2016-2017

ASHLAND-GREENWOOD MIDDLE SCHOOL & HIGH SCHOOL STUDENT & PARENT RESOURCE HANDBOOK

#AGPossible

MISSION STATEMENT

Our School, with family and community cooperation, promotes life-long learning to awaken, develop, and enhance the individual potential.

1842 Furnas **Ashland, NE 68003**
402.944.2114 **agps.org** **@GoBluejays1**

Notice of Nondiscrimination

The Ashland-Greenwood Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Building Principals, Ashland, NE 68003; HS: (402)-944-2114 or ELE: (402) 944-7083.

Employees and Others: Building Principals, Ashland, NE 68003; MS/HS: (402)-944-2114 or ELE: (402) 944-7083.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

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WELCOME Message to Families

Welcome to the Ashland-Greenwood Public Schools! The purpose of this 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. These policies and procedures have been developed and adopted by the Board of Education based on state and federal law and the district's experiences in running effective education programs. The book is not meant to be inclusive of all policies and regulations and the student and parent should review the student handbook for each school for specific information about that school. The purpose of these policy, procedures and program descriptions is to provide a safe, secure, organized and productive learning environment for all students.

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.

Disclaimer

1. This handbook, although substantial in its content, is not inclusive of all the policies, procedures and programs of the school district. The Board of Education and administration reserves the right, from time to time, to adopt rules, procedures and policies that may or may not be included in this handbook with or without notice.
2. This handbook is not an irrevocable contract commitment to the student or parent but only reflects the current status of rules, procedures and policies of the district.

Mission Statement

Our school, with family and community cooperation, promotes lifelong learning to awaken, develop and enhance 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

Ashland-Greenwood Elementary

Teresa Bray	Principal
Christine Brady	Counselor

Ashland-Greenwood Middle/High School

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

District Offices

Jason Libal	Superintendent
Jill Finkey	Curriculum Director
Kristin Fangmeyer	Student Services

Our School Day

Elementary School	8:15 AM - 3:20 PM
Middle School	8:15 AM - 3:29 PM
High School	8:15 AM - 3:29 PM

School Calendar 2016-2017

August 1	School Building Offices Open
August 10	New teachers report
August 11	Teachers report
August 15	Back To School Night/Open House
August 17	First Day of School
September 5	No School - Labor Day
September 14	Early Dismissal-Staff In-service
September 30	No School- Staff In-service
October 14	No School - Staff In-service
October 18	Parent Teacher Conferences 4-9 PM
October 19	Early Dismissal - Parent Teacher Conference 2:30-5:30 PM
October 21	No School - Quarter Break
November 16	Early Dismissal – Staff In-service
November 23	Early Dismissal
November 24-25	No School –Thanksgiving
December 22-Jan. 3	No School- Holiday Break
January 3	No School - Staff Work Day
January 4	School Resumes
January 18	Early Dismissal – Staff In-service
February 8	Early Dismissal – Staff In-service
February 16	No School – Staff In-service
February 17	No School
March 10	No School – Quarter Break
March 13	Parent Teacher Conferences 4-9 PM
March 15	Early Dismissal – Parent Teacher Conferences -2:30-5:30
March 17	No School
April 14 & 17	No School – Spring Break
April 26	Early Dismissal – Staff In-service
May 24	Early Dismissal - Last Day of School (depending on snow days)

A. Visitors

Parents are welcome to visit district schools at any time. Prospective students and their parents may also arrange for visits through a 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 will be requested to report to the principal's office first upon arriving at a school. Each school may have additional procedures and rules concerning visitors.

B. Enrollment/Attendance Eligibility Provisions

1. Students meeting criteria found in state law and Board policy are eligible for enrollment in and attendance at Ashland-Greenwood Middle & High School.
2. Any student transferring in to Ashland-Greenwood Middle or High School from another school district must provide the school with a certified copy of his/her birth certificate and with full immunization records prior to attending classes.
3. Additionally, any transfer student who is transferring in from another state must provide the school with a completed physical examination form prior to attending classes.

C. Part-Time Enrollment

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

D. Hours and Daily Schedule

1. Ashland-Greenwood HS and MS generally operates on an eight period day

HIGH SCHOOL & MIDDLE SCHOOL
Period 1 8:15-9:02
Period 2 9:06-9:53
Period 3 9:57-10:44
Period 4 10:48-11:35
Period 5 11:39-12:56
Period 6 1:00-1:47
Period 7 1:51-2:38
Period 8 2:42-3:29

E. School Closings

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

F. Lost and Found

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

G. Media Center

1. Books may be checked out or renewed for two week periods. Reserved items must be used in the media center itself; such items may be checked out overnight after 3:29. Students are responsible for paying for lost or damaged materials.
2. Use of media center workstations will be for school-related purposes only.
3. Media center use privileges will be denied to all students who have failed to return overdue materials, whose conduct while in the library interferes with the study of others, or who do not have a pass to the media center.

H. Attendance

1. Attendance Philosophy
   a. The Ashland-Greenwood School District complies with attendance provisions found in state law.
   b. Regular attendance at school is the responsibility of the student and the parent. Students are expected to attend classes on a regular basis and be on time to gain maximum benefit from their instructional program and to develop habits of punctuality, self-discipline, and responsibility. Parents of school age children are required by law to see that those children attend school regularly.
   c. Daily attendance is important for the following reasons: daily discussions contribute a significant amount of the background essential to any course which cannot be made up if missed and a regular attendance pattern will develop a degree of responsibility on the part of the student that will continue throughout life.
   d. Thus regular attendance promotes both academic development and growth as a dependable individual.
2. Parental Verification Procedures
   a. **Parents are asked to call in their son or daughter's absence to the school office before 10:00 a.m. on each day of absence.** An answering machine will take calls from parents whose employment requires them to leave town before school begins. Collect calls are accepted. The school will attempt to contact parents if no call is received and a child is absent. Should no such contact be established on the day of absence, the student must bring a parental note upon his or her return to school.
   b. For verification purposes, the school cannot accept a student call or excuse regarding absence. Any absence not verified by a parent will be considered unexcused or unconfirmed. **Other absences are those in which the parent has not communicated a reason for the student's absence will be considered unverified, unknown, or unexcused and will be considered Absent (marked AB).**
   c. A student absence shall be considered ~~excused~~ School Excused (marked as SE) providing attendance procedures have been followed: Attendance at school is impossible or impractible; barriers outside the control of the student or parent prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, scheduled school activity or trip, or suspension (SE-OSS or SE-ISS).
   d. A student absence shall be considered Not School Excused (marked NSE) and may result in a report to the county attorney under the following circumstances: Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
3. **Compulsory Attendance and Truancy:** Legal Reference: Neb. Rev. Stat. ' ' 79-201 and 79-209; Neb. Rev. Stat. ' 79-527 and Ashland-Greenwood Policy 5800

Parents of school age children are required by law to see that those children attend school regularly. Generally, a child is of mandatory attendance age if the child (a) will reach six years of age prior to January 1 of the then-current school year and (b) has not reached eighteen years of age. Children of mandatory attendance age who fails to attend school regularly without lawful reason shall be considered to be in violation of Nebraska truancy statutes. Notice of excessive absenteeism shall be made to the parents/guardians when the student accumulates more than 7 non-school excused absences. Additional corrective action taken by the school may include, but is not limited to: conferences, counseling, evaluation, alternative placement, suspension, and expulsion.

The Saunders County ARRIVE ATTENDANCE officer will receive notification of all students who accumulate seven more more absences during a semester. If a student continues to be or becomes habitually absent from school, the principal shall serve a written notice to the person violating Neb.Rev.Stat. 79-201, warning the student to comply with the provisions of that statute. A report will be filed with the county attorney of the county in which the student resides for students who accumulate 20 days in a year. Excessive absences due to documented illness that make attendance impossible or impracticable will be considered in handling the students excessive absenteeism. (Policy 5008, 2014)

4. Tardiness

a. Tardiness to school or to any class during the school day or extension thereof will be considered excused if a legitimate reason exists for the tardiness and the affected student has a hall pass stating that reason; all other tardies will be considered unexcused.

b. Tardiness is defined as not being in an assigned room when the starting bell for any given class period rings.

c. Individual teachers will keep tardy records for each student and will implement procedures for dealing with tardiness as part of their classroom management rules.

d. Students arriving more than 20 minutes late to any class will be considered to have been absent from that class rather than merely tardy.

e. Three or more unexcused tardies within any week will be considered excessive and dealt with according to provisions found in Section IV.L.4.J.

5. Attendance Requirements for Extra-Curricular Participation

a. Students wishing to participate in extra-curricular practices or contests must be in attendance all day of the school day in question. This requirement can be waived by the principal if an absence is for an unavoidable, non-illness related reason.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 18 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Ashland-Greenwood Public Schools or resides in Ashland-Greenwood Public Schools and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- the child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;

- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either: financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or, an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance. At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal (2012-13)

I. Custodial - Non-Custodial Parent Information

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

2. Unless a court order or other legal document prohibits the following actions and the school has been provided with a copy of the order/document, the non-custodial parent may:
   a. review his/her child's educational records
   b. attend regular parent-teacher conferences and may arrange for additional conferences
   c. visit the school as custodial parents do unless such visits are judged by schools officials as disruptive to the school routine
   d. request general school information such as district newsletters and lunch menus

3. The school will not release a child to a non-custodial parent or other individual prior to the end of the school day unless the custodial parent has granted permission. If custody has not been decided, a child may be released to either parent unless a court order or other legal document prohibits such release.

4. The district may require an individual to show identification when picking up a child if the individual is unfamiliar to the staff.

5. The school will use the legal surname of each child on all official school records. Use of another surname on official school records will

6. Custodial and non-custodial parents are responsible for providing the school with copies of all relevant court orders and legal documents. The school will not go beyond what is called for by a court order or other legal document.

7. Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. This policy does not prohibit an employee from listening to a student's problems and concerns.

J. Transportation

The Ashland-Greenwood Public Schools provides transportation to the schools. All students who live outside the city limits of Ashland are eligible for transportation. Transportation eligibility is based on where a child lives and not the location of his or her

day care provider. Only students that are eligible for bus service may be transported to and from school on school buses.

K. School Bus Information

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

1. **All Schools - AM Route** Parents shall notify their child's school if your child will not be riding the bus. You may call the offices as early as 7:15 a.m. and the driver will be notified that your child will not be riding that morning. If calling after hours you may leave a voice message at the MS/HS by dialing extension 2000.

2. **Elementary School - PM Route** If your child is in attendance during the day but does not plan to ride the bus home, parents shall notify the Elementary Office by sending a written note or calling the school prior to 2:30 p.m. For your child's safety, it is critical that the school is made aware of changes in daily routines.

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

4. **Activity Trip/Transportaion-**

a. Pupils attending school events requiring transportation must ride on school buses unless other arrangements have been approved in advance by the principal. Requests for such alternative arrangements must come from the parents and must be in writing.

1. Ashland-Greenwood Middle/High School operates on a closed campus basis. During the school day (including the lunch period), students are prohibited from leaving the school grounds unless permission to do so has been granted by the principal or his/her designee. In turn, that approval will be granted only after parental contact has been made.

2. Closed campus shall be interpreted to ban students from being in the parking lot during the school day (including the lunch period).

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

L. Bicycles, Cars, and Other Vehicles

1. Students riding bicycles or driving cars or other vehicles to school are to park those bicycles or vehicles immediately upon arrival at school. Vehicles will remain parked throughout the school day and should be locked, if possible.

2. Bicycles should be placed in the bike racks provided by the middle school entrance.

3. Cars and other vehicles should be parked in either the east or the west parking lots; where indicated, parking lines are to be followed.

4. Parking slots in the south driveway are for visitors only.

AdvancED™
ACCREDITED | NCA

We are accredited by the AdvancED organization. We have been an accredited Middle and High school since 1910. Ashland was one of the FIRST accredited school in Nebraska!

M. Closed Campus

3. Students who have a medically prescribed diet that must be administered/monitored at home may be excused over the lunch period for that purpose if a note from an appropriate physician is provided verifying the relevant medical condition.

N. School Traffic Procedures

Student safety is of utmost importance. All motorists are asked to follow the procedures below when dropping off children at school. Motorists driving in the vicinity of our schools are asked to

drive slowly and cautiously, observe the crosswalks, yield to school children, obey speed limits and all traffic laws in and around the school properties.

