



## Message to Families

Welcome to the Ashland-Greenwood Elementary School. The purpose of the Student-Parent Handbook is to provide families of our students and prospective students with basic information about the school. The book contains information, forms and policies of the school district that may be helpful to new students and students enrolling for a new school year.

The Ashland-Greenwood Public Schools has award winning students and programs. We are very proud of our school district's accomplishments and look forward to having your child become a part of our success story.

### Mission

Our school, with family and community cooperation, promotes lifelong learning to awaken, develop and enhance the individual potential.

### Important Phone Numbers

Elementary School	(402) 944-7083
Middle School	(402) 944-2114
High School	(402) 944-2114
Superintendent's Office	(402) 944-2128

### Key Staff

#### Ashland-Greenwood Elementary

Teresa Bray	Principal
Christine Caswell	Counselor
Terri Maxon	Nurse

#### Ashland-Greenwood Middle/High School

Brad Jacobsen	Principal
Randy Wiese	Assistant Principal and Activities Director
Jon Richards	Counselor

### District Offices

Zach Kassebaum	Superintendent
Jill Finkey	Curriculum Director

### Our School Day

Elementary School	8:15 AM - 3:20 PM
Preschool	8:15 AM - 12:15 PM



### School Calendar 2013-2014

August 1	School Building Offices Open
August 13	Back To School Night
August 15	First Day of School
September 2	No School - Labor Day
September 18	Early Dismissal - In-service
October 18	No School – Staff In-service
October 22	Parent-Teacher Conferences 4:00-9:00 PM
October 23	Early Dismissal – 1:00 PM Parent-Teacher Conferences
October 25	No School - Quarter Break
November 13	Early Dismissal - In-service
November 27	Early Dismissal - 1:00 PM Thanksgiving Break Begins
November 28-29	No School – Thanksgiving
December 20	Early Dismissal – 1:00 PM Holiday Break Begins
January 3	No School - Staff In-service
January 6	School Resumes
January 22	Early Dismissal - In-service
February 12	Early Dismissal - In-service
February 21	No School - Staff In-service
March 7	Early Dismissal - In-service
March 10	Parent-Teacher Conferences 4:00-9:00 PM
March 12	Early Dismissal – 1:00 PM Parent-Teacher Conferences
March 13, 14	No School – Quarter Break
April 9	Early Dismissal - In-service
April 18 & 21	No School - Spring Break
May 23	Early Dismissal – 1:00 PM Last Day of School

### 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

reserve 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 student or parent but only reflects the current status of rules, procedures and policies of the district.

## I. GENERAL INFORMATION

### Visitors

Parents are welcome to visit district schools at any time. Prospective students and their parents may also arrange for visits through the school building's principal. Classroom visits by persons other than parents or legal guardians are discouraged to minimize disruptions to the learning environment. All visitors must report to the principal's office first upon arriving at a school. A visitor's badge will be issued to visitors.

### Admission

Admission of students to Saunders County District #1 will be done in accordance with Nebraska state law and school board policies. All students enrolling in the elementary school will enroll as a full-time student unless specified otherwise through an individualized education plan.

### School Hours

The school day for K-5 students is 8:15 AM – 3:20 PM. Preschool hours are 8:15 AM – 12:15 PM.

The elementary bell for admitting children into the building is 8:10 AM. Children participating in the school breakfast program will be admitted to the cafeteria between 7:40-8:10 AM. Children who arrive before 8:10 a.m. will participate in either the Jays Walking Program or Jays Reading Program. These programs are held from 7:45 AM- 8:10 AM.

Children will leave the building and school grounds to go home upon dismissal unless specifically directed to remain at school by a teacher. Students may not remain on school grounds after dismissal unless supervised by their parent/caretaker.

### Attendance Procedures

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

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

A student will be excused from attending classes for the following reasons, provided the required procedures have been followed:

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

The Principal shall have the discretion to deny approval for any of the reasons listed above.

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

Students who are in attendance during the school day but leave prior to 2:30 PM will be

counted absent for one half of the day. Students leaving early are required to check out in the office.

### **Compulsory Attendance and Truancy**

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

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

Students who exceed five absences in a quarter, excused or unexcused, shall be deemed to have excessive absences. Notice of excessive absenteeism shall be made to the parents/guardians when the student exceeds five absences. Parents/guardians will also receive notification of excessive absences for students who accumulate 10 days in a semester and 20 days in a school year. Additionally, the following procedures shall be implemented for students who accumulate five unexcused absences in a quarter: conferences with the parent and student, educational counseling, educational evaluation, and referral to the Saunders County Truancy-Resource Officer. A report will also be filed with the county attorney of the county in which the student resides for students who accumulate 10 absences in a semester and 20 days in a school year

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

### **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.

A student's home is the pick-up and drop-off point for transportation unless a parent designates a different point and that point is on a current school bus route and does not cause the district to alter existing bus routes or to overload a bus. In order to request bus service a family should contact the Elementary Office.

### **School Bus Information**

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

**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 AM 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 401.

**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 PM. For your child's safety, it is critical that the school is made aware of changes in daily routines.

### **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.

When dropping off students before school, motorists should approach the elementary school using Clay Street. To the east of the Bus Barn, turn right and travel along the roadway by the football stadium until you are directly south of the elementary building and playground. Vehicles will be facing west on Boyd Street. Students should exit the vehicle on the right side and use the sidewalk to walk onto the playground where supervision is available. Students will enter and exit the elementary using the cafeteria doors. Motorists should not stop along Clay Street or use the bus drop-off/pick-up area west of the school to drop off and pick up students.



visit us at [www.agps.org](http://www.agps.org)

### **Website and Bulletins**

Ashland-Greenwood Public Schools website, <http://www.agps.org> provides announcements, calendar events, news articles and access to informational items for students and parents.

A monthly calendar will be sent by bulk mail to every patron in the district. These calendars will provide you with information on upcoming school activities.

### **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 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 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.

### **Student Notification System**

Ashland-Greenwood Public Schools uses an automated calling system to call households regarding school postponements, school

closings, school emergencies and other school related announcements.

If you do not want to be called by the automated system, notify your child's school.

The school also uses local television and the district website for announcements.

### **Elementary School Meals**

Breakfast and lunch are served daily. Cost for breakfast is \$1.40 for students and the cost of a student lunch is \$2.25. Free and reduced priced lunches are available for qualifying families. Students may deposit money into their meal accounts in the cafeteria prior to the start of school each day. The school uses Powerlunch for lunch accounting. Payments can also be made on the school's website, [www.agps.org](http://www.agps.org). Click on the parent or student link and select 'Breakfast and Lunch Information' on the Hot Lunch Links. Go to the e-Funds for Schools website to make lunch deposits for students.

Elementary students may charge no more \$5.00 in meals. When money is deposited in Powerlunch, charges are paid first. Due to the impact proper nutrition has on learning, the following items are not permitted at lunch: pop, candy, and gum.

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](http://www.agps.org) student or parent links to view lunch menus.



