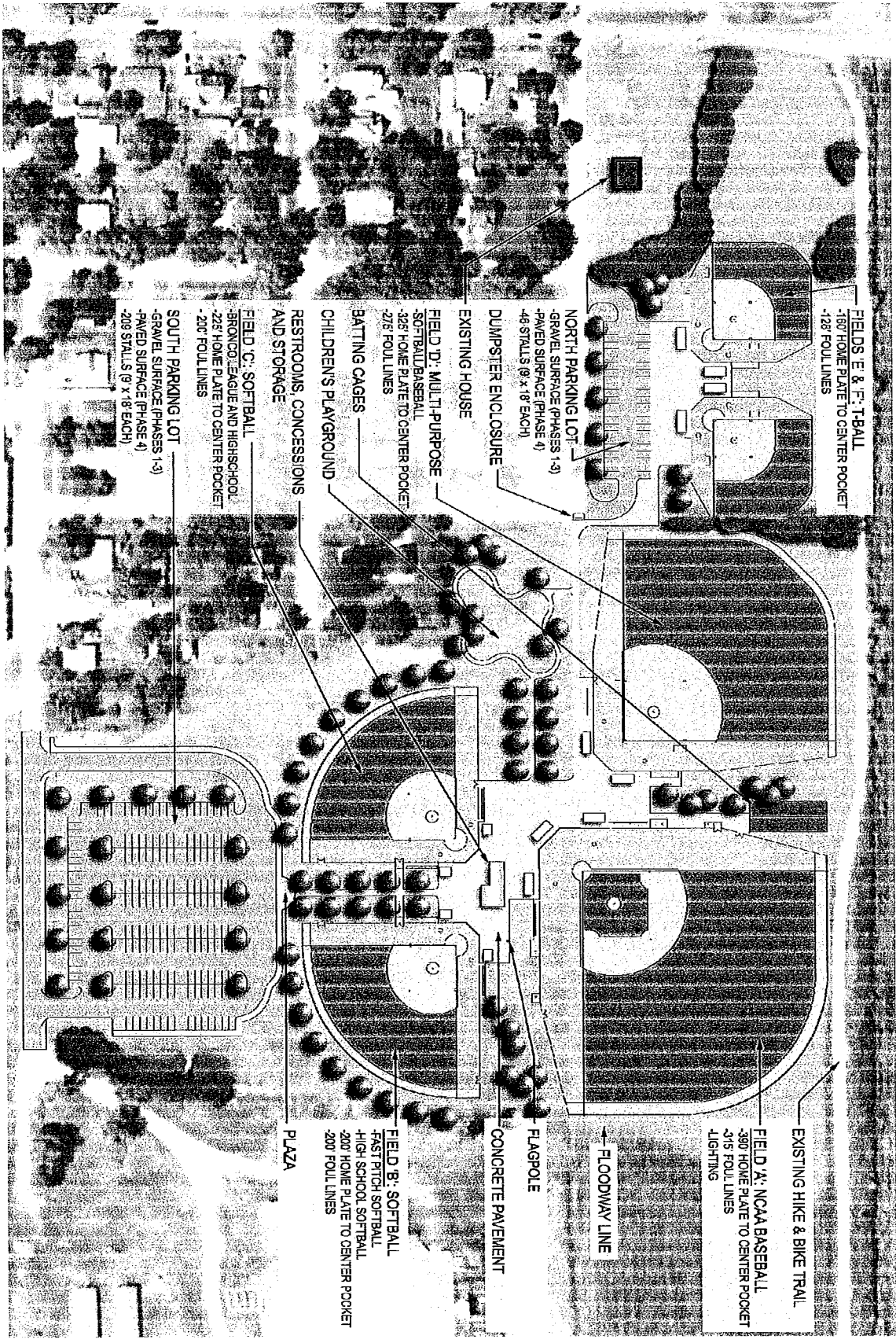
JACK ANDERSON BALL PARK

MASTER PLAN - PHASE THREE

SCALE 1" = 120'



The Clark Eriksen Partners



FIELD E: F. SOFTBALL
 -128' HOME PLATE TO CENTER POCKET
 -128' FOUL LINES

EXISTING HIKE & BIKE TRAIL
 FIELD Y: NCAA BASEBALL
 -307' HOME PLATE TO CENTER POCKET
 -315' FOUL LINES
 LIGHTING

FLOODWAY LINE

FLAGPOLE

CONCRETE PAVEMENT

FIELD B: SOFTBALL
 -FAST PITCH SOFTBALL
 -HIGH SCHOOL SOFTBALL
 -200' HOME PLATE TO CENTER POCKET
 -200' FOUL LINES

PLAZA

FIELD C: SOFTBALL
 -BRONCO, LEAGUE AND HIGH SCHOOL
 -225' HOME PLATE TO CENTER POCKET
 -200' FOUL LINES

SOUTH PARKING LOT
 -GRAVEL SURFACE (PHASES 1-3)
 -PAVED SURFACE (PHASE 4)
 -209 STALLS (9' X 18' EACH)