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

O. **Powerschool**

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

You may now access grade information for all of your child's classes, 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). Your child can furnish their log in or you may get one by contacting your child's building office.

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

Breakfast and Lunch are served daily. Cost for breakfast is $1.70 for Middle School/High School students. Cost of lunch is $2.75 for Middle School/High School students. If a student chooses to purchase a 2nd breakfast or lunch, it will cost $2.30 and $2.95 respectively. Student guest lunch cost $3.10. Adult lunches cost $4.00. Additional milk cost is $.40. Free and reduced priced lunches are available for qualifying families. Account deposits can be made daily by students at a location designated by the school's Principal (MS/HS Media Center). AlaCarte items are available for purchase by grades 7-12. Students with negative balance may not purchase AlaCarte items (15-16). The school uses Powerlunch for lunch accounting and deposits must be made by 10:45 AM to be posted for that day's lunch. Payments can also be made on the school's website, www.agps.org. Click on the ONLINE LUNCH PAYMENT link at the top of the website to go to the EFunds website to purchase lunch deposits for students.

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

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.
Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).
USDA is an equal opportunity provider and employer. (2015-16)

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

Q. **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 announcements through local television.

R. **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.

S. **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.

T. **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 reinspection 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: Jason Libal, Designated Person, 1225 Clay St, Ashland, NE 68003, (402) 944-2128.

SECTION II
ASHLAND-GREENWOOD PUBLIC SCHOOL STUDENT FEE POLICY

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
There is no charge/cost for participation in summer school. Summer school is available for all students who just completed grades 6-11 for the following purposes:

- Grades 6-7: For students that failed a core course or simply need additional work and practice opportunities.
- Grade 8: Students that fail a core course **WILL BE REQUIRED** to attend summer school to be prepared for their 9th grade year.
- Grades 9-11: Students that fail core courses, other than English (Writing specific course like Composition or Expository writing) will be included in summer school to stay on track for graduation. (2015-16)

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

11. Waiver Policy
The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under the United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities.

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

12. Fee Schedule:
7-12 Students - Extra-curricular Activity Fee $25
Reproduction of Records 5 cents per page
Commencement Exercises Participation $30
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.

A. Minimum Performance Standards and Student Success

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

B. Grading Procedures

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

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

2. GPA point values for each letter grade designation for courses for which only high school credits are earned are detailed below:

A+	4.00	B	3.00	D+	1.50
A	4.00	C+	2.50	D	1.00
B+	3.50	C	2.00	F	0.00

3. GPA point values for each letter grade designation for COLLEGE credit courses can be earned are detailed below:

A+	4.00	B	4.00	D+	2.50
A	4.00	C+	3.50	D	2.00
B+	4.00	C	3.00	F	0.00

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

C. Academic Integrity

1. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect a student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating, plagiarism, and contributing to cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.
2. Cheating includes but is not limited to:

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

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

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

3. Plagiarism includes but is not limited to:

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

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

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

a. Allowing another student to look at one's test answers.

b. Allowing another student to copy one's papers or projects.

c. Providing another student with completed assignments or projects.

5. Academic sanctions for academic integrity violations will include:

a. Affected students will receive a grade of zero for the work in question.

b. Affected students will be required to complete an alternate assignment within a time frame and under conditions determined by the classroom teacher.

c. Affected students will receive grades of Incomplete, with no credits awarded, until such time as the alternate assignment is completed to the instructor's satisfaction. Following successful completion of the assigned remediation work/alternate assignment within the time frame allowed, students will be considered to have earned at least the minimum passing mark for the affected assignment or test (2012-13)

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

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

D. Make-Up Work

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

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

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

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

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

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

F. Loan of Materials to Home School Students

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

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

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

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

H. Student Testing and Assessment

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

2. Students in 8th and 11th grades will annually participate in the Nebraska writing assessment process. Selected grade levels (6th, 7th, 8th, and 11th will participate in Nebraska math and science assessments (NeSA).

I. Promotion/Retention

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

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

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

about promotion or retention, the welfare and development of the pupil shall be the paramount concern of professional employees.

4. Middle School Students who fail 3 or more classes or who miss 10 days in any one semester will be reviewed by an interdisciplinary team designated by the building principal. This team will be made up of the principal, a counselor, and at least one classroom teacher. That team will make a recommendation as to whether the child should be promoted or retained.

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

J. Reporting of Academic Progress (2016-17), policy 5203

1. Report cards detailing grades earned will be issued every nine weeks.

2. All teachers will provide notice to parents of students who are not participating in remedial work necessary to meet minimum performance standards.

3. Parents and students are encouraged to contact classroom teachers regarding academic progress as those concerns arise.

K. REACH Program

1. The REACH Program provides a framework for identifying and meeting the needs of high ability students. Data is collected from classroom performance, teacher recommendation, and testing performance. 2. Students who qualify for the REACH program are provided opportunities for a differentiated curriculum within the classroom setting and expanded learning opportunities outside the classroom which may include invitations to higher level math courses or college level courses.

L. Honor Roll

1. Ashland-Greenwood High School's Honor Rolls recognize academic achievement and are published at the end of each grading period. Any student with a Full GPA of 3.00-3.74 for the current grading period will be included on the Second Honors honor roll. Any student with a Full GPA of 3.75-4.00 for the current grading period will be included on the First Honors honor roll.

2. High School Students must carry a minimum course load equal to 25 credits in order to be considered for honor roll.

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

M. Required Classes/Class Load

1. In light of the fact that the content of some courses is of such an essential nature or is a necessary prerequisite for further study, certain classes offered by Ashland-Greenwood High School will be designated as required. Failing those classes will require the affected student to re-take the class in question. Details on which classes fall into the required category are included in the registration packets distributed in the spring.

2. Additionally, all students must carry a minimum load of seven classes; this means that students may register for no more than one study hall.

N. Dropping and Adding Classes

1. During the time frame advertised and posted by the Principal (2016-17), students may request schedule changes providing that those requests are in accord with all other academic provisions.

2. Schedule changes after the period designated for that purpose will not be allowed except in cases involving work release, mandatory reassignment, or students with a full load (i.e. eight classes) in need of a study hall. If there is a request from a student or parent/guardian to make a class change after the designated period, this change will require a meeting with the student, parent-guardian, and the teacher of the class that is requested to be dropped and either the Guidance Counselor or the Principal. The student will remain in the class until such meeting is held and an agreement reached. In the event an agreement cannot be

reached, the Principal will make a determination of the child's enrollment in the class (2012-13).

3. ***ODYSSEYWARE ONLINE LOCAL COURSE OFFERINGS:*** *If a student has FAILED a core course or a course required for graduation, we may consider adding an online course on Odysseyware as an opportunity to earn those credits if retaking the class is not a viable option. Odysseyware can also be used as an option IF a core course or required course does NOT fit into the students schedule. Odysseyware can be used as an option to fill a hole in a student's schedule as an elective option, too. Odysseyware can be used in the case of a 'mandatory reassignment' by the Principal. Odysseyware may be used in a blended classroom environment at the direction of the staff member and administration.* ***Odysseyware cannot be used simply as a replacement of a current course offering unless it meets one of the above requirements.*** (2016-17)

3. Classes dropped after the period designated for schedule changes will be subject to the following procedures regarding grades awarded, credits applied, and effect on GPA:

a. classes dropped during the first or third quarter will not be reflected on final transcripts or included in GPA calculations

b. classes dropped during the second or fourth quarter will result in semester grades of "F"; such grades will earn no credits and will be included in GPA calculations.

O. Study Hall

1. Students are allowed study halls on the assumption that such time is necessary in order to complete required work.

2. To that end, students are expected to bring materials and books to study hall and to engage in quiet study. Card or other game playing in study hall is prohibited.

P. Grade Point Average

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

GPA=(GPA Points X Credits Earned)/Credits Attempted

2. GPAs will be calculated for all courses taken by a student (Full GPA) and for only those courses taken in the subject fields of language arts, mathematics, science, and social studies which count toward meeting graduation requirements for those subject fields (Core GPA).

3. GPA calculations are used by Ashland-Greenwood High School to determine eligibility for inclusion on the honor roll, to determine eligibility for membership in National Honor Society, and to determine class rank.

4. Students enrolled in College courses will receive a +1 GPA (see Section III, Instructional Program, Item B.3)

Q. Class Rank

1. High School Students within each grade level will be ranked academically at the conclusion of each semester.

2. Class rankings shall be based on cumulative Core GPAs.

R. Supervised Work Experience (AGHS)

1. Students meeting the standards established for membership in the senior class (defined as having earned 190 credits prior to beginning the senior year...2013-14) are eligible for supervised work experience. Guidelines for obtaining supervised work experience are detailed below:

a. application for supervised work experience must be coordinated through the guidance office

b. such application must include certification of employment, parental authorization, and school approval

c. students engaged in supervised work experience will participate in regular progress reviews scheduled with employer representatives, school personnel, and parents or guardians

d. course credit for supervised work experience will be awarded on the basis of five credits per semester for every ninety hours worked, with participating students required to verify (through pay stubs or other documentation) the number of hours actually worked

S. High School Graduation Requirements

The following shall be the requirements for graduation for all students unless the student has an established Individualized Education Plan (IEP) in compliance with the Individual with Disabilities Education Act and that IEP identifies an alternate graduation plan. Transfer students may be given credit for coursework taken at other schools, at the discretion of the building principal, provided the institution at which the coursework was taken is accredited or approved by a state accrediting agency or the Department of Defense.

1. Two Hundred fifty-five (255) total credits are required for graduation, beginning with the class of 2014. In accord with state law, 80% of those credits must be earned in the core curriculum subjects including those offered in the following subject areas: language arts, social studies science, mathematics, career and technical education, world language, visual and performing arts, and personal health and fitness.
2. Specific subject area requirements for graduation have been established in addition to the total credit requirements just discussed:

a. English/Language Arts	40 credits
b. Social Studies	40 credits
c. Mathematics	30 credits
d. Science	30 credits
e. Health	5 credits
f. Physical Education	5 credits
g. Careers/Transitions	5 credits

*World Geography, American History, World History, and economics/civics required. Psychology/Sociology is not allowed to replace economics/civics for SS credit.

T. Dual Enrollment (AGHS)

1. Dual enrollment for Ashland-Greenwood students (i.e. taking courses at AGHS while at the same time enrolled in a correspondence course or a college course or a course not offered by AGHS but available at another high school or in a home school on a part-time basis) will be allowed or disallowed on a case-by-case basis.

2. In general, approval for such part-time enrollment will be determined following an administrative review of such factors as disciplinary problems, class size, possible disruption to school routine (including attempted enrollment in non-consecutive classes), and such other factors as may be deemed relevant. Ashland-Greenwood High School will not be responsible for any costs associated with a student's decision to opt for dual enrollment.

3. Students may apply up to 15 credits from correspondence courses toward meeting graduation requirements (additional courses will be shown on the student transcript but will not be awarded high school credit). Such courses must be approved in advance by the principal and must be offered by an accredited program or institution if credit is to be allowed. The cost for such courses will be the responsibility of the student and his/her parents.

U. Early Graduation

A student who has completed all graduation requirements by the end of the first semester of he/her senior year may exercise the early graduation option. Application forms for early graduation are available from the guidance counselor and should be submitted for review by September 1 of that current school year (2016-17). Completion of those forms will require the approval/signature of the student, his/her parents/guardian, Guidance Counselor, Principal, and Superintendent.

1. In order for a student to qualify and be approved for early graduation the student must have an Individualized Education Plan in accordance with IDEA that provides for an early graduation, or must demonstrate one of the following conditions and the condition must interfere with the students ability to continue to attend school:
2. A personal hardship including but not limited to an illness or the responsibility for the care of a dependent;
3. A financial hardship or need and a method to address the financial hardship through employment;

4.

5. The pursuit of post-secondary education demonstrated by acceptance to and enrollment in a post-secondary program;
6. Moving to a location from which commuting to school would not be reasonable; or
7. The pursuit of a special talent or skill
8. The school district will only conduct one graduation ceremony annually. Students opting for early graduation are encouraged to return for the graduation ceremony in May.

Ashland-Greenwood High School. If a student's disability prevents him or her from completing the required course of study the student may be awarded a diploma if he/she has completed his/her IEP/Transition goals or has completed the school year in which he/she reaches age 21.

2. The graduation ceremony is a privilege. The ceremony and the issuance of a diploma afforded students who have completed all requirements for a high school diploma and who have accounted for all obligations they may have to the school. The school has the right to deny any student the privilege of participation in the graduation ceremony.