### **Closed Campus**

The Elementary School has a closed campus. This means that students must eat at school and may not leave the school grounds at lunchtime unless the student has a medically prescribed diet that must be monitored at home. A note

from the appropriate physician will be needed for verification of such a circumstance.

### **Field Trips and School Sponsored Activities**

Students may participate in one or more field trips during the school year. Field trips are designed to be educational and enrich the curriculum. To provide adequate supervision of children, teachers may ask parents/legal guardians to accompany their child's classroom on a field trip. Only parents/legal guardians may assist as supervisors on school field trips. Parents/legal guardians will serve to assist the teachers with the management, care, and safety of the children. For this reason, preschool age children and student's siblings are not permitted to go on field trips.

Students attending school events requiring transportation must ride on school buses or vans 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.

School buses will return to Ashland immediately after all events unless other arrangements have been approved by the principal and sponsor in advance.

Students participating in school sponsored trips and activities must be enrolled as full time students.

### **Telephones, Cellular Phones, and Personal Electronic Communications & Entertainment Devices**

Student use of school telephones will be limited to important matters such as needed changes of clothing, medical illness, or other reasons deemed appropriate by the classroom teacher or school administrator.

Students may not use the school telephone for personal business, such as making arrangements to play after school (a pay phone is available in the gymnasium) or to make a problem for someone else. An example of this is asking parents to bring forgotten items such as library books.

The use or display of personal cell phones, electronic communications and entertainment devices by students is prohibited during the regular school day unless specifically authorized by a classroom teacher or school administrator. The first violation of this prohibition will result in

the device being confiscated and returned at the end of the school day. A second violation will result in confiscation and return to the student's parent or guardian. Subsequent violations will be deemed nuisance behaviors worthy of an office referral.

### **Use of Image, Video, and Audio Recording Devices**

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) without approval from the classroom teacher or school administrator and consent of the person(s) being recorded, other than recording of persons participating in school activities or events that are open to the public.

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.

The School District has no control over, and accepts no responsibility for recording of other persons (photographs, videotaping, sound recording, etc.) captured at school activities or events that are open to the public by students, parents or third parties on personally owned electronic devices, including but not limited to the posting of such images on social media.

### **Custodial/Non-Custodial Parent Information**

Unless provided legal documentary evidence to the contrary, the school will assume that the parents have joint custody. For the purposes of notifying parents about students, the district shall assume that notifying either parent with custodial rights shall be the same as providing notice to both parents unless either parent makes a written request to the contrary. The custodial parent, not the non-custodial parent, has the right to make educational decisions for affected children unless extraordinary and highly unusual circumstances present themselves or a court order grants such rights in full or in part to the non-custodial parent. If joint custody has been awarded, each parent will have equal rights unless restricted by a court order or other legal document.

Unless a court order or other legal document prohibits the following actions and the school

has been provided with a copy of the order/document, the non-custodial parent may:

- review his/her child's educational records
- attend regular parent-teacher conferences and may arrange for additional conferences
- visit the school as custodial parents do unless such visits are judged by school officials as disruptive to the school routine
- request general school information such as district newsletters and lunch menus

The school will not release a child to a non-custodial parent or other individual prior to the end of the school day unless the custodial parent has granted permission. If custody has not been decided, a child may be released to either parent unless a court order or other legal document prohibits such release. The district may require an individual to show identification when picking up a child if the individual is unfamiliar to the staff.

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.

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.

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.

### **Gifts to School Personnel**

As a general rule, gifts to school personnel by students or by student organizations are discouraged.

### **School Pictures**

The Ashland-Greenwood schools contract annually to have pictures taken of school children early in the school year. Information regarding prices, times, and days will be sent home ahead of picture days.

### **Private Parties**

Announcements for private parties should not be made at school unless the student's entire class is invited.

### **Animals and Pets**

Students are provided opportunities to learn about animals through the school curriculum and specific teacher-led activities. To maintain a safe and clean learning environment and to reduce exposure to allergens, family pets are not permitted at school.

### **Asbestos Notice**

Federal regulations require all schools to inventory asbestos containing materials and develop management plans to identify and control asbestos containing materials in their buildings

The presence of asbestos in a building does not mean that the health of building occupants is necessarily endangered. As long as asbestos containing materials remains in good condition and is not disturbed, exposure is unlikely.

The plan is available for review in the school administrative office during normal business hours.

At least once each six months, periodic surveillance is being conducted on all asbestos containing material and suspect material assumed to contain asbestos. A re-inspection is being conducted every three years in all schools that have asbestos containing material.

From time to time operations and maintenance activities may be conducted to maintain all material in good condition. For more information please contact: Zach Kassebaum, 1225 Clay St, Ashland, NE 68003, (402) 944-2128.



## **II. INSTRUCTIONAL PROGRAM**

### **Grading Procedures**

The school year is divided into four reporting periods commonly known as quarters. Parents will receive a student report card after the completion of each quarter.

Parent-teacher conferences will be scheduled during the first quarter, and at the close of the third quarter. Additional conferences may be scheduled as necessary.

### **Explanation of Grading System**

#### ***Kindergarten – 3rd Grades***

In the primary grades, students' progress will be reported for the following curricular areas: Reading, Language Arts, Handwriting, Social Studies, Science, Health, Math, Music, Art, and Physical Education. Student's progress in the areas of work habits and personal/social growth are reported as well. Progress is indicated using the key below:

- **S+** = Excellent
- **S** = Satisfactory
- **S-** = Some work is needed for improvement
- **N** = Needs improvement

Students' progress in the areas of Reading, Language Arts and Math standards is reported to parents/guardians through a Cumulative End-of-Year Report on Standards. Progress is indicated using the following key:

- **B**, Beginning = Child is beginning to understand concept.
- **PG**, Progressing = Child is making some progress in this area.
- **P**, Proficient = Child is demonstrating proficiency in this area.
- **A**, Advanced = Child is extending greater knowledge in this area.

#### ***4<sup>th</sup>-5<sup>th</sup> Grades***

Students' progress will be reported for the following curricular areas: Reading, Language Arts, Social Studies, Science, Health, Math, Music, Art, Physical Education and Band (elective).

Students' progress in all subject areas is indicated using the following key:

<u>Grade</u>	<u>Percentage</u>	
<b>A+ -- A</b>	= (100-90)	Excellent
<b>B+ -- B</b>	= (89-80)	Above Average
<b>C+ -- C</b>	= (79-70)	Average
<b>D+ -- D</b>	= (69-60)	Below Average
<b>F</b>	= (Below 60)	Failing

Students' progress in the areas of Reading, Language Arts and Math standards is reported to parents/guardians through a Report on Standards each quarter. Progress is indicated

using the same key described previously for K-3<sup>rd</sup> grades.

Parents with students in grades 4<sup>th</sup>-5<sup>th</sup> may monitor their child's current grades and attendance through the Internet with a program called Powerschool. Parents are provided their student's confidential ID and Password to access this information at the beginning of the school year.

