

Ashland-Greenwood Public Schools' Claims
General Fund Claims
5/21/2012

Check #	Vendor	Amount	Description
029873	Seminole Retail Energy Services. LLC	\$ 5,301.00	All Areas: Natural Gas
029874	AG Payroll Account	\$ 286,567.42	Net Payroll
029875	AGEA	\$ 2,425.84	Employee Dues
029876	Blue Cross and Blue Shield of NE	\$ 81,175.71	Payroll Employee Health Ins
029877	Centennial Bank	\$ 10,705.62	Payroll Section 125 Deduct
029878	DISCOVER	\$ 430.38	Employee Garnishment
029879	Guardian	\$ 865.55	Payroll Employee Life Prem
029880	Guardian	\$ 762.73	Employee Vision Plan
029881	Madison National Life	\$ 1,106.73	Payroll LTD Insurance Prem
029882	MidAmerica 403b	\$ 1,865.00	Payroll Annuity Deduction
029883	Ashland-Greenwood Payroll Account	\$ 13,218.87	Payroll State Tax Wthldg
029884	Ashland Greenwood Payroll Account	\$ 50.00	Employee Child Support Paymnt
029885	Ashland-Greenwood Payroll	\$ 87,319.22	Payroll Federal Tax Wthldg
029886	Retirement	\$ 70,187.63	Payroll Retirement Wthldg
029887	Academic Therapy Publ., Inc.	\$ 108.90	Elem Instruction: Assessments
029888	Ashland-Greenwood Activities Acct	\$ 1,000.00	Vocal Music National Travel
029889	AmSan	\$ 2,710.21	Custodial: Supplies
029890	Ashland Auto Parts	\$ 101.48	Transportation: Supplies
029891	Ashland Disposal Service	\$ 215.00	Waste Removal
029893	Ashland-Greenwood Hot Lunch	\$ 48.00	Instruction: NeSA supplies
029894	Awards Unlimited, Inc.	\$ 145.75	Employee Awards
029895	Plains Equipment Group	\$ 135.04	Maintenance: Mower Parts
029896	Binswanger Glass	\$ 260.00	Maint: Windows Repair
029897	Maris Buller	\$ 130.00	Sped: Respiratory Therpy
029898	CGS Music dba Robert Popek	\$ 211.00	Instr Music: Instrument Repair
029899	Brooke L Cheleen	\$ 575.35	Physical Therapy
029900	City Of Ashland	\$ 1,864.75	All Areas: Water and Sewer
029901	Cornhusker International Trucks, Inc.	\$ 146.74	Transportation: Parts
029902	Cummins Central Power, LLC	\$ 1,474.30	Transp: Bus 12 Repair
029903	Kelly B Schrad	\$ 2,152.50	Inst. Tech.: Computer Support
029904	Dick Blick Company	\$ 358.82	Instruction: Art Equipment
029905	Eddie Lawn Service, LLC	\$ 1,670.00	Maint: Overseed FB Field
029906	Esu #2	\$ 7,470.40	Sped: SRS Fees 2012-13
029907	GovConnection Inc.	\$ 255.33	InsTech: Supplies ELEM
029908	Hillyard/Sioux Falls	\$ 79.00	Custodial: Supplies
029909	Jostens Diploma Division	\$ 1,049.23	Diplomas and Covers
029910	J. W. Pepper & Son, Inc	\$ 159.99	Instruction: Music
029911	Lampe's Clean Air Specialists	\$ 772.95	Maintenance: Supplies
029912	Library Video Company	\$ 46.85	Media: MS AV Materials

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Check #	Vendor	Amount	Description
029913	Lincoln Public Schools	\$ 1,350.00	Instruction: DL Courses
029914	Matheson Tri-Gas, Inc/Linweld	\$ 47.60	Voc Ag: Gas
029915	Douglas S Loftus	\$ 470.00	Maintainence: Rentals
029916	MCI Communications Services, Inc.	\$ 115.93	Long Distance Service
029917	Mead Lumber Co.	\$ 578.34	All Areas: Supplies
029918	Meininger Fire Protection Inc	\$ 280.00	Fire/Sprinkler Qtrly Inspection
029919	Menard Inc	\$ 7.36	Maintenance: Supplies
029920	MidAmerica Admi & Retirement Sol	\$ 125.00	403B Qtrly Admin Fees
029921	Midwest Office Automations	\$ 1,007.19	Instruction: Copier Use
029922	Midwest Turf & Irrigation	\$ 99.54	Maint: Irrigation Supplies
029923	Montemarano Landscapes Inc	\$ 800.00	Maintenance: Mulch
029924	NCSA	\$ 125.00	NASBO Workshop
029925	Nebraska Scientific	\$ 88.80	Instruction: Science supplies
029926	NE Sprinkler/Scott Brauckmuller	\$ 3,450.00	Maintenance: System install
029927	NECO	\$ 202.50	Custodial: Bldg Security
029928	Nebraska Department Of Ed.	\$ 25,144.50	Sped: Student Tuition
029929	Nebraska ESU Coop Purchasing	\$ 1,532.74	All Areas: 2012 Paper Order
029930	Nebraska State Historical Society	\$ 56.80	Elem Instruction: Trailblazer
029931	NETA, Nebraska Educational Tech. Assn.	\$ 770.00	Title II A: Teacher Wkshop
029932	Nicholson & Associates	\$ 157.50	Transport: Empl Screening
029933	NF Foods LLC	\$ 22.64	Instruction: AG supplies
029934	O'Keefe Elevator Co.	\$ 265.00	Annual State Elev Test
029935	Omaha World Herald	\$ 1,651.32	Admin: Adv & Printing
029936	One Source, Inc	\$ 25.00	Background Checks
029937	Omaha Public Power District	\$ 10,422.92	All Areas: Electricity
029938	Perry, Guthery, Haase & Gessf	\$ 1,546.00	Admin: Legal Services
029939	Platte Valley Sanitation Inc	\$ 325.00	Waste Removal/Recycling
029940	Pygraphics	\$ 611.00	Inst.: Band software
029941	Quill Corp	\$ 97.95	Commencement Program Paper
029942	Renaissance Learning, Inc.	\$ 458.00	Inst Tech: Software Supp.
029943	S & S Welding, Inc.	\$ 47.14	Maintenance: Supplies
029944	Saunders Co Historical Societ	\$ 105.00	Elem Instruction: Field Trip
029945	Saunders Medical Center	\$ 100.00	Transportation: Empl Phys.
029946	School Specialty	\$ 577.19	Elem Instruction: Supplies
029947	Solution One	\$ 270.80	Instruction: Copier Use
029948	Sparkling Klean	\$ 5,696.60	Custodial: Cleaning Service
029949	Todd Valley Plbg. & Htg	\$ 27.28	Maintenance: Irrigation parts
029950	Ty's Outdoor Power & Service Inc	\$ 381.99	Maint: Repairs, parts
029951	United Electrical Supply Co Inc.	\$ 53.00	Maint: Electrical Suppl