3. A student may also participate in the graduation ceremony, without having earned a diploma, if the student has a disability that prevents him/her from meeting the required course of study provided that the student is participating in the ceremony with his/her peer class AND/OR the participation in the ceremony without the diploma was planned for as a part of the IEP/Transition Plan and it is determined that it would benefit the student with the disability to participate in the ceremony.

4. At the graduation ceremony, seniors who will be graduated with a cumulative full GPA of 3.75 or better will be awarded Honor Cords in recognition of that achievement.

5. At the graduation ceremony, student speakers will include the class President, the class Valedictorian, and the class Salutatorian. For each class being graduated, the student ranked first in his or her class will be designated Valedictorian and the student ranked second in his or her class will be designated Salutatorian. If two or more students are ranked first in their class, they will be designated Co-Valedictorians and no designation of Salutatorian will occur. If two or more students are ranked second in their class, they will be designated Co-Salutatorians.

Diplomas will not be issued to early graduates until May, but official transcripts will be available at the time of separation for employment and post-secondary study purposes.

V. Graduation Ceremony (AGHS)

1. A diploma shall be issued to all students who have completed the required course of study as approved by the Board of Education of

W. Awarding of Credits (AGHS)

1. Credits will be awarded on the basis of 5 credits per semester for all courses unless otherwise noted in course registration materials.

2. Credits are earned by receiving passing marks and by meeting all other class requirements.

3. Students who re-take a class that they passed previously MAY use those credits earned the first time taken as elective credits if the class being re-taken is a REQUIRED COURSE for graduation OR if the class is being retaken with the INSTRUCTOR or PRINCIPAL'S permission .

4. Students that take Algebra 1 as 8th graders will receive notice following the completion of the course that they can elect to remove the high school course credit and associated grade from the student's transcript and GPA calculation (2016-2017).

X. Special Education Programs

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

SECTION IV
EXPECTATIONS, RIGHTS & RESPONSIBILITIES OF STUDENTS
PHILOSOPHY: "DEMONSTRATE RESPECT"

Establishment of Policies, Rules and Regulations

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.

A. 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.

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. Innappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students (policy 5142.6).

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.

B. Student Responsibilities

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors. (ref. policy 5114, item B, 2014). 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:

1. Apply themselves to the best of their ability to the learning task assigned
2. Attend school regularly and punctually
3. Behave in a manner that will enhance the learning environment for all students
4. Use school facilities and equipment in ways they were meant to be safely used and which will conserve their continued usefulness
5. Abide by school regulations and to assist in their enforcement and development.
6. Interact with fellow students and all school employees in a respectful manner.
7. Demonstrate good sportsmanship and citizenship and interact in a safe, fair manner with others
8. Refrain from bringing pop, candy and gum to school except for special activities organized by the teacher.

9. Comply with all rules described within this handbook and developed within the classroom and school.

C. Student Rights

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

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

D. Student Grievance Procedure

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

E. Jurisdictional Statement

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

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

Philosophy and Purpose. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. (2014-15)

1. Student use of school telephones will be limited to cases of extreme importance (i.e. contacting parents).
2. In order to minimize disruption to the school routine, students will be called to the telephone only for calls from parents or close relatives. Messages will be taken and delivered for all other calls.
3. The use or display of personal cell phones is prohibited during the regular school day (8:15-3:29) except during passing periods or assigned lunch times unless specifically authorized by a classroom teacher or school administrator; use or display of personal cell phones is prohibited at all times in locker rooms. The first violation of this prohibition will result in the device in question being confiscated and returned at the end of the school day. A second violation will result in confiscation and return of the device only to a parent or guardian. Subsequent violations will be deemed nuisance behaviors worthy of an office referral.
4. Knowingly or willfully receiving, possessing, or sending pornographic material in printed or electronic form in school, on school grounds, or on school owned equipment or network services is prohibited. For definitions of 'pornagraphic,' please refer to Board Policy 5114. (2014-15)

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

1. The use of any image, video, and/or audio recording device is prohibited during the school day or while participating in school activities (including transportation associated with such activities) unless specifically authorized by a classroom teacher or school administrator.

The Ashland-Greenwood Public Schools 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. (2013-14)

H. Drug and Alcohol Policy (5114)

The Ashland-Greenwood Public Schools recognize that the manufacture, use, possession, distribution, or being under the influence of a controlled substance, illicit drugs, or alcohol, illegally or improperly, constitutes a hazard to the interference with school purposes.

1. The Ashland-Greenwood Public Schools are determined to provide alcohol-free and drug-free schools
2. 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.
3. The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. (Policy 5114, 2014-15)
4. 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.
5. 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.
6. Age appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol) for all students in all grades from early childhood level through grade twelve shall be developed. Parents objecting to the inclusion of their children in such education and prevention programs may have those children exempted from inclusion by providing the Principal with a written request for such exemption.

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

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

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

J. Lockers and Property

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

Students are responsible for all equipment assigned to them while at school, to include laptop computers, books, lockers, desks, or any other materials. They are also responsible for the safeguarding of any valuables they bring to school. Students are not allowed to carry backpacks, bags, or purses to classrooms other than a the school issued laptop protection bag (2012-13)._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.

K. Harassment & Bullying

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.

Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. Bullying exists when there is a real or perceived imbalance of power between the parties involved. **(Reference Policy 5415, updated 2015-2016)**

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.

L. Code of Conduct and Applicable Forms of Disciplinary Action

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

   a. Detention—assigned for classroom or hallway misconduct not warranting more severe penalties; not to exceed 30 minutes in length
   b. Saturday School—defined and explained below
   c. Suspension—defined and explained below
   d. Alternative Education Program—defined and explained below
   e. Expulsion—defined and explained below
   f. Restitution—required when student actions result in the theft of, damage to, or destruction of school property or private property on school grounds; may be monetary or service oriented or both
   g. Mandatory Reassignment—defined and explained below

2. Disciplinary action necessary for effective classroom maintenance will routinely be handled by individual staff members based on prior disciplinary records and the need for consistency and fairness.

3. Some offenses, because they are seriously disruptive to the learning environment or because they directly threaten the health, safety, well being, and/or educational rights of others, will result in non-discretionary disciplinary action. Those offenses, and their consequences, are detailed in the sections below.

4. Students will be assigned to Saturday School for the following offenses:

   a. violations of Dress Standards/Grooming provisions
   b. insubordination
   c. nuisance behaviors leading to an office referral
   d. truancy/failure to attend classes
   e. failure to stay for an assigned detention
   f. use of profanity
   g. theft involving property less than $20.00 in value if restitution is made within two school days
   h. vandalism involving damage to property less than $20.00 in value if restitution is made within two school days
   i. harassment of students, staff, or school visitors
   j. accumulating three or more unexcused tardies within any week

5. Middle School student will be assigned a 2 day in school suspensions for the following offenses:

   a. failure to stay for an assigned Saturday School session

6. High School Students will be assigned to two days of out-of-school suspension for the following offenses:

   a. failure to stay for an assigned Saturday School session

7. High School Students will be assigned three days out-of-school suspension and Middle School Students a combination (2 out, 1 in or 1 out, 2 in at discretion of school administration) of in school and out of school suspension for the following offenses:

   a. repeated offenses detailed in Section IV.L.4.a-j ("repeated" defined as behaviors which would warrant assignment to a third Saturday School session for any item or items lettered a-j)
   b. theft involving property less than $20.00 in value if restitution has not been made within two school days
   c. vandalism involving damage to property less than $20.00 in value if restitution has not been made within two school days
   d. violations of tobacco policies
   e. repeated or flagrant harassment of students, staff, or school visitors
   f. making allegations or spreading rumors which disrupt the school environment and which are either known to be false or are not believed to be true
   g. profane or abusive language (oral or written) or actions directed toward students, staff, or school visitors

8. Middle and High School Students will be assigned five days out-of-school suspension for the following offenses:

   a. theft involving property greater than $20.00 in value
   b. vandalism involving damage greater than $20.00 in value
   c. abusive/threatening language (oral or written) or actions directed toward students, staff, or school visitors
   d. serious disruption of the school environment

e. fighting (defined as two or more parties participating by mutual consent and with provocation in striking, kicking, hair pulling, or other violent interaction) which does not result in serious personal injury

f. violation of use, possession, or being under the influence sections of alcohol/drug policies

9. Middle and High School Students may be expelled for the balance of the current semester for the following offenses:

a. repeated offenses (see Section L, #1-#8) which, cumulatively, result in suspension from school for more than 10 days during a school year

b. violations of manufacture, distribution, and sales sections of alcohol/drug policies

c. serious one-time behavioral incidents involving multiple (three or more) offenses detailed above

d. engaging in behaviors which threaten the safety of others

e. fighting (see definition above) which results in serious personal injury as a consequence of actions by one or more participants

10. Students will be expelled for the balance of the current semester and all of the succeeding semester for
the following offenses:

a. initiating violent interaction without mutual consent which causes or attempts to cause personal injury to students, staff, or school visitors

b. possession, use, or transmission of a firearm or other dangerous weapon

M. Alternative Education Programs

1. Saturday School will serve as a form of disciplinary action more severe than detention but less severe
than suspension or expulsion, will run from 8:00-11:00 a.m. on designated Saturdays, will offer a highly structured study environment, and will be staffed by certified teachers.

2.The Evening School Program will offer a highly structured study environment, and will be staffed by certified teachers. Students suspended from school will be assigned to Evening School Program sessions for the purpose of completing make-up assignments and receiving instructional assistance. Students expelled from school ~~will~~ may be eligible to enroll in the Evening School Program. Credits applicable to meeting graduation requirements may be earned in such classes under policies and procedures specified at the time of enrollment.

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

N. Student Appearance, Dress, and Grooming (Policy 5114, updated 2014-15)

Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.

a. Shorts, skirts, or skorts that do not reach mid-thigh or longer.

b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.

c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).

d. Head wear including hats, caps, bandannas, and scarves.

e. Clothing, jewelry, or piercings which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar language.

f. Clothing, accessories or jewelry that is gang related.

g. Shoes or protective foot covering must be worn while in school. A shoe is something that is worn on the feet, protects the foot because it has a 'sole' and 'covering' of some type. There may be instances where specialized shoes are needed for maximum safety and protection of the student (Athletics, Physical Education or Shop type classes or activities). (2015-16)

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or school administration. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

Dress code violations will be dealt with by staff members in the following manner as nuisance behaviors are routinely handled:

1. The student will be addressed directly about their dress code/grooming violation by the staff member when the violation occurs.
2. The staff member will log the incident in the appropriate manner into powerschool.
3. The student may be allowed to call home for proper apparel. Students will NOT be allowed to leave campus to go home for proper apparel. If proper apparel cannot be secured, an in-school suspension to finish the day could result.
4. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion. (2013-14)

O. Hazing

1. No hazing activities of any sort (i.e. freshmen initiation, unnecessary harassment of underclassmen, etc.) shall be conducted by any student involved in extracurricular activities either as part of the school day (including practice time) or outside of the school day. Initiations by classes, clubs, or athletic teams are prohibited except by administrative approval (2016-2017)

2. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion (2016-17).

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

4. The minimum penalty for violation of this policy will be suspension from competition for two weeks; longer suspension periods, removal from the team, or loss of lettering privileges will occur should circumstances surrounding any given incident so warrant. Affected participants will be required to attend all practice sessions during the suspension period.

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

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

P. Notification of Disciplinary Action Taken

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

Q. 6th Grade: Discipline Procedures

6th Grade classrooms implement a discipline credit/rewards based system as a team. Students that are referred to the office will then have the regular handbook procedures applied. The Principal or Assistant Principal reserve the right to apply alternative disciplinary measures that better fit the development level of the 6th grade student if necessary (2012-13).

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. Reference 79-263, 79-262.

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.
5) A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

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
REFERENCE POLICY (5114, 2014-15)

Meaning of Expulsion. Expulsion means 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 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 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 specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, 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 his or her findings and a recommendation of the action to be taken to the superintendent, 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.

Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen 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 Principal or the Principal's 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 provided by the Principal or the Principal's designee 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 may with proper consent, upon such return, be evaluated by the school for possible disabilities and may 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.

Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

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. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a

8. 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. (policy 5114, 2014-15).
9. Public indecency or sexual conduct.
10. 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.
11. 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.
12. 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.
13. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
14. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
15. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
16. The Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
17. Willfully violating the behavioral expectations for riding school buses or vehicles.