#### **Make-Up Work**

When students are absent from school, they are responsible for getting their assignments and making up the work. The date when make-up work is due will be determined by the teacher based on the content being studied and the length of the student absence. Ordinarily, the student will be given two days for each day of absence to complete make-up work.

#### **REACH Program**

The REACH Program provides a framework for identifying and meeting the needs of high ability students. The identification process begins with a student nomination. The student, peers, teachers or parents may make nominations for the program. Data is collected for nominated students and submitted to the REACH Committee. The committee determines whether or not a student qualifies for inclusion in the program.

Students who qualify for the REACH program are provided opportunities for a differentiated curriculum within the classroom setting and expanded learning opportunities outside the classroom.

#### **Special Education Programs**

The school district complies with the regulations and standards for special education programs as defined by Nebraska Department of Education Rule 51 and the Individuals with Disabilities Education Act. For more information regarding special education programs and services, contact the building principal.

#### **Loaning of School Materials**

Textbooks and other non-consumable supplies may be loaned to home school students if they are available. Requests for such materials should be directed to the building principal. The school district is not required to purchase materials or supplies for home schooled students.

### **Notice Concerning Staff Qualifications**

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Ashland-Greenwood Public Schools will give parents the following information about their child's classroom teacher:

- (1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the teacher is teaching under an emergency or provisional teaching certificate.
- (3) The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

### **Childfind**

The state of Nebraska and federal law guarantees free and appropriate education for all children with special education needs in:

- Speech and Language Impairments
- Developmental Delays
- Hearing and Visual Impairment
- Mental Handicaps
- Specific Learning Disabilities Behavior Disorders
- Physical Impairments

School districts are required to provide educational services for resident children with disabilities ages 0-21. Patrons are asked to contact the school if they know of a child needing services and to learn more about the programs at 944-2128.

### **Student Testing and Assessment**

Various assessments and tests are used over the course of the school year to measure students' academic growth and progress.

- Standards Assessments: Students are assessed in the areas of Reading, Writing, Speaking, Listening, Math, Science and

Social Studies using the district's grade level standards assessments.

- Nebraska Writing Assessment: Students in the 4<sup>th</sup> grade participate in the Nebraska Writing Assessment during 3<sup>rd</sup> quarter.
- NeSA in Reading, Math and Science: Students in grades 3<sup>rd</sup>-5<sup>th</sup> participate in the Nebraska State Reading Assessment and Nebraska State Math Assessment during late spring. Students in 5<sup>th</sup> grade will also take the NeSA Science Assessment.
- NWEA MAP Tests (Northwest Evaluation Association Measures of Academic Progress): Students in grades 3<sup>rd</sup>-5<sup>th</sup> are assessed in the areas of Reading and Math. Students will take the NWEA MAP Tests during the fall, mid-year and spring.

Students may participate in additional classroom tests and assessments as determined by their teacher.

### **Promotion and Retention**

Judgments about promotion from grade to grade, or retention of a student at a grade are the professional prerogative of the professional employees of the school district. It is the intent of the board that decisions about promotion and retention should be based on pupil progress, including completion of the prescribed curriculum. In all decisions about promotion or retention, the welfare and development of the pupil shall be the paramount concern of professional employees.

Parents will be involved in any decisions that are made regarding promotion or retention and they will have the right to a review of decisions made about promotion or retention of the pupil in accordance with board policy.

### **Reporting to Parents**

Conferences can be called at any time as the parents, teachers, or administrators deem necessary to report information in regard to course of instruction, methods employed in the instruction, student behavior and progress so as to avoid disruption of the learning process.

### **Academic Integrity**

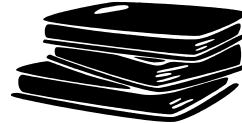
Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and



to develop appropriate values. Cheating, plagiarism, and contributing to cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

1. Cheating includes but is not limited to
  - a. Tests—making use of or providing advance information, use of unauthorized materials, use of other student answers, use of other student to take a test (including take home tests), and misrepresenting the need to delay a test.
  - b. Papers/Other Assignments—use of another's paper/assignment, re-use of one's own paper/assignment, assistance from others, failure to contribute to group projects, misrepresenting the need to delay paper/assignment.
  - c. Alteration of Assigned Grades—such alteration, whether in a teacher's grade book or school records is a serious form of cheating.
2. Plagiarism includes but is not limited to:
  - a. Failure to Credit Sources—work created by another must be either paraphrased and credited or placed in quotations and credited.
  - b. Falsely Presenting Work as One's Own—work turned in must be the original creation of the student and not purchased from or provided by someone else.
3. Contributing to Cheating and Plagiarism includes but is not limited to:
  - a. Allowing another student to look at one's test answers.
  - b. Allowing another student to copy one's papers or projects.
  - c. Providing another student with completed assignments or projects.
4. Academic sanctions for academic integrity violations will include:
  - a. Affected students will receive a grade of unsatisfactory or zero for the work in question.
  - b. Affected students will be required to complete an alternate assignment within a time frame and under conditions determined by the classroom teacher.
  - c. Parents/guardians will be notified of all academic integrity violations.
5. 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 from school. Such

additional sanctions will be given strong consideration when a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.



### III. STUDENT HEALTH AND SAFETY

#### **Accidents, Illnesses, Emergencies**

Students who become ill during the school day will report to their teacher and may be directed to the office. If it is deemed necessary to send the student home, the parent or person the parent designates as the enrollment/emergency shall be contacted. If such contact cannot be established, the student will be kept at school until it is dismissed. Parents are asked to advise the school of changes to enrollment/emergency information.

If a student is injured at school and treatment required goes beyond that which school personnel can administer, the parent or designated person will be contacted and asked to come for the student.

If an injury or medical emergency arises which, in the opinion of school personnel, requires transportation for emergency care, the school will contact the EMS system in addition to notifying a parent or designated person. Parents can refuse such emergency transportation by signing a waiver for the rescue squad.

It is the responsibility of the parent to inform the building principal of any medical conditions that may put the safety of their child or other children at risk. The school may request direction from the child's physician on special accommodations to minimize risk of injury or illness.

#### **Medication**

The administration of medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come

outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by school district personnel shall be administered in accordance with the Medication Aide Act.

Prescription medications which must be administered during school hours may be administered when the following are on file at school:

1. Physician's Authorization: A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given at school, and reason child is receiving the medication.

2. Caretaker's Authorization: A caretaker's signed and dated authorization or permission to administer the medication during school. A caretaker is a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered.

3. Original Packaging: The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.

If a student must take non-prescription medication during school, procedures 2 and 3 above are to be followed before administration. Medication authorizations must be renewed annually and updated immediately as changes occur.

Medication shall be delivered to school personnel and picked up by the caretaker. When medication is received, the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent by the end of the school year shall be destroyed.

School officials may administer ointments, non-prescription throat lozenges, anti-bacterial sprays, Band-Aids, and so forth at their discretion unless written notice to the contrary is provided by parents. Written parental permission

is also required for non-prescription medicines such as Tylenol and cold tablets.