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Check #	Vendor	Amount	Description
029952	Voyager Fleet Systems, Inc.	\$ 5,380.13	Transportation: Fuel
029953	Wahoo-Waverly-Ashland Newspapers	\$ 188.47	Board of Ed: Adv & Printing
029954	Seth Wiese	\$ 58.00	Baseball Worker
029955	Beverly Wiggs	\$ 2,107.28	Sped: Occupational Therapy
029956	Williams Sales & Service	\$ 770.00	Transportation: Bus Inspections
029957	Barnes & Noble Inc	\$ 161.70	Title II A: Supplies
029958	Father Flanagan's Boys' Home	\$ 9,940.00	Sped: Student Tuition
029959	GovConnection Inc.	\$ 1,998.00	Instr.: Equipment
029960	Henry Doorly Zoo	\$ 385.00	Elem Instruction: Field trip
029961	J. W. Pepper & Son, Inc	\$ 86.99	Vocal Music: Supplies
029962	Menard Inc	\$ 242.95	Maintenance: Supplies
029963	NCSA	\$ 199.00	Title II A: WS registration
029964	PayFlex Systems USA Inc	\$ 312.00	Employee Benefit
029965	School Specialty	\$ 23.71	Elem Instruction: Supplies
029966	Todd Valley Plbg. & Htg	\$ 15.14	Maintenance: Supplies
029967	Voss Electric Co	\$ 217.24	Maintenance: Supplies
029968	Windstream	\$ 1,032.40	All Areas: Local Tele Service
029969	AG Public Schls Foundation	\$ 1,650.00	Board Of Ed: Employee Meals
029970	Ashland-Greenwood Booster Club	\$ 1,573.25	Pupil Support Activity Work
029971	Administration Operation Account	\$ 972.27	Mileage, Supplies,Field Trip Fees
TBA	Voss Electric	INC	Maint: Electrical Supplies
TBA	Seminole Energy	INC	Natural Gas
TBA	Mark Powell	INC	Pupil Support: Activity Security
TBA	Nebraska Coaches Assn.	INC	Coaching Clinic
TBA	Omaha Paper	INC	Instruction: Paper

Authorized by:

2012/13 BUDGET TIMELINE

Date	Budget Activity
March 15	Deadline for notification of availability of the Retirement Incentive Plan (§79-855) and Staff Development Assistance (§79-856) for school districts that are part of a dissolution or merger
April 10	2012/13 State Aid Certification
April 15	Reduction in Force deadline
May 1	2012/13 Budget Authority and Allowable Reserve Percentage Certification
July 1	School District Budget Form and LC-2 documents available on the Internet
August 20	Assessed valuation certified by county
September 20	<p>Filing deadline for Budget and LC-2 to NDE, Auditor of Public Accounts, County Clerk</p> <p>Materials to submit:</p> <ul style="list-style-type: none"> ◆ School District Budget Form (Cover Page through Page 5) ◆ Proof of Publication for Notice of Budget Hearing ◆ Schedules A, B, C ◆ Certification of Taxable Value ◆ Sample Ballot and Certification of Election Results for successful election to override the <i>levy limitation</i> (if applicable) ◆ LC-2 <ul style="list-style-type: none"> • The LC-2 (which includes the Special Grants Fund List) will be submitted online to NDE through the NDE Portal • A paper copy of the LC-2 & Special Grants Fund List will be filed with the Auditor of Public Accounts & the County Clerk ◆ Sample Ballot and Certification of Election Results for successful election to override the <i>expenditure limitation</i> (if applicable)
October 13	Resolutions setting all tax requests filed
December 31	<p>Filing deadline for the Report of Joint Public Agency & Interlocal Agreements</p> <ul style="list-style-type: none"> ◆ File with the Auditor of Public Accounts

Draft of Summer work PROJECTS

Project	Responsible	Budget		
HS Windows	Bob	\$7,000.00		
HS Gym Foam	Randy/Bob	\$7,500		
Corridor Hallway A	Bob	\$12,000		
Exit Signs	Bob	\$400		
Door Locks	Bob	\$2,000		
Clean MPR/Gym Rafters	Bob/Rod/Cust.			
Exhaust Fan HS girls LR	Bob	\$1,000		
Drinking Fountain	Bob	\$3,000		
HS ref. and freez. Coils	Bob			
Kingery Construction Contact	Bob			
Home Ec. Renovation	Mark/Bob	\$500		
HS RR repairs	Mark/Bob	\$500		
C-5 Drywall Removal	Mark/Bob			
Electrical Door Install	Mark			
Projector Installation (6)	Mark			
Wood trim around matting: Shelly	Mark/Bob			
Library - hole in dry wall by media door	Mark			
Rm 206 caulk around windows	Mark			
RM 113: touch up after shelving inst.	Mark			
Landscaping	Eric	Touch base with Brad and Teresa		
Grass Seed East Side, etc.	Eric	TBD		
Grounds Maintenance	Eric/Kent			
Foundation Bricks	Eric			
Transportation: safety, etc.				

Paint Crew
MS/HS
Elementary

Crew Leader Paula Akers
Contact Rod
Contact Mark

Elementary	
West stairwell by Rm 207 (back wall)	Rm 311
touch-ups in office/conference rm	Staff lounge
1/2 wall outside Rm 311 (along ramp)	East & West 1st fl. Stairwells
Hole repaired/painted in Library	Rm 206 and adjoining bathroom
Gym area: plaster and paint	Rm 211

MS/HS
Paint

Brad will be giving Rod/Paula list

**NEBRASKA DEPARTMENT OF ROADS
NOTICE OF HIGHWAY PUBLIC HEARING**

Thursday, June 28, 2012; 5:00 – 7:00 PM

Ashland-Greenwood High School, 1842 Furnas St., Ashland, NE

STP-66-6(107) *Furnas St. to Silver St., In Ashland;* CN 13084

The Nebraska Department of Roads (NDOR) will hold a public hearing in an open house format, regarding improvements to Nebraska Highway 66 (N-66) from Furnas to Silver Streets in Ashland, Saunders County, Nebraska. The meeting will be held at the Ashland-Greenwood High School in Ashland, on Thurs., June 28, 2012, with an Open House 5:00-6:30 PM; and the Public Forum 6:30-7:00 PM.