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).

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it 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, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

(1) the knowing and 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 other than a firearm, or

(3) Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing, or

(4) 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 item is brought or possessed under the following conditions:

A. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

B. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

C. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the 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 limited time as is necessary to fulfill the educational function.

D. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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.

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:

1. 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.

2. 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.

3. Determination of Alternative Educational Setting
The interim alternative educational setting in shall be determined by the IEP Team.

4. 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.

5. 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.

6. 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.

7. 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.

SECTION V: Internet Safety and Acceptable use policy 6800
Use of computer network and Laptop computer handbook updated 2012-13

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

It is the policy of Ashland-Greenwood Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA) (2016-17). 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) (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students (2016-17); and implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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

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

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

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

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

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

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

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

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

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

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

4. Unacceptable Uses.
The following are unacceptable uses of the technology resources:

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

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

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

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

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

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

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

i. 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).
ii. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
iii. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
iv. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
v. Users shall not copy, change, or transfer any software without permission from the network administrators.
vi. 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.
vii. Users shall not engage in any form of vandalism of the technology resources.
viii. 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:

i. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
ii. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
iii. 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.
iv. to engage in or promote violations of student conduct rules.
v. to engage in illegal activity, such as gambling.
vi. in a manner contrary to copyright laws.
vii. 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. (2012-2013)

Middle & High School Laptop Handbook

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

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

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

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

guarantees of privacy with regard to such network usage.

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

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

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

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

Carrying Laptops
The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:
1. Laptops should always be within the protective case when carried.
2. Do not place other materials in the laptop carrying case to avoid placing too much pressure and weight on the laptop screen.
3. The laptop must be put in sleep mode before placing it in the carrying case.

Screen Care
The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
1. Do not lean on the top of the laptop when it is closed.
2. Do not place anything near the laptop that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Do not poke the screen.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
6. Clean the screen with a soft, dry, antistatic, or microfiber cloth.

C. Using Your Laptop at School
Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop
computer. Students must be responsible to bring their laptop to all classes, unless specifically
advised not to do so by their teacher. Students are encouraged to take laptops home for educational use provided that parents have given permission for that use.

Laptops Left at School
Students who leave their laptops at school are expected to attend the 0 hour class period running from 8:05-8:10am. The purpose of 0 hour will be for students leaving laptops at school to collect those from assigned rooms for use during the school day. 0 hour class assignments for students will be identical to their last period class. At the end of the last period each day, students leaving laptops at school will store and plug in those laptops in a manner prescribed by classroom teachers. Students who do not arrive by 8:10am will not be allowed to exercise 0 hour checkout privileges by interrupting class or inconveniencing others.

Laptops Left at Home
If students leave their laptop at home, academic consequences similar to those applicable to forgotten or incomplete work will be enforced. Students will **not** be issued a loaner laptop for temporary use, nor will there be available machines due to neglect..

Laptop Undergoing Repair
Loaner laptops may be issued to students when they leave their laptops for repair at the Help Desk in the MS/HS Media Center.

Laptop Battery Issues
Laptops must be brought to school each day in a fully charged condition; if left at school overnight, classroom outlets will be provided for overnight charging. Failure to act responsibly with regard to ensuring battery charge will result in academic consequences similar to those applicable to forgotten or incomplete work; students will not be issued a

loaner laptop for temporary use. In cases where required school use of the laptop has caused batteries to become discharged during the school day, students may be able to connect their computers to a power outlet in class.

Laptops Left in Unsupervised Areas
Laptops should not be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, concourse, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Additionally, laptops left in an unlocked or "rigged" hallway or PE locker will be considered to have been left in an unsupervised area. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location. Laptops should be shut down overnight.

D. Managing Files, Saving Files, Printing
Students will be logging onto the AGHS network in order to access and save their work. Students will have their own user account and folders on the network with ample space to save any school related work. Only files stored in the student's network folders will be automatically backed up and saved. Student work saved to a different location on the computer will not have backup protection.

Students may use network printers installed for student use. AGHS will not modify student laptops for home printing; work completed at home will need to be saved via means established for that purpose and printed upon return to school.

E. Laptop Software

Applications Software
The software originally installed by AGHS must remain on the laptop in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Students are not allowed to add ANY software to school issued laptops or run applications from ANY foreign device (flash drive, DVD, CD, etc.).

Virus Protection
The laptop has antivirus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server and email server are also installed with virus protection software and hardware.

Filtering Software
Software programs have been installed to filter internet content while the student's laptop is used at school, at home, or anywhere off campus. That filtering software will block inappropriate web sites and record web sites that students visit while they are using their laptops. Filtering software will also help keep systems clean from malicious spy ware and virus applications and files.

Inspection
Computers remain the property of the school district whether at school or home and may be inspected by school staff either directly or remotely at any time. The school has software that allows for remote monitoring of, access to, and control of school laptops.

Procedures for Reloading Software
If technical difficulties occur or illegal software is discovered, staff will re-image the student laptop. If re-imaging is necessitated due to student misuse, students will be assessed the cost of re-imaging at the rate of $20.00 per hour for the time required to complete the process with the student laptop not returned until the payment is made. The school does not accept responsibility for the loss of any software deleted due to a reformat and reimage.

Software Upgrades
Upgrade versions of licensed software may be necessary from time to time. Students will be instructed what, if any action, will be required to complete upgrades.

F. Acceptable Use Policy
Educational Purpose
Ashland-Greenwood High School's Acceptable Use Policy (AUP) will extend to all students during their enrollment at AGHS. The Ashland-Greenwood Public Schools is providing students in grades 9-12 with laptops in order to improve instruction, motivation, and learning. The acceptable use of student laptops is for educational purposes including research, multimedia production, communication, and homework completion. Students are expected to follow appropriate rules for use, as outlined below. All policies established by the board of education and stated in this AUP will be enforced by teachers and administrators throughout the district.

Privilege Statement
The use of computers loaned or leased to students by AGHS is a privilege. Students who do not use computers appropriately as outlined in this AUP or as by directed by district personnel are subject to loss of computer use.

Conditions and Rules for Use

- Students must have laptops with them, or locked in their school locker. Laptops should never be left unattended.
- While transporting the laptop students must use the protective sleeve provided by the school.
- Students will use the computer for school related educational activities only. Students shall not access material that is obscene in nature or that promotes illegal activity. If a student accesses an inappropriate site he or she should immediately report the incident to a classroom teacher, administrator, or district technology personnel.
- Students are not to write on, use stickers on, or mark their laptop or bag in any form. If any damage does occur immediately report damage to technology personnel.
- Students will be given server space to store academic files. Files saved to the server must be for academic purposes. Files found on the server not academic in nature will be deleted.
- The Ashland-Greenwood school will maintain a filtering program to prevent students from accessing inappropriate materials. Any attempt to circumvent the district's filter will result in possible disciplinary action and loss of computer privileges.
- Email and all other forms of electronic communication will be used in a responsible manner. Students who engage in harassment, obscene, derogatory, or vulgar communication will be subject to possible disciplinary action and loss of computer privileges.
- Students will recognize and follow established laws regarding copyrighted materials. This includes, but is not limited to, downloading music, images, videos, and written documents that are copyrighted. Viewing or listening to downloaded music, images, videos, and written documents will be under the direction and with the permission of school staff.
- Students will not allow others to access their computer system by sharing account log-in and password information.
- Students will not install or attempt to install software applications on school laptops.

Internet Safety for STUDENTS

- Students shall not post personal contact information on the internet with their school computer. This includes name, age, gender, home address, and telephone number.
- Students shall not share personal photos, personal videos, or photos and/or videos of others.
- Students shall not engage in instant messaging or social network sites at any time during the school day except when such has been approved for classroom use.
- Students should inform district personnel of any threatening, derogatory, or obscene communication immediately.

Network Safetyfor STUDENTS

- Students shall maintain a confidential password for access to the network.
- Students shall not connect personal devices to the network.
- Students shall not knowingly or purposely access folders that are not established for access by the student, including any staff files, network files, or operating system files.
- Students shall not take actions to intentionally disrupt the operation of the network in any way.
-

Consequences for AUP Violations

The consequences listed below are examples of possible consequences. Teachers, administrators, and technology personnel will determine the appropriate consequence based on the severity of the infraction. Possible consequences may include, but are not limited to:

- COMPLETION OF A S.T.O.P. CLASS TO FURTHER TEACH DIGITAL CITIZENSHIP (2014-2015)
- Loss of network and computer privileges which may include:
    - Restriction to school day use only OR
    - Restriction to use of library desktop PC only OR
    - Restriction to use only in classroom under direct teacher supervision OR
    - Complete prohibition on the use of school computers or the computer network
- Detention or Saturday school
- Suspension and Expulsion

G. Repair or Replacement of Laptop Computers

Manufacturer's Warranty

This coverage is purchased by Ashland-Greenwood High School as part of the purchase price of the equipment and warrants the laptops from defects in materials

and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. This warranty does not warrant against damage caused by misuse, abuse, or computer viruses. Please report all laptop problems to the Help Desk located in the MS/HS Media Center.

Accidental Damage
Please report all laptop problems to the Help Desk located in the MS/HS Media Center.

Fees for Instances of Accidental Damage
Students who use laptops are damaged due may be responsible for the replacement cost of the laptop or the cost of the repairs. If the laptop is stolen it is the responsibility of the student and parents/guardians to file a police report.

Intentional Damage or Damage Due to Willful Neglect or Loss
Students/Parents are responsible for full payment of intentional damage to laptops or damage to laptops that is due to willful neglect or loss regardless of warranties or laptop protection fees coverage.

SECTION VI
STUDENT HEALTH AND SAFETY

A. 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.

B. 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.

C. 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.

D. 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.

Eighth-twelfth 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 or MMRV 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 or MMRV** 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
- 7^{TH} Grade only: All the above doses, PLUS 1 dose of TDAP (must contain pertussis booster)—this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.

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.

E. Physical Examinations
A physical examination will be required by a qualified physician within six months prior to a child entering Kindergarten, 7^{th} 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^{th} through 12^{th} grades who participate in athletics must have an athletic physical on a form approved by the school and the Nebraska School Activities Association.

F. 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)
6) 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.
7) 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.

G. 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.

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

Pupils 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 indicating where you should go.

I. Insurance

Two types of accident insurance are available for children and application forms are available from your child's office. Information on insurance for your child is located at the end of this section (see Kids Connection & Student Assurance Services documents, pp. 51-53). The school does not carry accident insurance on students.

J. 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.

K. 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.

I. Protocol for Concussions (2016-17) (reference Policy 6145.9. Legal Reference: Neb. Rev. Stat. §§ 71-9102 to 71-9106)

**All students that go out for athletics and are currently in grades 7, 9, or 11 will take the IMPACT concussion test as a baseline test. New students to Ashland-Greenwood Public school involved in athletics will take the IMPACT test.*

a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

d. Return to Learn. The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. This protocol is created in conjunction with the treating physician(s) and the educational team, primarily made up of the building administration, nurse, and classroom teachers.

e. Students and Parents. It is recognized that coaches and teachers cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

SYMPTOMS to be Aware of Regarding Traumatic Brain Injuries and Concussions:

Look for increased difficulty with:

- Thinking clearly
- Concentrating, Staying on task
- Remembering new information
- Slowed response or processing of information (Feeling slowed down)
- Reduced academic performance

Sleep symptoms tend to last longer than other symptoms. Look for increased:

- Drowsiness
- Sleeps more than usual
- Sleeps less than usual
- Difficulty falling asleep
- Fatigue – tired, having no energy

Look for increased difficulty with:

- Headaches
- Fuzzy or Blurred Vision (visual problems)
- Balance problems
- Dizziness
- Nausea, vomiting
- Sensitivity to light
- Sensitivity to noise
- Disorientation

Look for increased difficulty with:

- Irritability
- Sadness
- More emotional
- Changes in mood
- Nervousness
- Anxiety

Health Care Coverage

Children who have health care coverage have a better chance of being healthy. It also allows parents to give their children the medical care necessary so that as students they stay healthy and focus on their studies. Students with health care coverage are less likely to miss school because of illness.

CHIP is health care coverage for qualified children who are without other health insurance and do not qualify for Medicaid. Federally called the Children's Health Insurance Program (CHIP), it provides the same services as those covered under Nebraska's Medicaid Program. Both Medicaid and CHIP provide well-child health care in helping to prevent diseases, finding and treating problems early and maintaining good health and development, basic hospitalization, specialty care as needed and certain mental health services.