### **Self-Administration of Medication** **Student Self-Management of Asthma,** **Anaphylaxis, and/or Diabetes**

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions upon:

- 1) written request of the student's parent or guardian;
- 2) authorization of the student's physician;
- 3) receipt of a signed no liability statement from the parent or guardian; and
- 4) development of an asthma or anaphylaxis or a diabetes medical management plan for the student on forms provided or approved by the school district.

Students with such a medical management plan may possess the necessary medication to manage their medical condition under the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.

### **Immunization**

The school district shall comply with all statutory provisions regarding immunization of students to protect against communicable disease. As provided by statute, each student shall be protected by immunization prior to attending school. A student may be provisionally enrolled in school if he or she has begun the immunizations required and continues to receive the immunizations as rapidly as medically feasible.

Kindergarten - 5th grade students and students transferring in from out of state are required to have the following immunizations:

- 3 doses of Polio vaccine
- 3 doses DPT, DtaP, DT, or Td vaccine with one given on or after the child's fourth birthday
- 2 doses MMR vaccine, given on or after 12 months of age and separated by at least one month

- 3 doses Hepatitis B vaccine or two doses of adolescent vaccine if student is 11-15 years of age
- 2 doses of varicella given on or after 12 months of age and prior to 13 years of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provided will be accepted

Students may claim exemption from immunizations. The following procedures will be followed in such cases:

- 1) Students claiming exemption from immunization for religious reasons shall deliver to the school a properly completed, sworn, and notarized affidavit to that effect.
- 2) Students claiming exemption from immunization for medical reasons shall deliver to the school a properly completed and signed statement from a licensed physician to that effect.
- 3) Students exempt from immunization for medical reasons or religious reasons shall be excluded from school during an outbreak of communicable diseases.

### **Physical Examinations**

A physical examination will be required by a qualified physician within six months prior to a child entering Kindergarten, 7<sup>th</sup> grade or for children enrolling from out-of-state unless the parent objects to the child having the physical examination. The objection must be made in writing by the parent before the child can enter school. The cost of the physical examination is to be borne by the parent.

Students in grades 8<sup>th</sup> through 12<sup>th</sup> grades who participate in athletics must have an athletic physical on a form approved by the school and the Nebraska School Activities Association.

### **Communicable Diseases**

The school should be notified in the event that a student contracts a communicable disease. Students shall be excluded from school for the following reasons:

- 1) contagious diseases such as chicken pox, measles, mumps, pink eye, etc.
- 2) skin eruption or suspicious rashes
- 3) vomiting
- 4) abnormal temperature

- 5) head lice (students with recurring head lice will be excluded from school until all evidence of lice are gone)

A child suffering from a skin disease or who has been absent from school because of an infection or contagious disease may be required to present a physician's statement prior to returning to school.

### **Sexually Transmitted Diseases**

The following policy provisions ensure a safe and healthy school environment for all students in the event that education is provided for students known to have a chronic infectious disease (i.e. AIDS/ARC, CMV, hepatitis B, herpes simplex, etc.).

- 1) All children in Nebraska have a constitutional right to a free, suitable program of educational experience.
- 2) As a general rule, a child with a chronic infectious disease will be allowed to attend school with the approval of the building administrator; a committee composed of the school nurse, a parent of the child without the disease, and a physician will make a recommendation to the building administrator; the child will attend school in a classroom setting and will be considered eligible for all rights, privileges, and services provided by law and existing school policy.
- 3) The school nurse will function as the school liaison with the child's physician, the child's advocate in the school, and the coordinator of health services provided by other staff.
- 4) The school will respect the right to privacy of the individual; therefore knowledge that a child has a chronic infectious disease will be confined to those persons with a direct need to know; those persons will be provided with appropriate information concerning such precautions as may be necessary and should be aware of any confidentiality requirements.
- 5) Based upon individual circumstances, special programming may be warranted and will be so determined by the building administrator; such special programs will be developed by a planning and placement team.
- 6) Under certain circumstances, a child with a chronic infectious disease might pose a risk of transmission to others; if any such circumstances exist, the school nurse in consultation with the child's physician must

determine whether a risk of transmission exists; if it is determined that a risk exists, the student will be removed from the classroom.

- 7) A child with a chronic infectious disease may be temporarily removed from the classroom for the reasons stated in "2" above until an appropriate school program adjustment can be made, an appropriate alternative education program can be established, or the physician determines that the risk has abated and the child can return to the classroom.
- 8) Removal from the classroom will not be construed as the only response to reduce risk of transmission; school personnel should be flexible in developing alternatives and should attempt to use the least restrictive means to accommodate the child's needs
- 9) In any case of temporary removal of the student from the school setting, state regulations and school policy regarding homebound instruction will apply.
- 10) Each removal of a child with a chronic infectious disease from normal school attendance will be reviewed by the school nurse, in consultation with the student's physician, at least once every month to determine whether condition(s) precipitating the removal has (have) changed.
- 11) A child with a chronic infectious disease may need to be removed from the classroom for his/her protection when other communicable diseases (i.e. measles, chicken pox, etc.) are occurring in the school population; this decision will be made by the child's physician and parent/guardian in consultation with the school nurse.
- 12) Prior to graduation from Ashland-Greenwood High School, each student will be provided with at least two hours of classroom teaching to address sexually transmitted diseases and the prevention thereof.

### **Emergency Drills**

Fire drills, hallway evacuation drills and severe weather drills are held throughout the year without advance notice. The sounding of a buzzer and flashing lights is the signal to vacate the building for practice or because of a fire.

Students are to pass from the respective rooms, in single file, walking but not running. As soon as the building is deemed safe, a signal will be given for orderly return to the classes. Teachers

will inform you of specific procedures to follow. Each room will have fire drill instructions posted.

An announcement, given over the intercom system, signals a severe weather drill and a hallway evacuation drill.

### **Insurance**

Two types of accident insurance plans are available for children, a 24-hour accident plan and a school time accident plan. Applications are available in the office. The school does not carry accident insurance on students.

### **Child Abuse and Neglect**

All members of the staff are required by law to report any suspected cases of child abuse or neglect to the appropriate law enforcement agencies.

### **Protocol for Emergency Situations**

According to state regulation, schools are required to implement an emergency treatment plan, called a protocol, any time a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis). Our district plan is as follows:

- 1) Call 911
- 2) Give an EpiPen injection
- 3) Provide albuterol through a nebulizer

An EpiPen is a small pre-filled, automatic injection device that delivers epinephrine, a medication that brings quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief. The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. Linda Ford.

**If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to the school nurse or building principal.** For each student with a known allergic condition or

asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. *If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.*

If you have questions or concerns about the protocol or your student's health issues, please contact our school nurse or building principal.