This proposed project is identified as **STP-66-6(107) *Furnas St. to Silver St., In Ashland;* CN 13084**. The proposed design would consist of the reconstruction of 0.54 miles of N-66, starting 400 feet north of the Furnas Street/N-66 intersection and extending south to 200 feet south of the Silver Street/N-66 intersection.

Construction would consist of removing the existing roadway and replacing it with 42-foot wide concrete pavement. The section would include two 15-foot wide thru lanes with integral curb and a 12-foot wide left turn lane. Improvements will also include new storm sewer and culverts, barrier curb, retaining wall, lighting and American with Disabilities (ADA) compliant sidewalks and curb ramps.

The proposed 3-lane section will require the elimination of approximately 38 parallel parking stalls along N-66 between Boyd St. and Ash St.

Construction is anticipated to begin in early 2014 and be completed later that year. During construction N-66 would be closed to traffic. The designated detour would follow County Road "A" between N-66 and US-6. The Silver Street intersection, and either the Clay Street or Euclid Street intersections would remain open to traffic to cross N-66 at all times. Access to the local businesses would remain open at all times. Additional information will be available at the Hearing.

Current designs require the acquisition of new right-of-way (ROW) to build ADA compliant sidewalks and retaining walls, and temporary construction easements throughout the project area; no relocations are anticipated. A minor portion of

wetlands will be disturbed; however mitigation will not be necessary.

The public hearing is being held to provide information and receive input regarding the design development of this project. Roadway and right-of-way plans will be further developed after this open house public hearing. All citizens are invited to attend and present relevant comments and questions. Design information will be displayed and personnel from NDOR will be present to answer questions and receive comments.

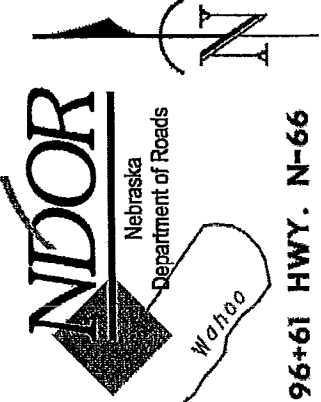
The "open house" format allows the public to come, gather pertinent information about the project, speak one-on-one with project personnel, and leave as they wish. The public forum will allow citizens to express their opinions to NDOR, FHWA and all assembled and to hear other participant's comments and opinions.

NDOR will make every reasonable accommodation to provide an accessible meeting facility for all persons. Appropriate provisions for the hearing and visually challenged or persons with limited English proficiency (LEP) will be made if the Department is notified by June 15, 2012. Notification should be submitted to: Greg Weinert, Public Hearings Officer, Nebraska Department of Roads, P.O. Box 94759, Lincoln, NE 68509-4759; greg.weinert@nebraska.gov; voice telephone (402) 479-4871, TDD telephone (402) 479-3834, Fax (402) 479-3989.

Information regarding the proposed project will be available after the meeting on the NDOR website at www.transportation.nebraska.gov/projects/ by clicking on the "Ashland—Furnas St. to Silver St." link.

For further information, contact Carl Humphrey, NDOR Roadway Design, (402) 479-3842, carl.humphrey@nebraska.gov; or Tom Goodbarn, NDOR District One Engineer, (402) 471-0850, thomas.goodbarn@nebraska.gov.