Parents and guardians may apply for medical assistance, including CHIP, online at: www.ACCESSNebraska.ne.gov. CHIP is also available by calling toll-free at 1-800-383-4278.

STUDENT ASSURANCE SERVICES, INC. is an agency specializing in student accident insurance. As a service to the community, Ashland-Greenwood Public Schools has contracted with SAS to make student accident insurance policies available to families. This may be a valuable option to parents/guardians who, because of various reasons, do not have health insurance. It may also be a way to supplement your health insurance if you have a large deductible or co-insurance, including HSA plans. This is accidental bodily injury insurance; it covers accidental bodily injury occurring while the coverage is in force. Medical illnesses such as ear infections or sore throats are not covered.

Participation in any SAS plan is completely voluntary. The information that follows highlights coverage options, effective and expiration dates, medical benefits, exclusions, and premium rates effective for the 2014-2015 school year. This information is a summary of the master insurance policy issued to the educational institution. If there is a discrepancy between this information and the master policy, the master policy language will govern. ***If you are interested in purchasing an SAS plan, please contact your child's school office to receive an application/ payment form.***

COVERAGE OPTIONS

FULL TIME COVERAGE GRADES PK-12 (Does NOT include Interscholastic Sports Coverage) -- Covers the student 24 hours a day until school starts next year. Includes coverage while at home, at school, weekends and summer vacation. DOES NOT cover participation in interscholastic sports for students in grades 7-12.

FULL TIME COVERAGE GRADES PK-12 (Includes Interscholastic Sports Coverage Except Football Grades 9-12) -- In addition to the Full-Time Coverage shown above, the All Interscholastic Sports Coverage protects the student while practicing or participating in school-sponsored and school-supervised interscholastic sports including travel in school-provided transportation for grades 7-12. It DOES NOT cover Football for grades 9-12.

SCHOOL TIME COVERAGE GRADES PK-12 (Does NOT include Interscholastic Sports Coverage) -- Protects the student while: a) attending regular school sessions, b) participating in or attending school-sponsored and supervised extra-curricular activities, c) traveling directly to and from school for regular school sessions, and while traveling to and from school-sponsored and supervised activities in school-provided transportation. DOES NOT cover participation in interscholastic sports for students in grades 7-12. Coverage ends the first day of school next year.

SCHOOL TIME COVERAGE GRADES PK-12 (Includes All Interscholastic Sports Coverage Except Football Grades 9-12) -- In addition to School-Time Coverage shown above, the All Interscholastic Sports Coverage protects the student while practicing for or participating in school-sponsored and supervised interscholastic sports including travel in school- provided transportation, for grades 7-12. It DOES NOT cover Football for grades 9-12.

FOOTBALL COVERAGE GRADES 9-12 -- Protects the student while practicing for or participating in school-sponsored and school-supervised interscholastic football including travel in school-provided transportation.

EXTENDED DENTAL COVERAGE GRADES PK-12 – Provides benefits up to a maximum of $5,000 for any dental injury. Covers the student 24 hours a day until school starts next year. Treatment must begin within 60 days from the date of the injury and must be performed within one year from the date of injury. However, if within the one year period following the date of injury the student's attending dentist certifies that dental treatment and/or replacement must be deferred beyond one year, the policy pays the estimated cost of such deferred treatment, but not to exceed $200 for each tooth. Benefits for prosthesis are limited to $500 per injury, including procedures performed to install them. Dental prosthesis includes, but is not limited to: crowns, dentures, bridges, and implants. Extended Dental does not cover treatment for orthodontics, dental disease, or expenses that exceed the dental prosthesis maximum benefit limit.

The Medical Benefits and Exclusions apply to Coverage Options listed above. www.sas-mn.com

NOTE: THIS IS A BLANKET TERM NON-RENEWABLE ACCIDENT POLICY — IT IS A LIMITED BENEFIT POLICY.

EFFECTIVE AND EXPIRATION DATES OF COVERAGE

Coverage becomes effective the later of: the Master Policy Effective Date; or 12:01AM following the date the envelope containing the enrollment form and premium payment is postmarked by the U.S. Postal Service. Interscholastic sports coverage will expire on the last day of the authorized season of the current school year. School-Time and Full-Time Coverages end the first day of school next year.

MEDICAL BENEFITS (What the plan pays)

When injury covered by this policy results in treatment by a Licensed Physician within 60 days from the date of accident, the Company will pay the Usual and Customary Charges (U&C) incurred for necessary services and supplies as listed below, for charges actually incurred within one year from the date of injury up to the specified Maximum Medical Benefit of $50,000 per injury. Unless otherwise stated all amounts listed below are per injury.

This policy will pay benefits regardless of Other Valid Coverage if the covered claim expense is less than $200. If the covered claim expense exceeds $200, benefits shall be paid first by Other Valid Coverage.

PHYSICIAN'S SERVICES –
a) Surgical Operations (surgeon, assistant surgeon, anesthesia) – 80% of the U&C, up to $1,500.
b) Nonsurgical Care (including physiotherapy treatment performed other than in the hospital; 1 treatment per day) – U&C, up to $50 for each treatment, maximum 6 treatments.
HOSPITAL CARE –
a) Inpatient Care: (1) Hospital Semi-Private Room – U&C, up to $500 per day.
(2) Hospital Miscellaneous – 80% U&C, up to $1,000.
b) Outpatient Care (facility charges for outpatient day surgery) – U&C, up to $1,000.
c) Emergency Room – 80% U&C for hospital miscellaneous charges incurred, up to $500.
NOTE: Benefits for miscellaneous charges are limited to services not scheduled under Medical Benefits.
X-RAY SERVICES (includes charges for reading) – U&C, up to $200.
DIAGNOSTIC IMAGING (MRI, CT Scan, bone scan, includes charges for reading) – U&C, up to $500
DENTAL TREATMENT (in lieu of all other medical benefits) – U&C, up to $200 for repair and/or replacement of each sound and natural tooth.
AMBULANCE SERVICES – U&C, up to $500.
ORTHOPEDIC APPLIANCES (when prescribed by a physician for healing) – U&C up to $200.
PRESCRIPTION DRUGS (take home) – U&C, up to $100.
MOTOR VEHICLE INJURY – Same as any injury, up to $1,000.
ACCIDENTAL DEATH AND DISMEMBERMENT – When injury covered by this policy results in Accidental Death or Dismemberment within 180 days from the date of accident, the following benefits will be payable.

Loss of Life.....$2,000	Double Dismemberment..... $10,000
Loss of an Eye.....$2,000	Single Dismemberment.....$ 2,000

NOTE: IT IS NOT THE INTENT OF THIS POLICY TO PROVIDE BENEFITS FOR AN EXISTING MEDICAL PROBLEM. A re-injury will be covered if the insured has been treatment free for a period of 180 days prior to the effective date of the policy.

EXCLUSIONS (What the Plan DOES NOT Pay)

1. Any sickness, disease, infection (unless caused by an open cut or wound), including but not limited to: aggravation of a congenital condition, blisters, headaches, hernia of any kind, mental or physical infirmity, Osgood-Schlatter disease, osteochondritis, osteochondritis dissecans, osteomyelitis, spondylolysis, slipped femoral capital epiphysis, orthodontics.
2. Injuries for which benefits are paid under Workers' Compensation or Employer's Liability Laws.
3. Any Injury involving a two or three-wheeled motor vehicle or snowmobile or any motorized or engine driven vehicle not designed primarily for use on public streets and highways, unless the insured is participating in an activity sponsored by the Policyholder.
4. Replacement of contact lenses, eyeglasses, hearing aids or prescriptions or examinations thereof.
5. The practice or play of interscholastic sports including travel to or from such activity, practice, or play for students in the 7th grade or above, unless such premium is paid.

NOTICE: THE POLICY CONTAINS A PROVISION LIMITING COVERAGE TO USUAL AND CUSTOMARY CHARGES. THIS LIMITATION MAY RESULT IN ADDITIONAL OUT-OF-POCKET EXPENSES FOR THE INSURED.

2014-2015 PREMIUM RATES(One Time Annual Premiums)...may be adjusted for 16.17

COVERAGE OPTION	*COST FOR OPTION*
Full Time Coverage (does NOT include Interscholastic Sports Coverage)	$99.00
Full Time Coverage (includes Interscholastic Sports Coverage except Football for Grades 9-12)	$174.00
School Time Coverage (does NOT include Interscholastic Sports Coverage	$16.00
School Time Coverage (includes All Interscholastic Sports Coverage except Football for Grades 9-12)	$91.00
Football Coverage (Grades 9-12)	$250.00
Extended Dental Coverage	$9.00

If you wish to purchase coverage from Student Assurance Services or to receive an information brochure/application, please contact your child's school office.

SECTION VII
STUDENT RECORDS

A. 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).

B. 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.

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

C. Inspection of Records:
The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected (2012-13).

D. 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.

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

F. 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.

G. Notice Concerning Disclosure of Student Recruiting Information

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

H. Notice Concerning Directory Information.

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

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

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

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

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

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student. (2012-13)

I. Notice Concerning Designation of Law Enforcement Unit

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

J. 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.

K. Formal Complaints

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

L. 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 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
   b) activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or to otherwise distribute the information to others
3. Inspect, upon request and before administration or use:
   a) protected areas of student surveys
   b) instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
   c) instructional materials used as part of the educational curriculum

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

A. Extracurricular Activities Program Philosophy

1. The activities program of the Ashland-Greenwood Public Schools offers a wide range of competitive and non-competitive opportunities for student participation and benefit. Involvement in activities is encouraged of all students, with participation restricted only by criteria established by various national, state, and/or local bodies. Those criteria may address issues such as: academic status, competitive merit, disciplinary standing, age, and such other factors as may be determined from time to time as being relevant and necessary.

2. Coaches and/or sponsors are responsible for providing student participants with detailed information regarding procedures for participation, including the abovementioned restrictive criteria. Student participants and their parents are responsible for understanding and abiding by established procedures. All such procedures shall comply with existing Board policy and other regulatory authority.

3. The activities program of Ashland-Greenwood Public Schools serves a variety of purposes, including:

   a. supporting academic achievement; research indicates that students involved in co-curricular activities perform better in the classroom and are more apt to finish school than are students who have no activities involvement

   b. teaching students important lessons about dedication, discipline, time management, teamwork, and a good work ethic

   c. offering students lessons on dealing with success and failure

   d. providing students with opportunities for safe and healthy social interaction

   e. allowing students an alternative means of achievement and accomplishment

   f. promoting home-school relations through providing a source of entertainment, creating a sense of community pride, and showing students at their best

4. Extracurricular activities are defined as those school activities not falling within the scope of the regular school day curriculum for which credit towards graduation is not earned and for which membership and/or participation is voluntary.

5. In order for middle school (7^{th} and 8^{th}) participation in extra-curricular activities a student would need to be enrolled in twenty credit hours or 4 consecutive classes, and, the student must be passing all 4 classes to participate (Policy 5133).

B. Formation of Student Organizations

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

C. Class Organizations

1. The election of class officers is held within the first few weeks of each school year; class officers are elected by the members of the class which they are to serve. The offices usually consist of a president, a vice-president, a secretary, and a treasurer. Their duties are to conduct class meetings and to supervise or organize class activities.

2. In order to be selected as a class officer, a student must:

   a. have passed at least 20 credits the preceding semester

   b. have no unexcused absences for the current or previous semester

   c. have incurred no out-of-school suspension assignments for the previous or current semester

D. Student Council

1. The purposes of student council are to bring the interests of students before the administration and the faculty, to provide opportunities for student involvement in the internal government of the school, and to promote the general welfare of the school and sentiment for law and order.

2. All measures passed by the student council are subject to direct approval, alteration, or veto by the sponsor, principal, superintendent, or Board of Education.

3. In order to be selected as a student council member, a student must:

a. have passed at least 20 credits the preceding semester

b. have no unexcused absences for the current or previous semester

c. have incurred no out-of-school suspension assignments for the previous or current semester

E. National Honor Society (AGHS)

1. National Honor Society recognizes eligible students who demonstrate outstanding characteristics of scholarship, leadership, character, and service.

2. Students are eligible for National Honor Society membership consideration after the first semester of their sophomore year. Failure to meet any one of the standards detailed below will automatically render a student ineligible for membership. Students not selected for membership one year will be reconsidered for membership under the same standards the following year.