NORTH PARKING LOT
 -GRAVEL SURFACE (PHASES 1-3)
 -PAVED SURFACE (PHASE 4)
 -46 STALLS (9' X 18' EACH)

DUMPSTER ENCLOSURE

EXISTING HOUSE

FIELD D: MULTI-PURPOSE
 -SOFTBALL/BASEBALL
 -325' HOME PLATE TO CENTER POCKET
 -275' FOUL LINES

BATTING CAGES

CHILDREN'S PLAYGROUND

RESTROOMS, CONCESSIONS
 AND STORAGE

JACK ANDERSON BALL PARK
 MASTER PLAN - PHASE FOUR
 SCALE 1" = 120'



The Clark Emerson Partners



Jack Anderson Ball Park Parking Lot Improvements

Construction Documents
Ashland, Nebraska

July 2011

TCEP Project No.: 663-004-11

INDEX OF DRAWINGS

- GENERAL
- GO.0 Title Sheet, Index of Drawings
- LANDSCAPE ARCHITECTURAL
- L1.1 Site Demolition Plan
- L2.1 Site Grading Plan
- L3.1 Site Grading Plan, Stormwater Pollution Prevention Plan
- L4.1 Paving Plan

Jack Anderson Ball Park
Parking Lot Improvements
Ashland, Nebraska

TCEP No.: 663-004-11
July 2011

Title Sheet
Index of Drawings
G0.0

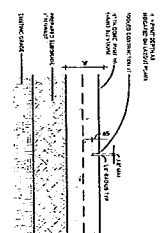
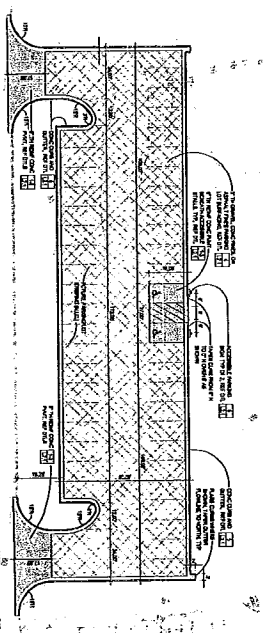
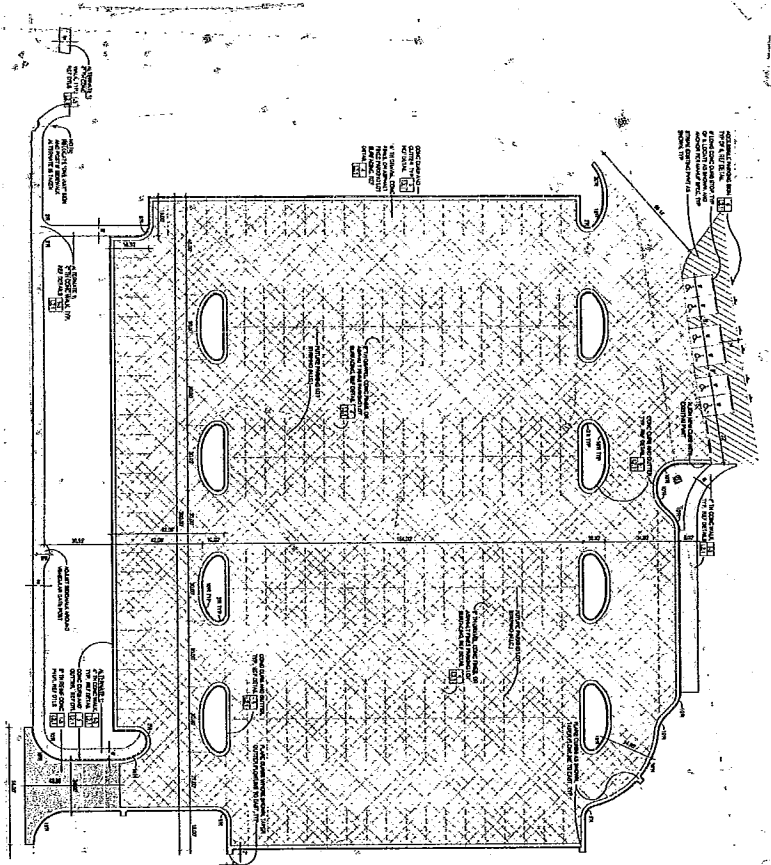