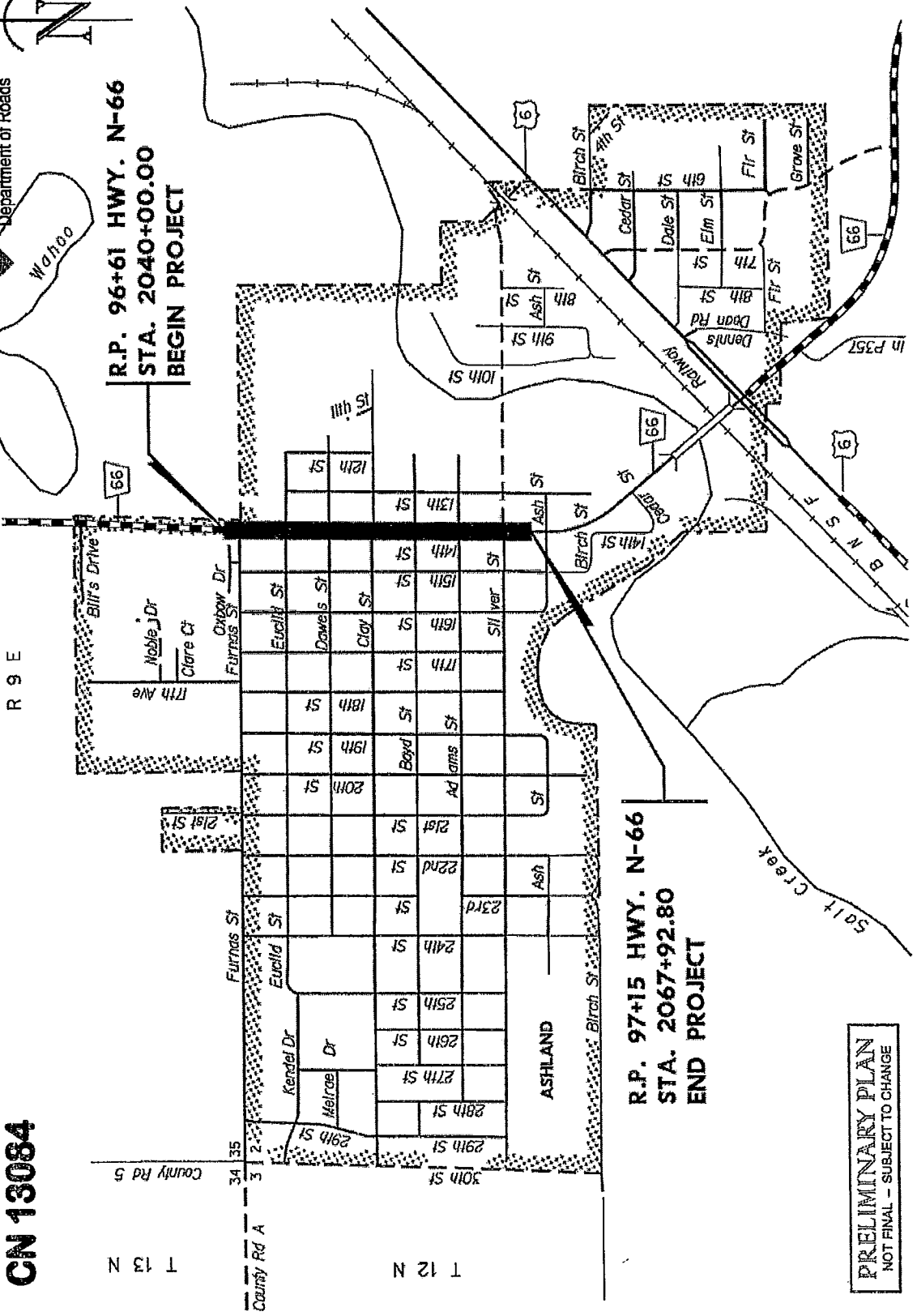
NEBRASKA DEPARTMENT OF ROADS



STP-66-6(107)
Furnas St. to Silver St., in Ashland
CN 13084

R.P. 96+61 HWY. N-66
STA. 2040+00.00
BEGIN PROJECT

R.P. 97+15 HWY. N-66
STA. 2067+92.80
END PROJECT



PRELIMINARY PLAN
 NOT FINAL - SUBJECT TO CHANGE

5-9-12

Annual Safety Meeting

Contact Information

Carrie Holz – carrie.holz@agps.org

Zach Kassebaum – zach.kassebaum@agps.org

Rule 10:

011.01B Each school system has a safety and security plan for the schools in the system. The plan addresses the safety and security of students, staff, and visitors. The plan is approved by the local governing body.

011.01C Each school system has a school safety and security committee which includes representatives of faculty, parents, and the community. The committee meets at least annually to prepare and/or review safety and security plans and procedures, including emergency plans and procedures.

011.01D The school system's safety and security plan(s) are reviewed annually by one or more persons not on the local school system safety committee and not an employee of the school system. This review will include a visit to school buildings to analyze plans, policies, procedures, and practices and provide recommendations. Any recommendations made as a result of the analysis are forwarded to the head administrator and to the school safety and security committee to be considered in making revisions to the plan.

Focus: Awareness and Prevention

Agenda

- Introduction
- Christine Caswell and Jon Richards: Awareness
- Explanation of process

Feedback: Please email response to Carrie Holz and Zach Kassebaum

1. Please identify any areas of safety concern that you have in our district.
 - 1 (A) Please identify possibly solutions/remedies you have for the concern.

2. In review of the Safety and Security Management Plan what questions/concerns do you have?
 - 2(A) What suggestions do you have in regard to your questions/concerns?

3. Assess the schools emotional climate.
 - a. Do adults listen?
 - b. Is bullying present?
 - c. Is bullying allowed?
 - d. Is a culture of safety and respect established?
 - e. Is talking to an adult about a student contemplating a bad action or violent action considered snitching?
 - f. Do all students have a trusting relationship with an adult?

4. What capacity do we have to pick up on and evaluate available or knowable information that might indicate that there is risk of a targeted violent act?

Contract Description	Bid	Apparent	
Bidder's Name	Amount	Low Bid	
#1- Site Clearing and Earthwork			
Gana	\$ 52,450.00		
Revised	\$ 34,338.00	\$ 38,838.00	with \$4,500 for full berm
#2- Reinforcing Steel			
Concrete Industries	\$ 6,412.00	\$ 6,412.00	
#3- Concrete Foundations & Flatwork			
Marsh Creek	\$ 32,100.00	\$ 32,100.00	Add Bond Cost \$1,200+/-
Stephens & Smith (Foundations only)	\$ 13,450.00		
Epp (Foundations only)	\$ 27,620.00		
Steve's Flatwork (Flatwork only)	\$ 30,280.00		
#4- Retaining Walls			
Linhart	\$ 7,646.75		
Seeds of Life, Inc.	\$ 8,664.00		
Leick	\$ 3,800.00	\$ 3,800.00	
#5- Chain Link Fencing			
American	\$ 8,750.00		
Security	\$ 7,912.00	\$ 9,512.00	with \$1,600 for gate
Empire Netting & Fence	\$ 10,950.00		
#6- Sodding and Landscaping			
Seeds of Life	\$ 5,096.00	\$ 8,156.00	with \$3,060 for seed/sod
#7- Masonry			
DC Masonry	\$ 48,597.00		
Carpenter Masonry	\$ 39,900.00	\$ 39,900.00	
McArtor	\$ 66,000.00		
Calco	\$ 37,548.00		
Kehm	\$ 45,978.00		
Kadavy	\$ 46,900.00		
#8- Miscellaneous Steel Materials			
Apollo	\$ 4,300.00		
Steel Fabricators	\$ 4,988.00		
Midwest Steel	\$ 3,200.00	\$ 3,750.00	with \$550 for galvanizing

Contract Description	Bid	Apparent
Bidder's Name	Amount	Low Bid
#9- <u>Carpentry & Wood Blocking</u>		
Millard Lumber	\$ 33,746.00	\$ 33,746.00
#10- <u>Finish Carpentry Materials</u>		
Kingery Construction Co.	\$ 3,400.00	\$ 3,400.00
#11- <u>Roofing</u>		
Weathercraft of Lincoln	\$ 14,360.00	\$ 14,360.00
JRS	\$ 17,308.00	
#12- <u>Joint Sealers</u>		
Nebraskaland Waterproofing	\$ 2,195.00	\$ 2,195.00
Williams Restoration	\$ 3,694.60	
#13- <u>Doors, Frames & Hardware Materials</u>		
Metal Doors and Hardware	\$ 8,217.00	\$ 8,217.00
DSI	\$ 8,125.00	
#14- <u>Sectional Overhead Doors</u>		
Overhead Door Co.	\$ 1,186.00	\$ 1,186.00
Norms	\$ 1,200.00	
#15- <u>Fiberglass Windows</u>		
Pella of Lincoln and Omaha	\$ 4,488.52	\$ 4,488.52
#16- <u>Gypsum Board Systems</u>		
Interior Systems	\$ 9,289.00	\$ 9,289.00
#17- <u>Carpets and Resilient Floorings</u>		
Floors Inc.	\$ 4,205.00	\$ 4,205.00