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

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

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

This provides specifics of student fees and materials required of students for the upcoming school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

**1. Guidelines for non-specialized attire required for specified courses and activities**

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

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

**2. Personal or consumable items and miscellaneous items**

Extra-Curricular Activities

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

Courses

- (i) General Course Materials

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

(ii) Damage

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

(iii) Materials required for course projects

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

(iv) Music Course Materials

Students must furnish musical instruments for participation in optional music courses that are

not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking

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

**3. Extracurricular Activities Specialized Equipment or Attire**

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

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Students may furnish their own specialized equipment and/or attire rather than that which is provided by the district provided that equipment and/or attire meets standards established by the district and has the approval of the coach, leader, conductor or sponsor.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra-curricular activities or for paying a reasonable usage cost for such equipment or attire. For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

**4. Extracurricular Activities-Fees for Participation**

The District charges a fee established annually for participation in extra-curricular activities except those activities which are a required part of a curricular class that leads to earning credit towards graduation or grade promotion. Such fee schedule shall be established annually by

the Board of Education, shall be published in the student handbook and such fee schedule shall be considered to be a part of this policy. Any fee for participation in extra-curricular activities collected shall be used for the purpose for which it is collected and shall be kept separate and apart from all other funds in a student fee fund. The Board of Education shall establish annually as a part of the fee schedule the purpose of the fee and approve all disbursement of monies from such fund. Fees collected under the fee schedule shall permit the student to take part in school activities as a participant or as a spectator. Fees shall be waived for free and reduced lunch students in accordance with the waiver policy. (Section 11).

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

#### **5. Postsecondary Education Costs**

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

#### **6. Transportation Costs**

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

#### **7. Copies of Student Files or Records**

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or students who 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**

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 provided the necessary materials and equipment without charge for participation in extracurricular activities.

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

**12. Fee Schedule:**

7-12 Students - Extra-curricular Activity Fee \$25

Reproduction of Records - 50 cents per page  
\*Waived to send to other educational institutions.

Commencement Exercises Participation \$22

Admission

Varsity Athletic Events/School Plays and Musicals

Adults: \$5.....Students: \$4

Non-varsity Athletic Events and other school events.

Adults: \$3.....Students: \$2

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

Travel

The district shall collect fees for transportation to and from school as permitted by law. The district shall not collect fees for travel to and from school extra-curricular activities or the travel portion of school sponsored trips including those which are considered to over night or long-distance travel under policy 6153.1. Overnight and long distance travel may take place if it meets the criteria of district policies for such travel and provided that the expenses for such travel are borne by the district either through tax supported funds or through student activity funds.

All group travel shall include the entire group or a select portion of the group with a selection process that is not discriminatory based on the district's discrimination policy. The ability of a student to pay shall not be a criteria for participation in school sponsored travel.

Nothing precludes an individual or staff member to travel on his or her own without school sponsorship. Nothing precludes staff from traveling with or without students at their own expense and without being compensated to travel by the district.

Uniforms

The District will generally furnish students with specialized equipment except as stipulated

within Policy 5500 and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire.

The district shall provide all uniforms that are not fitted to a particular student and the equipment required by the district to be a part of a club, team, organization or squad except for that specified in policy 5500. The district shall not collect funds from free and reduced price lunch students for such uniforms or equipment. Such funds may come from tax supported funds or from student activity funds.

Uniforms that are specially fitted to a particular student and that cannot be reused for others shall become the property of that student. Funds for these types of uniforms shall be paid for by the student or through fundraising by the group or organization. The district shall pay for any specially fitted uniform for a free and reduced lunch student but reserves the right to retain ownership of the uniform upon completion of the activity.

The administration shall approve any uniform prior to final selection in order to consider its appropriateness to school dress codes and its cost to students and the district.

Nothing shall preclude groups or individuals from making donations to a particular club, team or squad provided the donation meets the district criteria for the acceptance of a donation and provided the donation is being made to the benefit of the entire club, team, organization or squad. Nothing precludes a student, with permission from the coach or sponsor, to purchase and provide his or her own equipment and/or specialized attire.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities. For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

The provision of uniforms and equipment may be limited by the district and in no case shall the funds exceed the available funds on hand unless a reasonable plan has been established to remove any deficit spending.



### Organizational and Class Dues

The district shall not charge students dues or fees to participate in a school organization, class, squad, team, club or non-optional school activities except that which is established as a part of the fee schedule.



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## V. EXPECTATIONS, RIGHTS & RESPONSIBILITIES OF STUDENTS

### **Establishment of Policies, Rules and Regulations**

The Board of Education of Ashland-Greenwood Public Schools believes it is important to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, harassment and fighting, will not be tolerated and must be avoided by all students.

The Board of Education may establish written policies, rules and regulations of general application governing student conduct in all schools. In addition, principals, within their school, may establish certain written rules and regulations not inconsistent with those established by the Board.

### **General Standards and Philosophy on Student Conduct**

An effective learning climate can exist only when all involved in the school setting--parents, students, and staff--act as responsible individuals. For students, this means demonstrating ongoing respect for the rights and property of other students, school employees, and the building itself. Students must understand that all school employees have the authority and duty to supervise and discipline at all times during the school day or at school activities.

Student conduct that disrupts the learning environment, interferes with any school function, activity or purpose or infringes on the rights of others demonstrates a lack of responsibility on the part of the acting student and cannot be justified as an exercise of student rights or privileges. In such situations, the school will take appropriate disciplinary action. The primary purpose of the disciplinary action will be the correction of the unacceptable behavior, the encouragement of wise decision-making by students, and the preservation of the learning environment.

Rules governing student conduct set forth in this book, and any sanctions arising from violation of those rules, are applicable to student behavior occurring in the following settings:

- on school grounds, including before, during, and after the school day
- when participating in or attending home or away school activities and events
- riding in school vehicles
- off school grounds when the disruptive behavior impacts the school environment.

### **Student Responsibilities**

To establish a school environment that promotes the learning and well being of all students and to meet the general standard of conduct discussed above, students will need to demonstrate the following responsibilities and conduct:

- a. Apply themselves to the best of their ability to the learning task assigned
- b. Attend school regularly and punctually
- c. Behave in a manner that will enhance the learning environment for all students
- d. Use school facilities and equipment in ways they were meant to be safely used and which will conserve their continued usefulness
- e. Abide by school regulations and to assist in their enforcement and development.
- f. Interact with fellow students and all school employees in a respectful manner.
- g. Demonstrate good sportsmanship and citizenship and interact in a safe, fair manner with others
- h. Refrain from bringing pop, candy and gum to school except for special activities organized by the teacher.
- i. Comply with all rules described within this handbook and developed within the classroom and school.

### 3. Student Rights

Students enrolled at the Ashland-Greenwood Public Schools are entitled to the rights listed below:

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



## VI. STUDENT CONDUCT AND DISCIPLINE

### Codes of Conduct

The school response to inappropriate behaviors on the part of any student may include, but is not limited to, any of the following, either singly or in combination:

- a. Loss of non-curricular activity
- b. Detention - before or after school
- c. Time Out - Defined as removal from the classroom for a period not to exceed thirty minutes.
- d. Suspension \*
- e. Expulsion \*
- f. Restitution - Required when student actions result in the theft of, damage to, or destruction of school property or private property on school grounds; may be monetary or service oriented or both.
- g. Mandatory Reassignment \*
- h. Further explanation of the starred items can be found in the section entitled, "Student Exclusion, Suspension, Expulsion, and Mandatory Reassignment".