3. Standards for membership in National Honor Society are as follows:

a. scholarship—has earned a minimum cumulative Full GPA of 3.5000

b. leadership—actively participates in at least one school activity or organization

c. character—has incurred no more than two detentions for the previous semester, has incurred no Saturday Schools or suspensions for the previous semester, and has been involved in no instances of cheating and/or plagiarism for the previous semester.

d. service-- actively participates in at least one non-school activity (i.e. scouting, 4-H, church groups, volunteer services, piano/dance classes, etc.) or volunteers on a weekly basis for some type of non-credit school service (2012-13).

4. NHS applications must be completed by the set deadline.

5. NHS APPLICANTS must write an essay describing and providing specific examples of how the applicant demonstrates character, leadership, and service. Each essay must be signed by an adult sponsor (non-relative) which will indicate the sponsor's approval and agreement with the content of the essay.

6. Once admitted to the NHS, students must continue to meet all standards outlined above, and additionally each member must complete 8 hours of community service per year (to be completed by May 1 of the current school year). The community service hours must be approved by the AGHS chapter and/or NHS sponsor (2012-13).

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

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

F. Band

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

G. Vocal Music

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

H. FFA (AGHS)

1. FFA is a national organization for high school students who are enrolled in agricultural courses. Its work is intended to develop qualities of leadership, sportsmanship, good citizenship, thrift, scholarship, and patriotism. The organization encourages the development of agri-business and provides opportunities for organized recreation. Members learn how to conduct a public meeting, how to speak in public, and how to act as responsible citizens.

I. FBLA (AGHS)

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

J. Spanish Club (AGHS)

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

K. School Parties and Dances

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

L. Homecoming (AGHS)

1. Homecoming royalty candidates are presented and the Homecoming King and Queen crowned immediately prior to the Homecoming football game.
2. Homecoming royalty candidates must:
   a. be seniors eligible to receive a diploma at the end of the current school year
   b. have passed at least 20 semester credits the preceding semester
   c. have participated in at least one extracurricular activity during the current or previous semester and shall be participating or have finished that activity's season in good standing
   d. have no unexcused absences for the current or previous semester
   e. have incurred no out-of-school suspension assignments for the previous or current semester
3. A ballot listing the names of all seniors meeting the criteria listed above will be prepared and distributed to all eligible voters for first round voting. Eligible voters will include all students in grades 9-12 and all middle school/high school faculty and staff.
4. Spirit squad sponsors will tabulate all first round ballots; should a spirit squad sponsor have a child, sibling, niece, nephew or other close relative listed on the ballot, that sponsor will not assist with ballot tabulation.
5. The five boys and the five girls with the greatest number of first round votes will have their names placed on a final ballot for Homecoming royalty to be distributed to eligible voters.
6. Spirit squad sponsors will tabulate all final round ballots; should a spirit squad sponsor have a child, sibling, niece, nephew or other close relative listed on the ballot, that sponsor will not assist with ballot tabulation.

M. Junior-Senior Prom Banquet (AGHS)

1. The junior class entertains by invitation the seniors, School Board members and their spouses, and faculty members and their spouses at a banquet held in the spring of each year. **Juniors and Seniors must be enrolled and attending classes during the second semester to be eligible to attend Prom (2013-14).**
2. Prom royalty and attendant candidates must:
   a. have passed at least 20 semester credits the preceding semester
   b. have no unexcused absences for the current or previous semester
   c. have incurred no out-of-school suspension assignments for the previous or current semester
   d. be members in good standing of their respective classes (prom royalty candidates must be seniors eligible to receive a diploma at the end of the current school year; prom attendant candidates must be juniors on track to be graduated the following school year)

3. Ballots by grade level listing the names of all juniors and seniors meeting the criteria listed above will be prepared and distributed to all eligible voters for first round voting. Eligible voters will include members of each respective grade level.

4. Junior class sponsors will tabulate all first round ballots; should a junior class sponsor have a child, sibling, niece, nephew, or other close relative listed on a ballot, that sponsor will not assist with that ballot's tabulation.
5. The five junior boys and the five junior girls with the greatest number of first round votes will be named prom attendants.
6. The five senior boys and the five senior girls with the greatest number of first round votes will have their names placed on a final ballot for Prom royalty to be distributed to eligible voters.
7. Junior class sponsors will tabulate all final round ballots; should a junior class sponsor have a child, sibling, niece, nephew, or other close relative listed on the ballot, that sponsor will not assist with ballot tabulation.

N. Sports by Season

1. The fall sports season begins on the first practice day designated by the NSAA and ends with state competition. High School Boys' sports include football. High School Girls' sports include volleyball, softball, and golf. Middle School football is offered for boys, volleyball for girls.
2. The winter sports season begins on the first practice day designated by the NSAA and ends with state competition. High School Boys' sports include basketball and wrestling. High School Girls' sports include basketball. Winter Middle school offerings for boys' include basketball and wrestling. Middle school girls winter sport offering is basketball.
3. The spring sports season begins on the first practice day designated by the NSAA and ends with state competition. High School Boys' sports include baseball (COOP with Yutan & Mead), track and golf. High School Girls' sports include track. Middle school offers track for boys and girls in the spring.

O. Athletic Check Out

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

P. NSAA Eligibility Requirements (AGHS)

1. In order to represent a high school in interscholastic athletic competition, a student must abide by the eligibility rules of the Nebraska School Activities Association. If you do not understand the summary of those rules which are provided below, or you need an explanation of other requirements, consult the high school principal or activities director.
2. Student must be an undergraduate
3. Student must be enrolled in school for at least 20 credit hours (4 classes) per week and regular in attendance in accordance with the school's attendance policy
4. Student must be enrolled in some high school on or before the 11th day of the current year
5. Student is ineligible if 19 years of age before August 1 of the current school year (student may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year)
6. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership
7. Student must have been enrolled in school the immediate preceding semester
8. Student must have earned at least 20 credits for the immediate preceding semester (not applicable to first semester ninth graders)
9. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school; any other competition will render the student ineligible for a portion of, or all of, the season in that sport; the season of a sport begins with the first date of practice as permitted by NSAA rules
10. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team
11. A student shall not participate on an all-star team while a high school undergraduate

12. A student shall be ineligible for ninety school days to represent a school in interscholastic competition at the varsity level if the school is located in a district other than the district in which his/her parents maintain their domicile (this applies to option enrollment students)

13. A student is ineligible for ninety school days if his/her parents have changed their domicile to another school district and the student has remained at his/her former school (see the Activities Director for information on exceptions to this provision)

14. Guardianship does not fulfill the definition of a parent; if a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile; individual situations involving guardianship may be submitted to the Executive Director for his review and ruling

15. A student shall not participate in a contest under an assumed name

16. A student must maintain his/her amateur status

Q. Transfer and Exchange Students

1. A student whose parents move into the Ashland-Greenwood school district is eligible to participate immediately.

2. Exchange students are eligible to participate immediately. All other transfers must wait 90 school days to become eligible.

R. NSAA Information (AGHS)

1. Questions regarding NSAA rules and regulations can be answered by contacting the AGHS Activities Director at 944-2114, or by calling the Nebraska School Activities Association (NSAA). You may contact the NSAA by calling (402) 489-0386 or by mail at:

NSAA
500 Charleston Street
P. O. Box 85448
Lincoln, NE 68501-5448

S. Building Use

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

T. Equipment

1. The athletic department will furnish equipment needed for each program with the exception of shoes or any equipment of a personal nature.

2. All equipment checked out to participants is their responsibility. At the completion of the season, the equipment will be checked in. Athletes must pay for any lost items.

U. Locks

1. Locks will be checked out to athletes with the rest of their equipment. High school athletes should check locks out from their respective coaches.

2. Athletes are responsible for these locks and will pay replacement costs if they are lost or stolen.

V. Activity Transportation

1. The school district provides transportation to and from all contests for participants. Team members are expected to ride the transportation provided.

2. If other arrangements need to be made, the parents must provide a hand written note (to be initialed by the Activities Director and given to the coach or sponsor) or speak directly to the coach or Activities Director.

W. Activity Accounts

1. All organization money is deposited in the principal's office with a receipt given for each deposit. All withdrawals must be authorized by the sponsor of the organization and approved by the principal.

2. The district's business manager will maintain the official ledgers for all activity accounts. Organizational sponsors are encouraged to check the same at regular intervals.

3. All activity accounts are audited each year by a Certified Public Accountant.

X. Application of Other Handbook Procedures

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

Y. Dress

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

Z. Conduct at Extracurricular Events

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

AA. Attendance and Extracurricular Activity Participation

1. Attendance at school for all of the school day is required before a participant may compete in any contest or practice. This requirement can be waived by the principal if an absence is for an unavoidable, non-illness related reason.
2. Attendance at all practices is required. If a participant is unable to attend he/she must contact the coach/sponsor before the practice begins.
3. An unexcused absence from practice will result in a one-contest suspension. A second unexcused absence could be grounds for dismissal from the team. The following are examples of unexcused absences:
   a. Being at school and leaving during the day without notifying the coaching staff and missing practice.
   b. Being at school all day and then missing practice without notifying the coaching staff.
   c. Missing a practice scheduled on a "no-school" day without notifying the coaching staff. A note excusing the athlete after the fact will not change the practice from unexcused.
   d. Participants gone from school for the entire day due to illness are considered excused from practice and will not need to contact the coach or sponsor. All other absences from practice must be excused by the coach or sponsor.

BB. Specific Team Rules

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

CC. Extracurricular Activities Training Rules

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

DD. First Offense (Non-Self Reported)

1. High school student participants in violation of Training Rules a-e above will be suspended from participation for ten (10) competition weeks. (A competition week is defined as a week, starting Monday and ending Saturday, that includes at least one (1) scheduled event in the activity they are currently

participating in at their current level.) If the season in which the student participant currently is in has less than ten weeks left, or, if the student participant is not currently in a season, the penalty shall be carried over to the next activity season the student participant engages in.

2. Participants in violation of Training Rule f above shall be suspended from participation for 30 consecutive days.

EE. First Offense (Self Reported)

1. Student participants are expected to police themselves regarding training rules and their eligibility.

2. If a student participant feels he/she has violated a training rule, he/she should report the alleged infraction at the next available opportunity to a coach/sponsor, AD, or building principal. The "next available opportunity" shall be defined as the next practice session or the next day of school attendance, whichever comes first, after the alleged infraction.

3. High school participants self reporting training rules violations of Training Rules a-e above will be suspended for three (3) competition weeks from extracurricular participation.

4. Participants self reporting violations of Training Rule f above will be suspended from participation for 30 consecutive days.

FF. Second Offense

1. Any participant found guilty of a second offense violation of Training Rules a-e above will be suspended from activity participation for the remainder of the school year.

2. Participants found guilty of a second offense violation of Training Rule f above will be suspended from participation for one (1) calendar year from the date of the finding of violation.

GG. Due Process Provisions

1. In the event of an alleged infraction of training rules, the sponsor of the activity the student is presently involved in when the alleged infraction occurred shall investigate the alleged infraction. If the infraction took place between seasons, or while a student was not participating in an activity, the Activities Director will investigate the alleged infraction.

2. The Activities Director shall be informed of any infractions by the coach or sponsor. The Activities Director will then inform the student and the parents of the alleged violations. A meeting between the student, parents/guardians, and the Activities Director will be held to discuss the alleged violations.

3. A statement of finding of facts from the hearing shall be compiled and the student and the parents provided a copy.

4. A written statement will be given to the student and parents detailing the penalties handed out for any training rule infractions. The written notice shall be made by mail or by personal delivery.

5. If the student and his/her parents are not satisfied with the findings and/or decision of the Activities Director a second hearing may be requested before the next highest administrative level of the school system (building principal, Superintendent, Board of Education). The school administration must receive in writing a request for the second hearing within Five (5) days of the notification of the decision of the first hearing.

HH. Awards (AGHS)

1. Varsity programs will award certificates and one Varsity letter to each athlete who has met the lettering requirements that sport or activity.

2. Middle School (6th-8th) Students are eligible for various awards as part of their middle school years. Among those awards are: Honor Roll, Outstanding and Perfect Attendance, and Athletic/Activity Participation Certificates.

In order to earn perfect attendance, a student cannot miss all or part of any school day during the school year. Students who miss one or fewer periods in a school day for the entire year will not have that miss counted against their outstanding attendance record.