Contract Description	Bid	Apparent
Bidder's Name	Amount	Low Bid
#18- Painting		
Kingery Construction Co.	\$ 7,200.00	\$ 7,200.00
Parpart	\$ 8,802.00	
#19- Specialty Materials		
Porter Trustin Carlson	\$ 3,800.00	
EPCO	\$ 3,467.00	\$ 3,467.00
Ohlinger	\$ 3,275.00	
#20- Special Signage (Logo)		
Nebraska Sign Company	\$ 5,459.00	
CBS Sign Inc	\$ 3,000.00	\$ 3,000.00
All Signs	\$ 5,093.00	
#21- Installation of Finish Carpentry, doors, frames, toilet partitions and accessories		
Mark Sass & Associates	\$ 14,800.00	
Kingery Construction Co.	\$ 8,060.00	\$ 8,060.00
#22- Plumbing and Ventilating		
HEP, Inc.	\$ 72,900.00	
Bob & Don's Plumbing	\$ 67,116.00	
TSI	\$ 55,260.00	\$ 55,260.00
#23- Electrical		
ABC Electric	\$ 42,680.00	
Willmar Electric	\$ 24,765.00	\$ 24,765.00

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 Schools does not discriminate on the basis of race,~~

~~color, national origin, gender, disability, marital status, or age in admission or access to, or treatment of employment in, its programs or activities.~~

~~It is the intent of the Ashland-Greenwood Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by the Ashland-Greenwood Public Schools.~~

~~Inquiries regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting the High School Principal at 944-2114 or the Elementary School Principal at 944-7083.~~

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 CALLS

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.

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

****Addition to go here...****

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.

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. Change name to Brad Jacobsen

Pg. 9. 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.**

Pg. 12: 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.

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. ~~The guidelines for such growth are established in Section 8 of this personnel handbook.~~ 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 Schools does not discriminate on the basis of race, color, national origin, gender, disability, marital status, or age in admission or access to, or treatment of employment in, its programs or activities.~~

~~It is the intent of the Ashland-Greenwood Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by the Ashland-Greenwood Public Schools.~~

~~Inquiries regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting the High School Principal at 944-2114 or the Elementary School Principal at 944-7083.~~

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. All receipts in excess of \$250 shall be deposited with the business manager or through night deposit on the same day. Receipts of less than \$250 may be held over night but must be secured in a locked facility approved by the building principal. 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 Ray Bentzen Brad Jacobsen or Teresa Bray.

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.

www.agps.org

*Clean
copy

June of
Whole
book*

Ashland-Greenwood Middle School & High School

2012-2013

**HOME OF
THE
BLUEJAYS**

STUDENT & PARENT RESOURCE HANDBOOK



6:00 PM



*Proposed
Changes*

**1842 Furnas
Ashland, NE 68003
402.944.2114**

Notice of Nondiscrimination

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.

4. The district may require an individual to show identification when picking up a child if the individual is unfamiliar to the staff.
5. The school will use the legal surname of each child on all official school records. Use of another surname on official school records will require a court order or other legal document evidencing a legal name change.
6. Custodial and non-custodial parents are responsible for providing the school with copies of all relevant court orders and legal documents. The school will not go beyond what is called for by a court order or other legal document.
7. Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. This policy does not prohibit an employee from listening to a student's problems and concerns.

J. Transportation

The Ashland-Greenwood Public Schools provides transportation to the schools. All students who live outside the city limits of Ashland are eligible for transportation. Transportation eligibility is based on where a child lives and not the location of his or her day care provider. Only students that are eligible for bus service may be transported to and from school on school buses.

K. School Bus Information

Following these procedures will assist us in getting your child to and from school safely.

1. **All Schools - AM Route** Parents shall notify their child's school if your child will not be riding the bus. You may call the offices as early as 7:15 a.m. and the driver will be notified that your child will not be riding that morning. If calling after hours you may leave a voice message at your child's school by dialing extension 0.
2. **Elementary School - PM Route** If your child is in attendance during the day but does not plan to ride the bus home, parents shall notify the Elementary Office by sending a written note or calling the school prior to 2:30 p.m. For your child's safety, it is critical that the school is made aware of changes in daily routines.

3. **Middle School/High School - PM Route** Due to the high participation rate in after school activities, middle school/high school students are not required to notify the school when they are not riding home. The school will not be responsible to see that middle school/high school students get on the bus at the end of the day.

4. Activity Trip/Transportation-

- a. Pupils attending school events requiring transportation must ride on school buses unless other arrangements have been approved in advance by the principal. Requests for such alternative arrangements must come from the parents and must be in writing or face to face with the sponsor.
- b. School buses will return to Ashland immediately after all events unless other arrangements have been approved by the principal and sponsors in advance.

L. Bicycles, Cars, and Other Vehicles

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

M. Closed Campus

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

purpose if a note from an appropriate physician is provided verifying the relevant medical condition.

N. **School Traffic Procedures**

Student safety is of utmost importance. All motorists are asked to follow the procedures below when dropping off children at school. Motorists driving in the vicinity of our schools are asked to drive slowly and cautiously, observe the crosswalks, yield to school children, obey speed limits and all traffic laws in and around the school properties.

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.

O. **Powerschool**

Ashland-Greenwood makes use of PowerSchool as its student information system. PowerSchool allows teachers and administrators to track attendance, record grades, manage lunch account transactions, and generate report cards and transcripts. For parents and students, PowerSchool allows for real time review of current grades, attendance, and lunch balances as well as offering an opportunity for email updates on that information. PowerSchool logins and passwords can be obtained from your building principal's office.

Follow the steps below to access your child's PowerSchool information:

1. Go to Ashland-Greenwood's website.
2. Click on the PowerSchool icon located on the right hand side of the homepage.
3. On the PowerSchool login page that loads, enter your parent logon username and password (provided to either you or your child at the beginning of the school year; your child's school office can provide you with this information as well).
4. Click on the Enter button or simply press the Enter key.

5. You may now access grade information for all of your child's classes (clicking on any grade will bring up an assignments listing), view attendance history for the current term, request automatic email notifications from the district's PowerSchool server, or check your child's lunch account balance (as well as a daily history of amounts spent).