Disciplinary action necessary for effective classroom maintenance will routinely be handled

by individual staff members based on the misbehavior, prior disciplinary record and the need for consistency and fairness.

Some offenses, because they are seriously disruptive to the learning environment or because they directly threaten the health, safety, well being and/or educational rights of others, will result in non-discretionary disciplinary action. Those offenses, and their consequences, are applicable to students in grades 4th-5th and are in this section. A behavior plan will be developed for students in grades K-3rd who exhibit unsafe, threatening and/or seriously disruptive behavior.

- A. Students will experience loss of non-curricular activities for the following offenses:
  - ❖ Harassment of other students
  - ❖ Insubordination
  - ❖ Nuisance behaviors leading to an office referral
- B. Students will be assigned two days of after school detention for the following offense:
  - ❖ Truancy
- C. Students will be assigned one to three days of out-of-school suspension for the following offenses:
  - ❖ Repeated offenses detailed in "A" above. ("Repeated" defined as behaviors that have resulted in a previous in-school consequence and a parent conference.)
  - ❖ Theft involving property less than \$20.00.
  - ❖ Vandalism involving damages less than \$20.00 in value.
  - ❖ Violations of tobacco policies
  - ❖ Fighting (defined as two or more parties participating by mutual consent and with provocation in striking, kicking, hair pulling, or other violent interaction)
  - ❖ Profane, abusive or threatening language (oral or written) or actions directed toward students, staff, or school visitors.
- D. Students will be assigned five days out-of-school suspension for the following offenses:
  - ❖ Theft involving property greater than \$20.00
  - ❖ Vandalism involving damage greater than \$20.00
  - ❖ Serious disruption of the school environment.

- ❖ Violations of the use, possession, or being under the influence as stated in sections of the alcohol/drug policies.
  - ❖ Physical assault of students, staff, or school visitors. (defined as initiating violent interaction without mutual consent which causes or attempts to cause personal injury to students, staff, or school visitors)
  - ❖ Repeated violations detailed in “C” above. (“Repeated” defined as behaviors which, cumulatively, result in suspension from school for two or more days.)
- E. Students will be expelled for the balance of the current semester for the following offenses:
- ❖ Repeated violations detailed in “D” above. (“Repeated” defined as behaviors which, cumulatively, result in suspension from school for ten or more days.)
  - ❖ Violations of the manufacture, distribution, and sales section of the alcohol/drug policies.
  - ❖ Engaging in behaviors which threaten the safety of others.
- F. Students will be expelled for the balance of the current semester and all of the succeeding semester for the following offense:
- ❖ Possession, use or transmission of a firearm or other dangerous weapon.

5. Toys, radios/IPods/MP3 players/etc. . . . collector cards, and other personal playtime items are not permitted at school.
6. Students will use playground equipment in ways it is meant to be safely used.
  - No tag games may be played on the playground equipment.
  - No standing on the bars.
  - Slides: One person goes down the slide at a time using a feet-first, sitting position
7. No throwing of rocks, sticks, snow or other items not designed to be safely thrown.
8. No football or kickball on concrete apron.
9. Only touch-tag and touch-football allowed.
10. All rules and student responsibilities are applicable to student conduct while on the playground or school grounds.

**Student Appearance, Dress, and Grooming**

Students are expected to dress respectfully and in a manner that does not disrupt the educational environment. The following types of clothing are prohibited.

1. Any clothing with slogans or prints which are vulgar or sexual in interpretation, or which advertise, promote or prominently feature drugs, alcohol, or tobacco products or references there to
2. Coats or hats in the classrooms
3. Shirts which show bare midriiffs, backs, and/or are strapless (one or two straps missing)
4. Heavily soiled clothing
5. Bare feet
6. Clothing that reveals undergarments
7. Temporary, spray-on hair coloring (unless permitted for specific school-wide activities)
8. The use of roller shoes, roller skates and roller blades at any time within the school building is prohibited.

If the dress or grooming of a student is considered to be inappropriate, the student should be referred to the building principal or other persons designated by the principal and a judgment will be made about the appropriateness of dress or grooming. The parents or guardians of any pupil who is judged to be inappropriately dressed or groomed will be notified and appropriate corrections in dress or grooming will be expected.

In the event that a student is judged to be inappropriately dressed or groomed and the student’s parents/guardians disagree with the

**Playground Rules**

The following rules are established to provide a safe environment for students while on the school playground.

1. Students are allowed to play within the fenced area south of the elementary building and the bus barn. Students are not to play near the bicycle racks.
2. Organized games will be played on the open fields of the playground.
3. Students must ask permission to retrieve a ball or any recess equipment that is outside the playground area.
4. Bicycles, skateboards and rollerblades are not to be ridden on school grounds between 7:30 AM and 3:30 PM. Bicycles should be parked in the bike racks and locked if possible. Skateboards, scooters, and rollerblades should be stored in student’s locker and are the responsibility of the student.

judgment of the principal or the principal's designee, a review of the judgment may be sought by the parents/guardians as provided by Board Policy.

### **Reporting Criminal Acts**

The principal or his/her designee shall notify appropriate law enforcement authorities of any student act that is known or suspected to be in violation of the Nebraska Criminal Code.

School employees shall not be civilly or criminally liable as a result of any such report made in good faith.

### **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.

- a. 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.
- b. The Ashland-Greenwood Public Schools are determined to provide alcohol-free and drug-free schools.
- c. 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.
- d. 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.
- e. 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.

### **Search, Seizure, and Questioning of Students**

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 parenti may have committed a crime of child abuse or child neglect against the child.



### **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 books, lockers, desks, or any other materials. They are also responsible for the safeguarding of any valuables they bring to school. Students will be fined for any damages done to school property assigned to them.

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.



### **Use of the Computer Network Internet Safety and Acceptable Use Policy**

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

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd

exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

The following Computer Acceptable Use Policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

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

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

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

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall

authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

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

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

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

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

- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any

reason, or allow another to use their password (except for authorized staff members).

2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge

protected confidential student information to unauthorized persons.

4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network

administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

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

### **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 personal attributes and which make the affected individual uncomfortable or embarrassed in a harmful way.

Harassment is a violation of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district shall report students violating this rule to law enforcement officials. This policy is 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.

Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure that may result in discipline, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions effecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive or hostile learning or work environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intention;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication;
- unwelcome touching;
- unwelcome and offensive public sexual display of affection;
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status, or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions effecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- creating an intimidation, offensive or hostile learning or work environment



Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.; demeaning jokes, stories, or activities directed at an individual

Students or individuals that feel that other students have harassed them should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual needs assistance communicating with the harasser, he/she should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, he/she should:

Tell a teacher, counselor, or principal including:

- What, when and where it happened
- Who was involved
- Exactly what was said or what the harasser did
- Witnesses to the harassment
- What the individual said or did, either at the time or later
- How the individual felt, and
- How the harasser responded

**Complaint Procedure:** An individual who believes he/she has been harassed shall notify the Middle School/High School Principal or the Elementary Principal. The investigator may request a written complaint and that any evidence of harassment, such as letter, tapes, or pictures, be turned over. Information received during the investigation shall be kept confidential to the extent possible. The superintendent has the authority to initiate a harassment investigation in the absence of a written complaint.