II. Outstanding Senior Athlete Award

1. Each year a senior boy and girl shall be recognized at the activities awards night as the outstanding senior athletes. The outstanding senior athletes shall be elected by a vote of the head coaches of the various high school sports. Each coach shall have one vote. The Activities Director shall conduct the voting.

2. Candidates for outstanding senior athletes must:

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

   b. have no unexcused absences for the current or previous semester

c. have incurred no out-of-school suspension assignments for the previous or current semester
d. be seniors eligible to receive a diploma at the end of the current school year
e. have participated in at least one extracurricular activity during the current or previous semester and shall be participating or have finished that activity's season in good standing

JJ. Lettering Requirements (AGHS)

1. ***Volleyball***
a. Play in a number of games equal to the number of total varsity matches
b. Conference, District, & State Tournament games are doubled
c. Student managers, attend all the games and practices
d. Must finish the year in good standing, unless injured
e. Seniors may letter if they have been out all four years and have contributed

2. ***Football***
a. Average playing at least one quarter per game
b. Play-off games quarters are doubled
c. Seniors may letter if they have been out all four years and have contributed
d. Student managers, attend all games and practices
e. Must finish the year in good standing, unless injured

3. ***Golf***
a. Participate in 40% of the varsity matches OR
b. Medal in a Major Tournament
c. Finish the year in good standing

4. ***Softball***
a. Participate in 40% of the total varsity games
b. Conference, District, & State Tournament games are doubled
c. Senior who has been out all four years and has contributed to team
d. Finish the year in good standing

5. ***Basketball***
a. Average playing in one quarter per varsity game
b. Conference, District, and State Tournament games are double
c. Seniors may letter if they have been out all four years and have contributed
d. Student managers, attend all games and practices
e. Must end the year in good standing

6. ***Wrestling***
a. Participate in at least 40% of the varsity competitions
b. Conference, District, and State Tournament participation counts double
c. Seniors may letter if they have been out all four years and have contributed
d. Student manager, attend all practices and matches
e. Must end the season in good standing, unless injured

7. ***Track***
20 POINTS REQUIRED TO LETTER. Athlete's will receive the number of points earned at a meet. If they get first place, they earn 10 letter points. If an athlete improves their personal mark, they earn 2 additional letter points with each "PR." Athletes must finish the year in 'good standing.' A member of a relay team will earn ¼ of the available points toward their letter. (2013-2014)

8. ***Baseball***
a. Participate in 40% of the total varsity games
b. Conference, District, & State Tournament games are doubled
c. Senior who has been out all four years and has contributed to team
d. Finish the year in good standing

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

10. ***Cheerleading/Dance Team***

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

b. Must finish the year in good standing, unless injured.

11. ***Band***

a. Earn a passing grade for both semesters

b. Participate in all scheduled concerts unless non-participation is unavoidable and arrangements are made with the director to complete an alternate performance-based activity

c. Participate in at least 85% of all pep band performance opportunities unless non-participation results from duties as a competitor player or as a performing spirit squad member

d. Must finish the year in good standing

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

12. ***Chorus***

a. Participate in all scheduled concerts unless non-participation is unavoidable and arrangements are made with the director to complete an alternate performance-based activity <u>including school concerts, conference vocal concert, District Music Contest, and other assigned performances.</u>

b. Must finish the year in good standing

c. Participate in at least one extended Vocal Music activity that may include performing with the Swing Choir or other small ensemble; performing a solo at District Music Contest; participating in some capacity with the School Musical or participating in another qualifying extended vocal music activity as identified by the Director of Vocal Music

13. ***Academic Decathlon/Quiz Bowl***

a. Attend 50% of all scheduled team practice sessions.

b. Complete all assigned independent practice/review activities.

c. Participate in all scheduled competitions unless a participant in another activity's competition or performance.

d. Finish the season in good standing.

KK. Classroom Performance

1. A participant's performance in the classroom and during the school day may affect his/her participation. Participants must make a positive statement about our programs at all times.

2. Students needing to complete remediation activities for any class will be expected to do so prior to reporting for before or after-school practice. No activities' penalties will be assessed for attending to remediation needs.

3. Students consistently failing or performing at a borderline level in one or more classes may be removed from any given participation opportunity provided that no student shall be prevented from participation if that participation is directly related to a 'credit course' and non-participation may have a negative effect on the student's grade and earning of potential credit, the sponsor of that activity may choose to waive the suspension from the activity.

4. The coaches or sponsors in cooperation with the building principal and the professional staff shall have procedures for determining academic eligibility on a weekly basis during the season. The procedures shall provide students, who are failing, an opportunity to pass prior to being ruled ineligible to participate. The procedures shall also provide for adequate advance notice to the student's parent so that the parent has an opportunity to work with their child and their child's teacher to improve his or her academic standing prior to be ruled ineligible to participate.

5. In all situations involving remediation and/or removal from participation opportunities, classroom teachers and coaches/sponsors will work cooperatively to ensure that the best interests of the student are advanced.

6. Participants failing to earn 20 credits for the immediate preceding semester will be ineligible for extracurricular activities participation for the succeeding semester.

Procedures for coaches/sponsors and athletes/participants with failing grade(s):

a. Coaches/Sponsors will review a grade report/failing list for their team members on Monday of each week of the season.

b. STEP 1: If a student is receiving any failing grades, the student and coach/sponsor will conference and make a plan for improvement for the remainder of that week. This may include mandatory after school study hall, remediation time requirement, or other arrangements the coach and student agree will assist in making progress. The STUDENT will develop this plan with affected teachers the next day (or the same day if applicable). The STUDENT will share this plan with the coach/sponsor

c. STEP 2: The following week (week 2), if the grade is still failing, the STUDENT shall contact the teacher(s) in question to review and to make adjustments to the plan for progress. The STUDENT should share this plan with their coach/sponsor. At this stage, the coach/sponsor will contact the parents/guardians and inform them of the plan for progress and the possible affect on participation if progress is not shown.

d. STEP 3: Beginning on Monday of the 3rd week of a failing grade in one or more classes continuously for the three weeks, the student will not participate in the activity (or activities) until such time as there are no failing grades. If the coach/sponsor, through discussion with the STUDENT and affected teacher(s), determines that the student has not had sufficient opportunity to get off the failing list and/or the student has made acceptable progress, the coach/sponsor may allow the student to participate.

e. On the FIRST DAY of the 4th week that a student is STILL failing AT LEAST one class continuously over the 4 week period, that student will be INELIGIBLE for competition or performances until such time as there are no failing grades. If the coach/sponsor and the classroom teacher are in agreement that the student is giving consistent effort and/or showing improvement throughout this 4 week period, and provided the student is only failing 1 class, they may be allowed to continue to participate. If the student is failing more than 1 class for a 4th week, they will be ineligible until such time that they have no failing grades, or, are only failing 1 course but continue to show consistent effort and improvement in that course.

Faculty

Middle School & High School Staff

Paula Akers, Resource Para
Dana Allington, Data Manager/Admin. Asst.
Brian Bennetzen, Resource
Dan Beranek, Mathematics
Kristi Bundy, 6th Grade
Ashley Chvatal, Nurse/Administrative Asst.
Kim Cornish, Resource Para
Brett Davis, Social Studies
Tracy Davis, Resource Para
Laura Duff, Science
Amber Dutcher, Business Education
Shawn Emanuel, Resource
Tate Erbst, Industrial Technology
AnnaLisa Estrela, Ag. Education
Barry Fangmeyer, Math
Kristin Fangmeyer, Student Services Coordinator
Kara Farewell, English
Matt Flynn, Technology Integration
Celeste Heinz, Spanish
Lou Ann Hoehner, Science
Janice Jacobs, English
Brad Jacobsen, Principal
Jonathan Jaworski, Instrumental Music
Bev Hohensee, Media Para
Amy Krance-Wendt, Vocal Music
Renee Kucera, English
Julie Lade-Wills, Art
Kristin Laughlin, Resource
Britteny McBride, English & Journalism
Nancy Metzger, Resource Para
Jim Mohrmann, Mathematics
Jacob Mohs, Physical Education
Brian Petermann, Social Studies
Lona Pinkall, Science
Jon Richards, Guidance
Leisa Rogers, Health, Physical Education
Jennifer Smith, 6th Grade
Brian Thimm, 6th Grade
Nathan Tonjes, Mathematics & Technology
Jordan Wallman, Social Studies
Vicki Washburn, English
Randy Wiese, Assistant Principal, Activities Director

ASHLAND-GREENWOOD MIDDLE SCHOOL
SEVENTH GRADE
SCHOOL & SPORTS QUALIFYING SCREENING EXAMINATION

DIRECTIONS: A physical examination is required by state law for all students entering seventh grade. Additionally, students wishing to participate in interscholastic athletics must provide evidence of a physical examination on an annual basis. All sections of this examination form must be completed prior to it being returned to the school offices. Please note that this form requires a signature by a physician, a physician assistant, or an advanced practice registered nurse before it is considered complete. The student and parent must sign the consent form on the reverse before participation in activities can occur.

STUDENT NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
PHONE: _____ DOB: _____
AGE: _____ GRADE: _____ MALE: _____ FEMALE: _____

Please complete the questionnaire below prior to your examination.

		YES	NO
1.	Have you ever fainted?	____	____
	Have you ever fainted during exercise?	____	____
	Have you ever had chest pains during exercise?	____	____
2.	Has anyone in your family died suddenly?	____	____
	Before age 35?____ Age 50?____		
	Cause_____		
3.	Have you ever had a concussion, loss of consciousness, been knocked out, or had a head injury?____		____
	If yes, how many times?_____		
4.	Have you ever had heat stroke or exhaustion?	____	____
5.	Do you wheeze or cough during or after exercise?	____	____
	Do you have a history of asthma?	____	____
6.	Do you have any allergies?	____	____
	If yes, please list_____		
	_____		
	_____		
7.	Any injuries since your last exam? ____		____
	If yes, please list_____		
	_____		
8.	Do you take any medication?	____	____
	If yes, please list, including any vitamins and nonprescription drugs_____		
	_____		
	_____		
9.	Have you ever taken any supplements or vitamins to help you gain or lose weight or improve your performance?	____	____

10. Circle any of the following that you have had:

Abnormal bleeding/bruising	Anemia
Broken bones/stress fractures	Diabetes
Dislocation	Hearing impairment
Heart murmur/palpitations	Hepatitis/jaundice
High blood pressure	Loss of eye sight
Rheumatic fever	Scoliosis
Seizures	Sickle-cell disease
Single organs	Undescended testicle

Other_____

EXAMINATION

HT_____ WT_____ BP_____/_____Pulse_____

VISION R_____ L_____

HEARING

kHz	0.25	0.5	1	2	3	4	6	8
R								
L								

EXAM (cross out if omitted from exam)	Normal	Abnormal	Comments
Eyes	____	____	_____
Ears	____	____	_____
Nose	____	____	_____
Throat	____	____	_____
Dental	____	____	_____
Thyroid	____	____	_____
Nodes	____	____	_____
Lungs	____	____	_____
Heart/Murmurs	____	____	_____
Abdomen	____	____	_____
Genitalia (males)	____	____	_____
Hernia	____	____	_____
Skin	____	____	_____
Neck	____	____	_____
Upper Extremities	____	____	_____
Back/Spine	____	____	_____
Lower Extremities	____	____	_____
Neuro.	____	____	_____

Immunizations given today; which ones: _____
_____
_____
_____

Certification for Participation in Physical Education/Athletic Activities

I herewith certify that the student named above has been evaluated as indicated by the above record and found to be physically fit to participate in physical education activities and/or interscholastic athletics except as noted below. Any exceptions or required modifications should be re-evaluated annually or as specified.

Modifications or exceptions_____
_____

☐ Deferred pending further evaluation for_____

☐ A copy of this form should go with this individual to all sporting events.

Required medication_____

_____ _____
(Physician signature) (Date)

To be completed by students participating in **all** NSAA and AG activities.