6. When finished viewing your child's PowerSchool information, simply click on the Logout button and close your browser.

P. **School Meals (FREE & REDUCED APPLICATION AND INFO IN THE BACK OF THIS BOOK)...JUNE 18 meeting**

Breakfast and Lunch are served daily. Cost for breakfast is \$1.30 for Middle School/High School students. Cost of lunch is \$2.35 for Middle School/High School students. If a student chooses to purchase a 2nd breakfast or lunch, it will cost \$2.15 and \$2.80 respectively. Adult/Visitor lunches cost \$3.50. Free and reduced priced lunches are available for qualifying families. Account deposits can be made daily by students at a location designated by the school's Principal (MS/HS Library). The school uses Powerlunch for lunch accounting. Payments can also be made on the school's website, www.agps.org. Click on the parent or student link and select purchase lunch online to go to the Payscale website to purchase lunch deposits for students.

The school will provide hot lunches for students to purchase from a set menu; some ala carte items will also be offered. Students may also bring their lunches. All lunches will be eaten in the designated dining area; students will remain in designated areas throughout the lunch period.

In accordance with Federal law and the U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Click www.agps.org student or parent links to view lunch menus.

Q. **Student Notification System**

associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

6. Transportation costs

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

7. Copies of student files or records

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

8. Participation in before-and-after-school or Pre-kindergarten services

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

9. Participation in summer school or night school

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

10. Breakfast and lunch Programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like.

11. Waiver Policy...june 18 review pending

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.

<p>12. Fee Schedule:</p> <p>7-12 Students - Extra-curricular Activity Fee \$25 Reproduction of Records 5 cents per page Commencement Exercises Participation \$22</p> <p><u>Admission</u> Varsity Athletic Events/School Plays and Musicals: Adults: \$5.....Students: \$4</p> <p>Non-varsity Athletic Events and other school events. Adults: \$3.....Students: \$2</p> <p>The building principal or his/her designee may waive admission fees for all spectators at an event at his or her discretion.</p>

Travel

The district shall collect fees for transportation to and from school as permitted by law. The district

Academic Integrity

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.

d. Parents/guardians will be notified of all academic integrity violations.

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

D. Make-Up Work

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

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

1. Students excluded from school under communicable disease provisions of this handbook will be allowed to make-up all work in accord with regular make-up work provisions.

2. Students suspended from school will not be counted absent for the days suspended and will be allowed to complete all make-up work as part of their assignment to the evening school program. Students not attending assigned evening school program sessions will be counted absent for the days in question and will receive no credit for affected make-up work.

3. Students expelled from school shall be dis-enrolled for the expulsion period. Non-enrolled students may not earn grades or credits for any work completed in the regular education program prior to expulsion but are eligible for

such under alternative education program options which will be made available to the expelled students.

4. Transfer grades and credits for students mandatorily reassigned or returning from mandatory reassignment will be handled in the same fashion as all other transfers.

F. Loan of Materials to Home School Students

1. Textbooks and other nonconsumable school supplies may be loaned to home school students at the discretion of the administration.

2. Home school students borrowing said items are responsible for any damage or loss occurring to school property.

3. The school will not purchase additional items nor deprive itself of an adequate reserve in order to accommodate requests from home school students.

G. Attendance: See Section I.H.#1-5

H. Student Testing and Assessment

1. Students in grades 6-12 will annually participate in achievement testing (NWEA Maps testing)....possibly 2-3 times per year.

2. Students in 8th and 11th grades will annually participate in the Nebraska writing assessment process. Selected grade levels will participate in Nebraska math and science assessments.

I. Promotion/Retention

1. At the high school level, promotion/retention decisions are, for the most part, irrelevant as graduation requirements govern when a student is said to have completed high school.

2. Inadequate progress toward graduation may, as indicated elsewhere in this handbook, affect a student's ability to participate in extracurricular activities or to be eligible for various honors, awards, or positions within the school.

3. Judgments about promotion from grade to grade or retention of a student at a grade in the Ashland-Greenwood Middle School are the prerogative of the professional employees of the district. It is the intent of the Board that decisions about promotion and retention should be based on pupil progress, including completion of the prescribed curriculum. In all decisions

1. To receive competent instruction in a relevant curriculum
2. To attend a school which is clean, comfortable, safe, and reasonably equipped for the learning task.
3. To express one's self or to attempt to influence others so long as the rights of others are not violated in the process.
4. To have access to printed copies of school regulations.
5. To privacy of personal belongings provided they are not injurious to other students.
6. To appeal through normal channels, including courts or civil authorities, any decisions of the school administration.

D. Student Grievance Procedure

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

E. Jurisdictional Statement

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

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.

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 Principal.

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.

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

1. The use of any image, video, and/or audio recording device is prohibited during the school day or while participating in school activities (including transportation associated with such activities) unless specifically authorized by a classroom teacher or school administrator.
2. The dissemination in any form (including posting to the internet) of any images, video, or audio obtained in violation of language found in the previous section is prohibited unless specifically authorized by a classroom teacher or school administrator.

H. Drug and Alcohol Policy

The Ashland-Greenwood Public Schools recognize 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 interference with school purposes.

1. Students are prohibited from the unlawful or improper manufacture, possession, use, distribution, or being under the influence of a controlled substance, illicit drugs, look-alike drugs or alcohol, or be in possession of drug paraphernalia.

2. The Ashland-Greenwood Public Schools are determined to provide alcohol-free and drug-free schools.
3. Students are advised that use of any controlled substance, illicit drugs, look-alike drugs and the unlawful possession of and use of alcohol is wrong and harmful.
4. Disciplinary sanctions up to and including expulsion from school or suspension from extracurricular activities and referral for prosecution will be imposed upon students who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the student complete an appropriate rehabilitation program, counseling, any range of other disciplinary action, including, but not limited to, suspension or expulsion from school and/or extracurricular activities.
5. Age appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol) for all students in all grades from early childhood level through grade twelve shall be developed. Parents objecting to the inclusion of their children in such education and prevention programs may have those children exempted from inclusion by providing the Principal with a written request for such exemption.

I. Search, Seizure, and Questioning of Students (Board Policy 5415.11 & 1411)

If a student is suspected of being in violation of school regulations or civil laws, his/her own personal belongings may be searched. Such search will be conducted by the principal, or his/her designee, in the presence of another adult witness. If the search is conducted by other than school personnel, an attempt will be made to contact the parent before such search is conducted. Parents or guardians will be notified if any illegal property is seized as a result of any search.

Law enforcement officers shall only be allowed to question students with parent or guardian permission unless: (1) a crime has been or is suspected to have been committed on school premises, or (2) an officer is in the building in the active pursuit of active criminal behavior, or (3) a student is being questioned as part of an investigation in which the child's parent(s), legal guardian or other adult serving in loco parentis may have committed a crime of child abuse or child neglect against the child.