**Investigation Procedure:** The investigator shall reasonably and promptly begin the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the

behavior outlined in the complaint. The investigator may interview witnesses.

Upon completion of the investigation, the investigator shall make written findings and conclusions as to each allegation of harassment and report the findings to the appropriate building principal. The investigator will outline the findings of the investigation to the administrator in charge of discipline.

**Resolution of the Complaint:** Upon completion of the written investigation report, the principal may investigate further, if deemed necessary. The principal shall file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The report may be incorporated into and may be a part of the investigation report. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

Retaliation against an individual because the individual has filed a harassment complaint, assisted with, or participated in, a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.



## VII. STUDENT EXPULSION, SUSPENSION, & MANDATORY REASSIGNMENT

### **Basis in State Law and Board Policy**

The definitions and procedures that follow comply with Nebraska State Statutes and School Board Policies. The term "Principal" as used in this section shall include the principal and any of his or her designees as referenced in state law.

### **Emergency Exclusion**

Situations that may warrant an emergency exclusion include:

- 1) Students with communicable diseases which are transmittable through normal school contacts and which pose a threat to the health or safety of the school community may be excluded from school or school functions.
- 2) Students exempt from immunization by medical reason or religious beliefs shall be excluded from school during an outbreak of communicable disease.
- 3) Emergency exclusions shall be based on factual situations warranting the action taken and shall last no longer than necessary to avoid the dangers discussed above.

### **Short-Term Suspension**

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

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

The following process will apply to short-term suspension:

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

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

### **Long-Term Suspension**

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

### **Expulsion**

Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct related to the knowing and intentional use of force in causing or attempting to cause personal injury or the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon, in which case the expulsion shall remain in effect for the period specified by statute for such violations.

Summer Review. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the

hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the board of education or a committee of the board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the superintendent.

Suspension of Enforcement. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program which the school district deems appropriate for rehabilitation of the student. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the superintendent or designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the student's participation and conduct has been satisfactory or not shall be made by the superintendent or designee.

Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen (19) years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer

pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the superintendent or designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicates, be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving

- property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
  5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
  6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
  7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
  8. Public indecency or sexual conduct.
  9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
  10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of

the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.

In addition a student may be suspended (short-term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in section 79-267(9).

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

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

shall be expelled for the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall

remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

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

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

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

#### **Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment**

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

- a. The principal shall provide a written summary of the alleged violation and the evidence supporting the alleged violation to the superintendent or his or her designee.
- b. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or

school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of findings and a recommendation of the action to be taken to the superintendent.

- c. The principal or designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:

- (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or designee.
- (2) The penalties to which the student may be subjected and the penalty which the principal or designee has recommended.
- (3) A statement explaining the student's right to a hearing.
- (4) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
- (5) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

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

### **Framework for the Hearing Process**

Hearing Officer. The hearing officer shall be any person designated by the superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

Administrative Representative. The principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.

Notice of Hearing. If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative representative, and the student and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the schools at any reasonable time prior to the hearing.

Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit or other reliable form, of persons having information about the student's conduct and the student's records. Such statements and records are to be made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the

student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The hearing officer shall make a reasonable effort to assist the student or the student's parent, guardian, or representative in obtaining the attendance of witnesses. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question witnesses giving information at the hearing. The student may testify in the student's own defense in which case the student shall be subject to cross-examination. The student may choose not to testify and, in such case, will not be threatened with punishment or later be punished for refusal to testify. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case.

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

Record. The proceedings of the hearing shall be recorded at the expense of the school district.

Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

Review by Superintendent. The superintendent shall review the findings and recommendations of the hearing officer and may also review any of

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

Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice, the determination of the superintendent shall take immediate effect.

Appeal to Board. The student, student's parents or guardian may, within seven (7) school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.

Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three (3) members shall, within ten (10) school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the superintendent's disposition of the case if it finds the superintendent's decision to be too severe,

but it may not impose a more severe sanction. The designated method of giving public notice of the hearing, if required, shall be by posting on the schoolhouse door or on the door to the hearing room.

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

## **DISCIPLINARY REMOVAL OF STUDENTS WITH DISABILITIES**

For the purpose of removals of a child with a disability from the child's current educational placement a change of placement occurs if:

### **Change of Placement for Disciplinary Removals**

For the purposes of removals of a child with a disability from the child's current education placement a change of placement occurs if:

- a. the removal is for more than 10 consecutive school days; or
- b. the child is subjected to a series of removals that constitute a pattern because they cumulate to more than 10 school days in a school year, and because of factors such as the length of each removal, the total amount of time the child is removed, and the proximity of the removals to one another.

### **Authority of School Personnel**

#### Removal Under Same Conditions as Students without Disabilities

The Principal or his or her designee may consider any unique circumstances on a case by case basis when determining whether to order the change in placement for a child with a disability who violates a code of student conduct. The Principal or his or her designee may remove a child with a disability who violates a code of student conduct from their current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 school days (to the extent such alternatives are applied to children without disabilities). If the student is suspended for a period of 5 days or less the procedures for short-term suspensions shall

apply. For suspensions of 6-10 school days, the process for long-term suspensions shall be followed.

If school personnel seek to order a change in placement that would exceed 10 school days and the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, the relevant disciplinary procedures applicable to children without disabilities may be applied to the child in the same manner and for the same duration in which the procedures would be applied to children without disabilities, although it may be provided in an interim alternative educational setting.

#### Continuation of Services During Unilateral Removals

A child with a disability who is removed from the child's current placement under the Weapons, Drugs and Serious Bodily Injury Exceptions section (irrespective of whether the behavior is determined to be a manifestation of the child's disability) or a period not to exceed 10 days shall:

- a. continue to receive educational services, as provided in 92 NAC (Nebraska Administrative Code) 51 004.01, so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to receive those services and modifications, including those described in the child's current IEP, that will enable the child to progress toward meeting the goals set out in the child's IEP; and
- b. receive, as appropriate, a functional behavior assessment, behavior intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

#### Manifestation Determination

Any decision to remove a child with a disability that rises to a level of a change the placement as defined in this section because of a violation of a code of student conduct, the school, the parent, and relevant members of the IEP Team (as determined by the parent and the school district) shall review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine:



- a. if the conduct in question was caused by or had a direct and substantial relationship to, the child's disability; or
- b. if the conduct in question was the direct result of the school district's failure to implement the IEP.

If the school district, the parent, and relevant members of the IEP Team determine that either of these conditions is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If the school district, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team shall:

- a. conduct a functional behavioral assessment, and implement a behavioral intervention plan for the child provided that the school district had not conducted such assessment prior to such determination before the behavior that resulted in the change in placement.
- b. in the situation whether a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c. except as provided in Weapons, Drugs and Serious Bodily Injury section of this handbook, return the child to the placement from which the child was removed, unless the parent and the school district agree to a change of placement as part of the modification of the behavioral intervention plan.