Jack Anderson Ball Park
Parking Lot Improvements
Astoria, Oregon

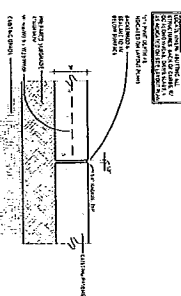
ICSP No. : 613-004-11
July 2011

Site Demolition Plan

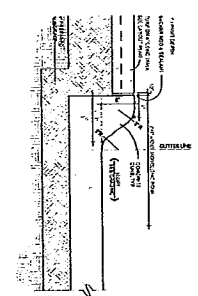
L1.1



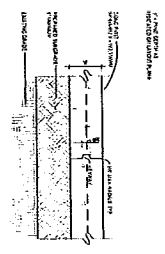
1 CONCRETE CONTRACTION JOINT



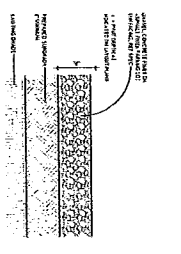
3 CONCRETE EXPANSION JOINT



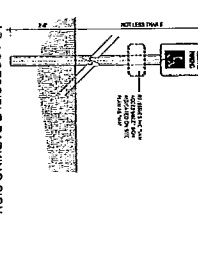
5 CONCRETE CURB & GUTTER



2 CONCRETE CONSTRUCTION JOINT



4 GRAVEL PAVEMENT



6 ACCESSIBLE PARKING SIGN

GENERAL INFORMATION

1. THE PURPOSE OF THIS PLAN IS TO PREVENT EROSION AND SEDIMENTATION FROM THE CONSTRUCTION OF THE PROJECT.
2. THIS PLAN IS BASED ON THE ASSUMPTION THAT THE PROJECT WILL BE CONSTRUCTED IN ACCORDANCE WITH THE SPECIFICATIONS AND CONDITIONS SET FORTH IN THIS PLAN.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC ROADS AT ALL TIMES.

TEMPORARY SEEDING

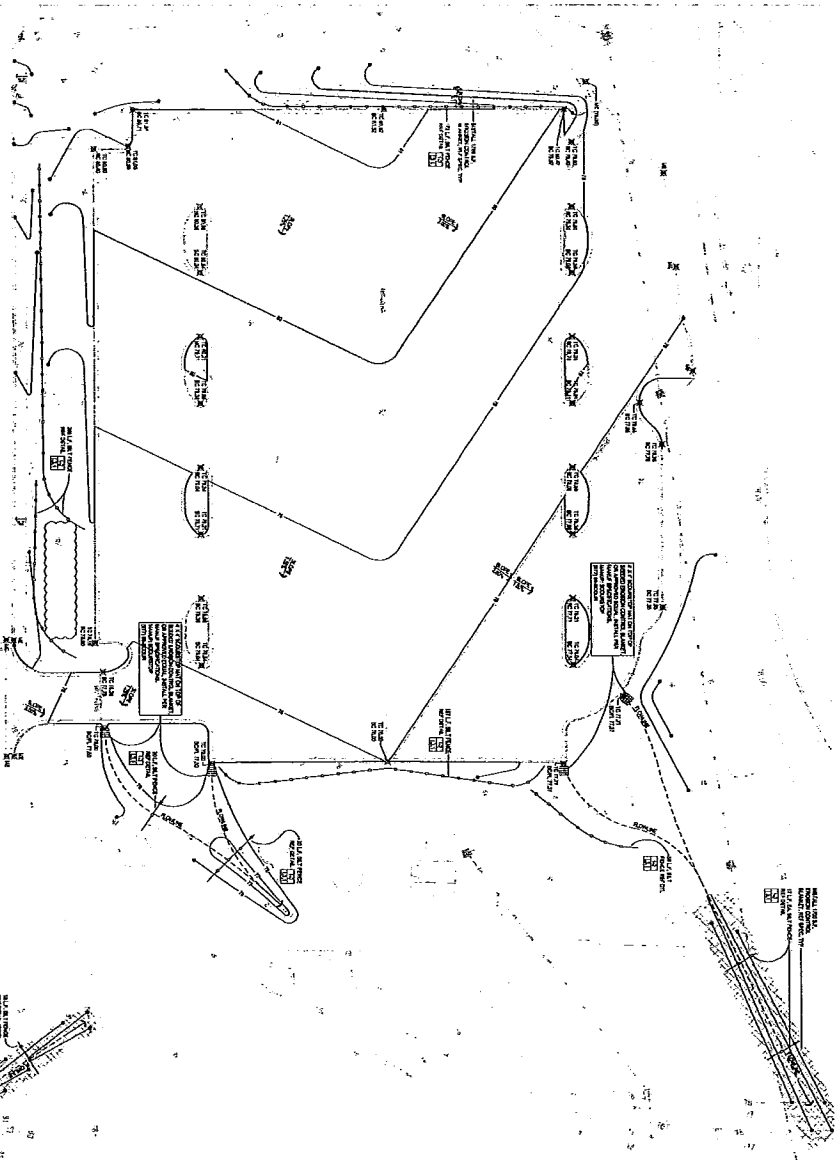
1. ALL EXPOSED SOIL SURFACES SHALL BE SEEDING WITH A SUITABLE MIXTURE OF SEEDS AND MULCH WITHIN 14 DAYS OF EXPOSURE.
2. THE SEEDING SHALL BE PERFORMED IN ACCORDANCE WITH THE SPECIFICATIONS AND CONDITIONS SET FORTH IN THIS PLAN.