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.

*overwhelmingly
Staff
request*

Although assigned to students for their temporary use, school lockers and school desks must be considered school property. For purposes of sanitation, fire, safety, and because they are frequently shared and reassigned among students, principals are charged with the specific responsibility for periodic inspection to assure that school facilities and equipment are being properly used. School officials will not remove a student's personal belongings as long as the locker or desk is being used properly. Items that are unlawful, violations of school rules, have potential for great harm to other students, or which may cause disruption of the school environment will be automatically removed when discovered by the principal.

K. Harassment

The Ashland-Greenwood Public Schools shall maintain a learning environment that is free from language or actions directed toward a student or employee which is based on the student or employee's race, religion, national origin, age, disability, marital status, gender, or other

- g. theft involving property less than \$20.00 in value if restitution is made within two school days
 - h. vandalism involving damage to property less than \$20.00 in value if restitution is made within two school days
 - i. harassment of students, staff, or school visitors
 - j. accumulating three or more unexcused tardies within any week
5. Students will be assigned to two days of out-of-school suspension for the following offenses:
- a. failure to stay for an assigned Saturday School session
6. Students will be assigned three days out-of-school suspension for the following offenses:
- a. repeated offenses detailed in Section IV.L.4` ("repeated" defined as behaviors which would warrant assignment to a third Saturday School session)
 - b. theft involving property less than \$20.00 in value if restitution has not been made within two school days
 - c. vandalism involving damage to property less than \$20.00 in value if restitution has not been made within two school days
 - d. violations of tobacco policies
 - e. repeated or flagrant harassment of students, staff, or school visitors
 - f. making allegations or spreading rumors which disrupt the school environment and which are either known to be false or are not believed to be true
 - g. profane or abusive language (oral or written) or actions directed toward students, staff, or school visitors
7. Students will be assigned five days out-of-school suspension for the following offenses:
- a. theft involving property greater than \$20.00 in value
 - b. vandalism involving damage greater than \$20.00 in value
 - c. abusive/threatening language (oral or written) or actions directed toward students, staff, or school visitors
 - d. serious disruption of the school environment
 - e. fighting (defined as two or more parties participating by mutual consent and with provocation in striking, kicking, hair pulling,

- or other violent interaction) which does not result in serious personal injury
 - f. violation of use, possession, or being under the influence sections of alcohol/drug policies
8. Students may be expelled for the balance of the current semester for the following offenses:
- a. repeated offenses which, cumulatively, result in suspension from school for more than 10 days during a school year
 - b. violations of manufacture, distribution, and sales sections of alcohol/drug policies
 - c. serious one-time behavioral incidents involving multiple (three or more) offenses detailed above
 - d. engaging in behaviors which threaten the safety of others
 - e. fighting (see definition above) which results in serious personal injury as a consequence of actions by one or more participants
9. Students will be expelled for the balance of the current semester and all of the succeeding semester for the following offenses:
- a. initiating violent interaction without mutual consent which causes or attempts to cause personal injury to students, staff, or school visitors
 - b. possession, use, or transmission of a firearm or other dangerous weapon
- 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.~~

Staffing?

3. Ashland-Greenwood also has limited enrollment slots available in the Waverly LIFE program (a daytime alternative school program combining academic coursework and work experience components).

N. Student Appearance, Dress, and Grooming

1. Personal appearance which disrupts the educational process, undermines the school purpose and mission, violates federal, state or local health or obscenity laws, or adversely affects the welfare and safety of the student and his/her classmates is prohibited. Specific examples of inappropriate dress would include, but not be limited to, the following:

a. clothing which advertises, promotes, or features, drugs, alcohol, or tobacco products or references thereto

b. clothing which is judged by the principal to be profane, obscene, or excessively vulgar

2. All shirts/tops must either have sleeves or, if sleeveless, must have straps covering the shoulders; additionally, shirts/tops must cover midribs, backs, and sides at all times, whether seated or standing

3. Clothing must cover undergarments

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

O. Hazing

1. No hazing activities of any sort (i.e. freshmen initiation, unnecessary harassment of underclassmen, etc.) shall be conducted by any student involved in extracurricular activities either as part of the school day (including practice time) or outside of the school day.

2. Indoctrination activities specifically designed to foster team/organization unity (i.e. NHS induction, FFA Greenhand Day) will be allowed if approved in advance by the coach/sponsor and the principal and if supervised by the coach/sponsor.

3. The minimum penalty for violation of this policy will be suspension from competition for two weeks; longer suspension periods, removal from the team, or loss of lettering privileges will occur should circumstances surrounding any given incident so warrant.

Affected participants will be required to attend all practice sessions during the suspension period.

4. Should violation of this policy occur at the end of or after any given activity season (thereby making the specified disciplinary action meaningless), other sanctions will be imposed. Those sanctions may include, but are not limited to, loss of a varsity letter for the affected activity or carryover of the suspension period to the next activity season.

5. Extracurricular due process provisions will be applicable to implementation of this policy.

P. Notification of Disciplinary Action Taken

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

Q. 7th -8th Grade: Discipline Detention Time Procedures

1. If in-class behavior is not corrected following a warning, students will be excused from class to report to the office to complete a Disciplinary Detention Form (requiring the student to identify: the behavior causing the issue; why the behavior was inappropriate; how to address such issues in the future; how to better work with the teacher in the future; and, plans for insuring make-up work is completed).

2. Following satisfactory completion of the Disciplinary Detention Form and a student-teacher conference, the student will return to his/her remaining classes. A detention time will be scheduled at this student-teacher conference. Detention—assigned for classroom or hallway misconduct not warranting more severe penalties; not to exceed 30 minutes in length.

3. If a student received 3 detentions in a semester, the student will receive an office referral which will lead to further consequences as described in Handbook sections IV.L.

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.

Board passed April 2

SECTION V: pending additional info regarding Internet Safety and Acceptable use policy
Use of computer network and Laptop computer handbook

Use of the Computer Network & Laptop Handbook

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.

A. Distribution of Laptops

Laptops are distributed each fall to all 9-12 students following an orientation on the operation of and rules and regulations for the use of student laptops. If the student desires to take the laptop outside the school building the student and parent must sign a Laptop Usage Form. Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at AGHS.

B. Care of Laptops

Students are responsible for the general care of the laptop they have been issued by the school.