Weapons, Drugs and Serious Bodily Injury Exceptions

School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, in cases where a child:

- a. carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or school district or approved cooperative;
- b. knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled

- substance, while at school, on school premises, or at a school function under the jurisdiction of a State, an approved cooperative or school district; or
- c. has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or school district or approved cooperative.

Not later than the date on which the decision to take disciplinary action is made, the school district or approved cooperative shall notify the parents of that decision, and of all procedural safeguards under Section 009 of 92 NAC 51.

**Determination of Alternative Educational Setting**

The interim alternative educational setting in shall be determined by the IEP Team.

**Appeals Regarding Placement in an Alternative Education Setting**

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination under this subsection, or if the school district that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request a hearing by filing a petition pursuant to 92 NAC 55.

A hearing officer shall hear and make a determination regarding an appeal pursuant to 92 NAC 55 requested under 92 NAC 51-016.04A.

In making the determination, the hearing officer may order a change in placement of a child with a disability. In such situations, the hearing officer may:

- a. return a child with a disability to the placement from which the child was removed; or
- b. order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.

### **Placement During Appeal**

When an appeal has been requested by either the parent or the school district:

- a. the child shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for in this section, whichever occurs first, unless the parent and the school district agree otherwise; and
- b. an expedited hearing shall occur within 20 school days of the date the hearing is requested and shall result in a determination within 10 school days after the hearing.

### **Protections for Children Not Yet Eligible for Special Education and Related Services**

A child who has not been determined to be eligible for special education and related services, and who has engaged in behavior that violates a code of student conduct of the school district or approved cooperative, may assert any of the protections provided for under this section if the school district had knowledge that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

The school district shall be deemed to have knowledge that a child is a child with a disability if, before the behavior that precipitated the disciplinary action occurred:

- a. the parent of the child has expressed concern in writing to supervisory or administrative personnel of the school district, or a teacher of the child, that the child is in need of special education and related services;
- b. the parent of the child has requested an evaluation of the child pursuant to 92 NAC 51; or
- c. the teacher of the child, or other personnel of the school district or approved cooperative has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the Building Principal or to other supervisory personnel of the school district.

The school district shall not be deemed to have the knowledge that the child is a child with a disability if the parent of the child has not allowed an evaluation of the child pursuant to Section 006 of 92 NAC 51 or has refused services under this part or the child has been

evaluated and it was determined that the child was not a child with a disability under Section 006.

### Conditions that Apply if No Basis of Knowledge

If the school district does not have knowledge that a child is a child with a disability (in accordance with 92 NAC 51) prior to taking disciplinary measures against the child, the child may be subjected to the same disciplinary measures applied to children without disabilities who engaged in comparable behaviors.

If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the school district and information provided by the parents, the school district shall provide special education and related services in accordance with this section, except that, pending the results of the evaluation, the child shall remain in the educational placement determined by school authorities.

### **Referral to and Action by Law Enforcement and Judicial Authorities**

Nothing in this part shall be construed to prohibit school districts or approved cooperatives from reporting a crime committed by a child with a disability to appropriate authorities or to prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.

A school district or approved cooperative reporting a crime committed by a child with a disability shall ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the school district cooperative reports the crime.



## **VII. STUDENT RECORDS**

### **Notification of Records Policy**

The following is the annual notice of the school

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

### **Definitions**

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

### **Inspection of Education Records**

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

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

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

When a requested record contains information

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

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

### **Types, Locations, and Custodians of Education Records**

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

### **Disclosure of Education Records**

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

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

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

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.

### **Correction of Education Records**

Parents or eligible students may ask the School District to amend a record that they believe is

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

### **Maintenance and Destruction of Records**

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

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

### **Formal Complaints**

Parents and eligible students have the right to file 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

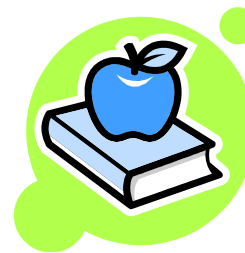
### **PPRA Notice**

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 othersInspect, 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.



**VIII. Ashland-Greenwood Elementary Staff**

Teresa Bray ..... Principal  
 Michelle Lindhorst ..... Secretary  
 Terri Maxon ..... Registered Nurse  
 Janet Rolofson ..... Preschool/Special Education  
 Naomi Barent ..... Kindergarten  
 Sarah Pearson..... Kindergarten  
 Shari Nygren ..... Kindergarten  
 Diane Starns ..... Kindergarten  
 Megan Laune ..... 1<sup>st</sup> Grade  
 Barb Murphy ..... 1<sup>st</sup> Grade  
 Maggie Onwiler ..... 1<sup>st</sup> Grade  
 Jessica Gress..... 2<sup>nd</sup> Grade  
 Roxanne Kingston ..... 2<sup>nd</sup> Grade  
 Jenny Washburn ..... 2<sup>nd</sup> Grade  
 Kelsy Cooper ..... 3<sup>rd</sup> Grade  
 Jan Gutierrez ..... 3<sup>rd</sup> Grade  
 Mary Hall ..... 3<sup>rd</sup> Grade  
 Patricia Schofield ..... 3<sup>rd</sup> Grade  
 Teresa Luers ..... 4<sup>th</sup> Grade  
 Trisha Nichelson ..... 4<sup>th</sup> Grade  
 Erin Rathe ..... 4<sup>th</sup> Grade  
 Connie Willadsen ..... 4<sup>th</sup> Grade  
 Amy Gilbride ..... 5<sup>th</sup> Grade  
 Colleen Lewin ..... 5<sup>th</sup> Grade  
 Brian Smith ..... 5<sup>th</sup> Grade  
 Jody Gude-Rung ..... Special Education  
 Paige Petersen..... Special Education  
 Rita Smits ..... Special Education  
 Julie Mink ..... Reading Specialist  
 & HAL Coordinator  
 Patricia Yardley..... Reading Specialist  
 & Literacy Coach  
 Kayla Laune..... Reading Specialist  
 Jean Bernth..... Speech-Language Pathologist  
 Christine Caswell ..... Guidance Counselor  
 Sharon Bebout ..... Vocal Music  
 Amy Krance-Wendt ..... Vocal Music  
 Jonathan Jaworski ..... Instrumental Music  
 Ryan Thompson ..... Physical Education  
 Cori Lightfoot ..... Art  
 Jerry Wendelin ..... Media Specialist  
 Barb Lichtas ..... Media Aide & Instructional Aide  
 Kristen Alley ..... Instructional Aide  
 Mary Bahm ..... Instructional Aide  
 Alicia Durst ..... Instructional Aide  
 Jody vonRenzell ..... Instructional Aide  
 Darci Welling ..... Instructional Aide  
 Sheri Buck..... Instructional Aide  
 Becky Loftus..... Instructional Aide  
 Lisa Issacson..... Instructional Aide