EROSION CONTROLS AND FINAL STABILIZATION

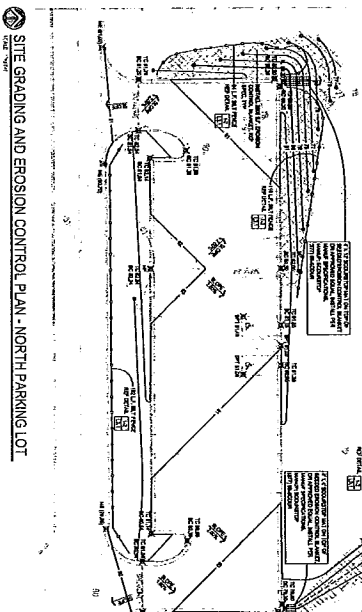
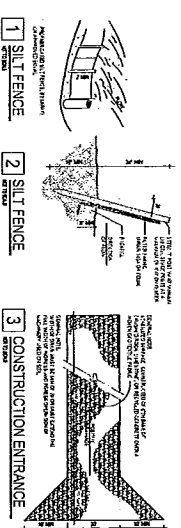
1. EROSION CONTROLS SHALL BE INSTALLED AT ALL CONSTRUCTION SITES TO PREVENT EROSION AND SEDIMENTATION FROM THE CONSTRUCTION OF THE PROJECT.
2. THE CONTRACTOR SHALL MAINTAIN ALL EROSION CONTROLS IN GOOD WORKING ORDER AT ALL TIMES.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE FINAL STABILIZATION OF ALL EXPOSED SOIL SURFACES.
4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC ROADS AT ALL TIMES.

INSPECTIONS AND MODIFICATIONS TO THE PLAN

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INSPECTION AND MODIFICATION OF THIS PLAN AS NECESSARY.
2. THE CONTRACTOR SHALL MAINTAIN ALL EROSION CONTROLS IN GOOD WORKING ORDER AT ALL TIMES.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE FINAL STABILIZATION OF ALL EXPOSED SOIL SURFACES.
4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC ROADS AT ALL TIMES.



SITE GRADING AND EROSION CONTROL PLAN - SOUTH PARKING LOT



SITE GRADING AND EROSION CONTROL PLAN - NORTH PARKING LOT

Jack Anderson Soil Park
Parking Lot Improvements
Arland, Nebraska

TCPE No.: 643-004-11
July 2011

Site Grading Plan /
Stormwater Pollution
Prevention Plan

L3.1

Proposed Surplus items

Wheelchair Lift: PE/GYM equipment room

From Home Ec room:

Wok (x2)

Sunbeam Stand Mixer

Waffle Maker

Fondue Set

Crock Pot/Deep Fryer

Hand Mixers (x3)

Irons (x2)

Crepe maker

Pyrex casserole dishes (assorted)

Pie plates (glass assorted)

Frying pans (assorted)

Baking Sheets and pans (assorted)

Utensils

Microwave safe cooking plates (assorted)

Old Mower Deck (hasn't been used in 10 yrs)

approx. 15 yr. old mower (72 inch mower deck, 60 inch broom)

Areins ST 504 Snow blower (hasn't been used in last 7 yrs.)

60 gallon sprayer tank

Kiln from art room

Forge from metal shop

1 old blower engine.

1 vacuum

1 kidney table

3 small round tables

3 metal computer tables (old 2 tier)

1 wood book shelf

Various lockers and shelving units removed from classrooms

Vairous classroom and office furniture/supply items