Laptops that are broken or fail to work properly must be taken to the Technology Help Desk located in the MS/HS Media Center.

General Precautions

1. No food or drink is allowed next to your laptop.
2. Cords, cables, and removable storage devices must be inserted carefully into the laptop.
3. Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
4. Laptops should be put in sleep mode before moving them to conserve battery life.
5. Laptops and bags must remain free of any writing, drawing, stickers, or labels that are not the property of the Ashland-Greenwood School District.
6. Laptops must never be left in a car or any unsupervised area.
7. Students are responsible for having their laptop's battery fully charged for school each day.

Carrying Laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

1. Laptops should always be within the protective case when carried.
2. Do not place other materials in the laptop carrying case to avoid placing too much pressure and weight on the laptop screen.
3. The laptop must be put in sleep mode before placing it in the carrying case.

Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the laptop when it is closed.
2. Do not place anything near the laptop that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Do not poke the screen.

Updated / Cleared up

**SECTION VII
STUDENT RECORDS**

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 (NOT IN ELEM BOOK....should it be?)

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 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 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

14. PPRA Notice

Under PPRA, parents have the right to:

1. Consent before students are required to submit to a survey funded in whole or in part by a program of the U.S. Department of Education which concerns one or more of the following protected areas:

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.~~

- a) political affiliations or beliefs of the student or student's parent
 - b) mental or psychological problems of the student or student's family
 - c) sex behavior or attitudes
 - d) illegal, anti-social, self-incriminating, or demeaning behavior
 - e) critical appraisals of others with whom respondents have close family relationships
 - f) legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 - g) religious practices, affiliations, or beliefs of the student or parents
 - h) income, other than as required by law to determine program eligibility
2. Receive notice and an opportunity to opt a student out of:
 - a) any other protected area survey, regardless of funding any non-emergency, invasive

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. Any current member not meeting one or more standards during any review period will be placed on probation and given 1 semester to correct the shortcoming; if the deficiency is not corrected by the next review period, the student will be removed from NHS membership rolls.

8. Once removed from NHS membership rolls, a student will not be considered for future readmission.

F. Band

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

G. Vocal Music

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

H. FFA (AGHS)

1. FFA is a national organization for high school students who are enrolled in agricultural courses. Its work is intended to develop qualities of leadership, sportsmanship, good citizenship,

thrift, scholarship, and patriotism. The organization encourages the development of agri-business and provides opportunities for organized recreation. Members learn how to conduct a public meeting, how to speak in public, and how to act as responsible citizens.

I. FBLA (AGHS)

1. FBLA is a national organization intended to assist students in developing vocational competencies in business and/or business related fields; as such, it is an integral part of the instructional program and promotes a sense of civic and personal responsibility. Specific goals of FBLA encourage leadership, self-confidence, knowledge of business enterprise, community spirit and citizenship, efficient money management, scholarship and school loyalty, awareness of career and occupational goals, and planning for the transition from school to work.

J. Spanish Club (AGHS)

1. Spanish Club is a school organization intended to promote greater appreciation and enjoyment of foreign language study through participation in various travel, competition, and cultural activities.

K. School Parties and Dances

1. School dances and parties are sponsored for the benefit of Ashland-Greenwood High School Students and their dates only unless otherwise stated.

2. Out-of-class or out-of-school dates must be accompanied by an Ashland-Greenwood High School student and be approved by the principal prior to the dance.

3. Specific regulations and rules concerning individual dances and parties will be developed and promulgated as necessary.

L. Homecoming (AGHS)

1. Homecoming royalty candidates are presented and the Homecoming King and Queen crowned immediately prior to the Homecoming football game.

2. Homecoming royalty candidates must:

a. be seniors eligible to receive a diploma at the end of the current school year

b. have passed at least 20 semester credits the preceding semester

c. have participated in at least one extracurricular activity during the current or previous semester and shall be participating or have finished that activity's season in good standing

- 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

9. **Speech & Drama**

- a. Lettering in Speech requires accumulating 50 points (explanation of how points are earned or lost will be distributed at the start of each season).
- b. Lettering in Drama requires accumulating 50 points (explanation of how points are earned or lost will be distributed at the start of each season).

10. **Cheerleading/Dance Team**

- a. Must finish the year with at least 80 of 100 merit points remaining (at the start of each year, cheerleaders will be provided information on how merit points may be deducted).
- b. Must finish the year in good standing, unless injured.

11. **Band**

- a. Earn a passing grade for both semesters
- b. Participate in all scheduled concerts unless non-participation is unavoidable and arrangements are made with the director to complete an alternate performance-based activity
- c. Participate in at least 85% of all pep band performance opportunities unless non-participation results from duties as a competitor player or as a performing spirit squad member

- d. Must finish the year in good standing
- e. Participate in at least one extended band activity that may include performing with the Jazz Band or another small ensemble; performing a solo at District Music Contest; auditioning or performing with a regional or state honor or select band; or participating in another qualifying extended band activity as identified by the Director of Instrumental Music

12. **Chorus**

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

13. **Academic Decathlon**

- a. Attend 50% of all scheduled team practice sessions.
- b. Complete all assigned independent practice/review activities.
- c. Participate in all scheduled competitions unless a participant in another activity's competition or performance.
- d. Finish the season in good standing.



**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.

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.~~

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.

Rationale: This change reflects the language in state statute.

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).

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.

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:

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.

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

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.

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.

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.

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.

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.~~

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.

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.~~

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

Notice Concerning Directory Information

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

- 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.

PPRA Notice

Under PPRA, parents have the right to:

1. Consent before students are required to submit to a survey funded in whole or in part by a program

of the U.S. Department of Education which concerns one or more of the following protected areas:

- a) political affiliations or beliefs of the student or student's parent
- b) mental or psychological problems of the student or student's family
- c) sex behavior or attitudes
- d) illegal, anti-social, self-incriminating, or demeaning behavior
- e) critical appraisals of others with whom respondents have close family relationships
- f) legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- g) religious practices, affiliations, or beliefs of the student or parents
- h) income, other than as required by law to determine program eligibility

2. Receive notice and an opportunity to opt a student out of:

- a) any other protected area survey, regardless of funding
- b) any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
- c) activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or to otherwise distribute the information to others

3. Inspect, upon request and before administration or use:

- a) protected areas of student surveys
- b) instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- c) instructional materials used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Rationale: The changes noted are being recommended per our school district's legal counsel.