Nebraska School Activities Association (NSAA) and Ashland-Greenwood Middle School/High School Student and Parent Consent Form

Student Name: _____ Grade: _____

Date of Birth: _____ Place of Birth: _____

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above named Student and are collectively referred to as "Parent". The Parent and Student hereby:
(1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;
(2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; and, (d) even the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;
(3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating; and,
(4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video taped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

I acknowledge that I have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

DATED this _____ day of _____, _____

_____ _____
Student Name (Printed) (Student Signature)

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (3) above and understanding the potential risk of injury to my Student, (I)(we) hereby give (my)(our) permission for the student named above] to practice and compete for the above named middle school/high school in activities approved by the NSAA, **except those crossed out below:**

Golf	Play Production	Basketball	Track	Football
Speech	Volleyball	Music	Softball	Wrestling

DATED this _____ day of _____, _____

_____ _____
Parent Name (Printed) (Parent Signature)

This form must be completed and signed for all students' grades 7-12 participating in any of the activities listed above. Students wishing to participate in any athletic activity must also have the appropriate physical examination form completed by a physician, a physician assistant, or an advanced practice registered nurse; that form is found on the reverse of this consent form. Consent and physical exam forms are due prior to the first day of participation (including practice).

ASHLAND-GREENWOOD MIDDLE SCHOOL/HIGH SCHOOL
PREPARTICIPATION PHYSICAL EVAULATION/EXAMINATION
CLEARANCE FORM—GRADES 8-12

STUDENT INFORMATION

Student Name: _____

Sex: _____ **Age**: _____ **Date of Birth**: _____

EVALUATION/EXAMINATION FINDINGS

☐ Cleared without restriction

☐ Cleared, with recommendations for further evaluation or treatment for: _____

_____

_____

_____

☐ Not cleared for

- ☐ All sports
- ☐ Certain sports (list): _____
- Reason: _____

_____

EMERGENCY INFORMATION

Allergies: _____

Other Information: _____

Immunizations: ☐ Up to Date ☐ Not up to date Specify: _____

PHYSICIAN INFORMATION

Name of Physician (print/type): _____ Date: _____

Address: _____ Phone: _____

Signature of Physician: _____

To be completed by students participating in **all** NSAA and AG activities.

Nebraska School Activities Association (NSAA) and Ashland-Greenwood Middle School/High School Student and Parent Consent Form

Student Name: _____

Date of Birth: _____ Place of Birth: _____

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above named Student and are collectively referred to as "Parent". The Parent and Student hereby:
(1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;
(2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; and, (d) even the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;
(3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating; and,
(4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video taped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

I acknowledge that I have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

DATED this _____ day of _____, _____

_____ _____
Student Name (Printed) (Student Signature)

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (3) above and understanding the potential risk of injury to my Student, (I)(we) hereby give (my)(our) permission for the student named above] to practice and compete for the above named middle school/high school in activities approved by the NSAA, **except those crossed out below:**

Golf	Play Production	Basketball	Track	Football
Speech	Volleyball	Music	Softball	Wrestling

DATED this _____ day of _____, _____

_____ _____
Parent Name (Printed) (Parent Signature)

This form must be completed and signed for all students grades 7-12 participating in any of the activities listed above. Students wishing to participate in any athletic activity must also have the appropriate physical examination form completed by a physician, a physician assistant, or an advanced practice registered nurse; that form is found on the reverse of this consent form. Consent and physical exam forms are due prior to the first day of participation (including practice).

Ashland-Greenwood Public Schools
1842 Furnas Street
Ashland, NE 68003

Dear Parent/Guardian:

Children need healthy meals to learn. Ashland-Greenwood Public Schools offers healthy meals every school day. Breakfast costs $1.70; lunch costs $2.55 for elementary students and $2.75 for middle school/high school students. **Your children may qualify for free or reduced price meals.** Reduced price is .30 cents for breakfast and **.40 cents** for lunch. If your child(ren) qualified for free or reduced price meals at the end of last school year, you must submit a new application by September 28, 2016 in order to avoid an interruption in meal benefits.

This packet includes an application for free or reduced price meal benefits and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

    - All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR) are eligible for free meals.
    - Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
    - Children participating in their school's Head Start program are eligible for free meals.
    - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
    - Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call Ashland-Greenwood District Office at 402-944-2128.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: your child(ren)'s school or Ashland-Greenwood Public Schools, District Office, 1842 Furnas Street, Ashland, NE 68003.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact 402-944-2128 immediately.

5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

6. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

8. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

9. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Carrie Holz, 1842 Furnas Street, Ashland, NE 68003, 402-944-2128.

10. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

13. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

14. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **[name, address, phone number, e-mail]** to receive a second application.

15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, please go online to ACCESSNebraska.ne.gov or call 1-800-383-4278.

If you have other questions or need help, call 402-944-2128.

Instructions for Completing the Free & Reduced Price School Meals Family Application

For households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR), follow these instructions:

Part 1: List each child's name, the school they attend and their grade.
Part 2: Enter household's Master Case Number if the household qualifies for SNAP, TANF or FDPIR.
Part 3: Skip this part.
Part 4: Complete this part. An adult must sign the form.
Part 5: This part is optional and does not affect your children's eligibility for free or reduced price meals.

For households with FOSTER CHILDREN, follow these instructions:

If all children in the household are foster children:

Part 1: List all foster children, the school they attend and their grade. Check the box indicating the child is a foster child.
Part 2: Skip this part.
Part 3: Skip this part.
Part 4: Complete this part. An adult must sign the form.
Part 5: This part is optional and does not affect your children's eligibility for free or reduced price meals.

If some of the children in the household are foster children:

Part 1: List all children, including foster children, the school they attend and their grade. Check the box if the child is a foster child.
Part 2: If the household does not have a Master Case Number, skip this part.
Part 3: Follow these instructions to report total household income from last month.
Column 1 – Household Members: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.
Column 2 - Gross Income and How Often it was Received: Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

Earnings from Work includes the following:
- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:
- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

Public Assistance/Child Support/Alimony includes the following:
- Unemployment benefits, Worker's compensation
- Supplemental Security Income (SSI), Cash assistance from state or local government
- Veteran's benefits (VA benefits), Strike benefits
- Child support payments, Alimony payments

Pensions/Retirement/All Other Income includes the following:
- Social Security payments (including railroad retirement and black lung benefits)
- Private pensions or Disability benefits
- Regular income from trusts or estates, Annuities, Investment income, Earned interest, Rental income

and *Regular* cash payments received from outside the household.

If you have no income, write "0" or leave the income field blank. If you do this, you are certifying there is no income to report.

Household Size: Enter the total number of people in your household.
Social Security Number: The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled "Check if no SSN."

Part 4: Complete this part. An adult must sign the form.
Part 5: This part is optional and does not affect your children's eligibility for free or reduced price meals.

For ALL other households, follow these instructions:

Part 1: List all children, the school they attend and their grade.
Part 2: If the household does not have a Master Case Number, skip this part.
Part 3: Follow these instructions to report total household income from last month.
Column 1 – Household Members: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.
Column 2 - Gross Income and How Often it was Received: Gross income is the amount earned **before taxes and other deductions**; it is not your take-home pay. For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly.

Earnings from Work includes the following:
- Salary, wages, cash bonuses
- Net income from self-employment (farm or business)

If you are in the U.S. Military, include:
- Basic pay and cash bonuses (do not include combat pay, Family Subsistence Supplemental Allowance (FSSA) payments or privatized housing allowances)
- Allowances for off-base housing, food and clothing

Do not include income from SNAP, FDPIR, WIC, Federal education benefits and foster care payments.

Public Assistance/Child Support/Alimony includes the following:
- Unemployment benefits, Worker's compensation
- Supplemental Security Income (SSI), Cash assistance from state or local government
- Veteran's benefits (VA benefits), Strike benefits
- Child support payments, Alimony payments

Pensions/Retirement/All Other Income includes the following:
- Social Security payments (including railroad retirement and black lung benefits)
- Private pensions or Disability benefits
- Regular income from trusts or estates, Annuities, Investment income, Earned interest, Rental income

and *Regular* cash payments received from outside the household.

If you have no income, write "0" or leave the income field blank. If you do this, you are certifying there is no income to report.

Household Size: Enter the total number of people in your household.
Social Security Number: The adult signing the form must list the last four digits of their Social Security Number (SSN) or check the box to the right labeled "Check if no SSN."

Part 4: Complete this part. An adult must sign the form.
Part 5: This part is optional and does not affect your children's eligibility for free or reduced price meals.

Free & Reduced Price School Meals Family Application – complete one application per household Attachment C: 2016-17

Part 1: Children in School

List names of all children, including foster children, in school. If all children listed are foster, skip to Part 4 to sign the form. (First, Middle Initial, Last Name)	Check box below if a foster child	Name of School Child Attends	Grade
	❑		
	❑		
	❑		
	❑		
	❑		

Part 2: Assistance Programs – SNAP, TANF or FDPIR Benefits

Enter **MASTER CASE NUMBER** if household qualifies for SNAP, TANF or FDPIR: (Social Security numbers, Medicaid numbers and EBT numbers are not accepted.) Skip to Part 4

Part 3: Total Household Gross Income – You must tell us how much and how often.

1. Household Members List **everyone** in the household, current income each person earns in **whole dollars** (no cents) & how often. Entering "0" or leaving the income field blank certifies no income to report. A foster child's **personal** use income must be listed.	2. Gross Income (before taxes) and How Often it was Received					
	Earnings from Work before deductions		Public Assistance, Child Support, Alimony		Pensions, Retirement and All Other Income	
	Income	How often	Income	How often	Income	How often

Total Number of Household Members: _____ (Children and Adults)

Last four digits of Social Security Number (SSN) of the adult signing this form: XXX – XXX – __ __ __ __ Check if no SSN ❑

Part 4: Adult Signature and Contact Information – An adult household member must sign the application.

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits and I may be prosecuted under applicable State and Federal laws."

Sign here: Print name: Date:

Street Address (if available): Zip: Daytime Phone:

Part 5: Children's Ethnic and Racial Identities – Optional

Check one Ethnic Identity: – and – **Check one or more Racial Identities:**

❑Hispanic or Latino
❑Not Hispanic or Latino

❑Asian
❑White
❑Black or African American
❑American Indian or Alaskan Native
❑Native Hawaiian or other Pacific Islander

Do Not Fill Out the Section Below - For School Use Only

Annual Income Conversion: Weekly X 52; Every 2 weeks X 26; Twice a month X 24; Monthly X 12

Total Household Size:_____

Total Income:_____ per
❑Year ❑Month ❑2 X Mo ❑Every 2 Wks ❑Week

❑Free ❑Reduced ❑Denied
❑ Income
❑ Categorically eligible:
❑ *SNAP/TANF/FDPIR*
❑ *Foster Child*

Reason for denial:
❑Income too high
❑Incomplete application

Signature of Determining Official: Date Approved:

FOR THE VERIFICATION PROCESS ONLY:

Signature of Confirming Official: Date Confirmed:

Signature of Verifying Official: Date Verified:

Date Withdrawn From School:

Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL INCOME CHART for School Year 2016-17					
Household size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	21,978	1,832	916	846	423
2	29,637	2,470	1,235	1,140	570
3	37,296	3,108	1,554	1,435	718
4	44,955	3,747	1,874	1,730	865
5	52,614	4,385	2,193	2,024	1,012
6	60,273	5,023	2,512	2,319	1,160
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
Each additional person:	7,696	642	321	296	148

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health and nutrition programs to help them evaluate, fund or determine benefits for their programs, auditors for program reviews and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

SHARING INFORMATION WITH OTHER PROGRAMS
ASHLAND-GREENWOOD PUBLIC SCHOOLS

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify.

For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

☐ No! I **DO NOT** want information from my Free and Reduced Price School Meals Application shared with any of these programs.

If you checked no, stop here. You do not have to complete or send in this form. Your information will not be shared.

☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with appropriate school officials for purposes of the student fee waiver program.

☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with the Ashland Ministerial Assn for programs for students.

☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with VFW Toys for Tots programs for students

☐ Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with Back-to-School Backpack Program for students.

If you checked yes to any of the boxes above, fill out the form below.

Child's Name: _____ School: _____ Grade: _____

Child's Name: _____ School: _____ Grade: _____

Child's Name: _____ School: _____ Grade: _____

Child's Name: _____ School: _____ Grade: _____

Child's Name: _____ School: _____ Grade: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information on the student fee waiver program or other programs that your child may benefit from, you may call the building principal at your child's school.

This form may be returned with your application or may be returned at a later date. Your student will not be eligible, however, for benefits of the student waiver program until this application is filed. The district will not reimburse for fees paid prior to the filing of this application.

ASHLAND-GREENWOOD SCHOOLS
1842 FURNAS STREET
ASHLAND, NE 68003

WWW.AGPS.ORG
@GoBluejays1
#AGPossible