

# 2025-2026

## Ashland-Greenwood Elementary Student-Parent Handbook



Our school, with family and community support, promotes life-long learning to awaken, develop and enhance individual potential.



[www.agps.org](http://www.agps.org)



# Ashland-Greenwood Elementary Student-Parent Handbook 2025-2026

## 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. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 1842 Furnas, Ashland, NE

68003, [brad.jacobsen@agps.org](mailto:brad.jacobsen@agps.org), (402)944-2114 The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: [www.agps.org](http://www.agps.org) To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under

Title IX, please contact the Title IX Coordinator. **Publication Notice.** The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application

form, and other places as required by law: The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to

the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: [www.agps.org](http://www.agps.org). **Retaliation Prohibited.** Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has

information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Building Principals, Ashland, NE 68003

Employees and Others: Building Principals, Ashland, NE 68003

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 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf).

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## Message to Families

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

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

### Mission

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

### Important Phone Numbers

Primary School	(402) 944-7083 ext. 1
Intermediate School	(402) 944-7083 ext. 2
Middle School	(402) 944-2114 ext. 3
High School	(402) 944-2114 ext. 4
Superintendent's Office	(402) 944-2128 ext. 5

### Key Staff

#### Ashland-Greenwood Elementary

Amanda Moon	Primary (PK-2) Principal
Megan Poell	Intermediate (3-5) Principal
Jessica Manion	Counselor
Lindsay Wellman	Nurse

#### Ashland-Greenwood Middle/High School

Cortney Couch	High School Principal
Matt Flynn	Middle School Principal & Activities Director
Dustin Deterding	Assistant Principal & Athletic Director

### District Offices

Jason Libal	Superintendent
Danielle Beerbohm	Curriculum Director
Kristin Fangmeyer	Student Services Director
Alicia Kersten	School Psychologist

### Our School Day

K-2 Primary School	8:15 AM - 3:20 PM
3-5 Intermediate School	8:05 AM-3:10 PM
Preschool	8:00 -11:20 & 12:00-3:20

## School Calendar 2025-2026

August 1	School Building Offices Open
August 12	Elem. Back to School Night
August 14	First Day of School
September 1	No School - Labor Day
September 22	No School – Staff In-service
October 17	No School – Staff In-service
October 22	Early Dismissal - 12:50/1:00 Parent-Teacher Conferences 1:30-8:30 PM
October 24	No School - Quarter Break
November 26-28	No School – Thanksgiving Break
December 19	Early Dismissal – 12:50/1:00 Holiday Break Begins
January 5	No School - Staff In-service
January 6	School Resumes
January 19	No School - Staff In-service
February 19	No School - Staff In-service
February 20	No School
March 6	No School - Staff In-service
March 12	Early Dismissal - 12:50/1:00 Parent-Teacher Conferences 1:30-8:30 PM
March 13	No School
April 3-April 6	No School – Spring Break
May 22 (?)	Last Day of School TBD Early Dismissal – 12:50/1:00

### Disclaimer

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



## I. GENERAL INFORMATION

### Visitors

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

### Admission

Admission of students to Saunders County District #1 will be done in accordance with Nebraska state law and school board policies. All students enrolling in the elementary school will enroll as a full-time student unless specified otherwise through an individualized education plan or by meeting the requirements of Policy 5003 regarding part-time enrollment of non-public school students.

### Part-Time Enrollment

1. Students enrolled at Ashland-Greenwood Public Schools 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 or part-time 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 5003 and state law.

5. Limitations Based on Resources. The enrollment of exempt school students is subject to limitations established by the district for grade levels, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in classes, courses, and programs.

6. Placement of Students. Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

7. 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.

8. Extracurricular Activities. Students enrolled on a part-time basis may be permitted to participate in extracurricular activities. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws which says eligibility requires enrollment in at least 1 course at the member school. (2023-24)

### School Hours

The school day for K-2nd grade students is 8:15 AM - 3:20 PM and 3rd-5th is 8:05 AM-3:10 PM.

The elementary bell for admitting children into the building is 8:00 AM at the 3-5 intermediate and 8:10 AM at the K-2 primary school. Children participating in the school breakfast program will be admitted to the cafeteria between 7:40-8:10 AM. Children who arrive before the bell will participate in either the Jays Walking Program or Jays Reading Program. These programs start at 7:45 AM.

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

### **Attendance Procedures**

When a parent deems it necessary for their child to be absent from school, the parent should notify the school by telephone by 9:00 am and include a reason for the absence. The Principal's office should be notified in advance of absences whenever possible. The school will call any parents who have not called their child in absent. If necessary, a message will be left at work for those parents who cannot be reached at home.

Verbal or written notice explaining the reason for the absence will be necessary from the parents for those students who were absent and the parents did not call in and were not able to be reached by phone. For verification purposes, the school cannot accept a student call or excuse regarding an absence. Any absence not verified by a parent or in which a reason for the student's absence is not given will be considered non-school excused.

A student absence shall be considered school excused providing attendance procedures have been followed and meets the following criteria: attendance at school is impossible or there are impracticable barriers outside the control of the student or parent that 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 court, death of a family member, scheduled school activity or trip, or suspension (SE-OSS or SE-ISS).

Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner, that the child is absent and the reason for the absence, and is the parent's responsibility for the extent of the school day. This includes, but is not limited to: illness, medical appointments, vacations and family activities. These student absences shall be considered non-school excused.

Although vacations taken during the school year are discouraged, AGPS realizes that circumstances sometimes require such trips. In order to make arrangements for making up missed instruction, work, and assessments, please communicate planned absences prior to the days gone.

Tardiness is a violation of school rules. A student will be marked as tardy when he/she: (1) arrives following the tardy bell (5 minutes after the start

of the school day) and is in attendance for only part of the morning, or (2) leaves school after 12:00PM and is in attendance only part of the afternoon. Students who arrive 90 minutes after the start time or leave 90 minutes prior to the end of the school day will be marked absent for that half day. Students who arrive late to school or leave early are required to check in and out at the office. Tardiness will be dealt with as a normal part of classroom discipline. Absences are marked as a half day when a student is not in attendance for an entire morning or an entire afternoon.

Perfect attendance is awarded to students who are present at school or a school activity every day. Excused absences are still considered an absence when deciding perfect attendance. Outstanding attendance (2 or less days absent per year) and other positive recognitions are provided to students throughout the year for good attendance.

### **Compulsory Attendance and Truancy**

Legal Reference: Neb. Rev. Stat. " 79-201 and 79-209; Neb. Rev. Stat. ' 79-527 and Ashland-Greenwood Policy 5001

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 fail 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 in a semester. 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 also receive notification of all students who accumulate more than seven absences during a semester. If a student continues to be or becomes habitually absent from school, a meeting will be held with school personnel, the parent/guardian, and the child when appropriate, for the purpose of developing

a plan to assist the student and improve regular attendance.

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 more than 20 absences in a year. Excessive absences due to documented illness and medical appointments that make attendance impossible or impracticable will be considered in handling the student's excessive absenteeism.

### **Transportation**

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

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

### **School Bus Information**

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

**AM Route:** Parents shall notify their child's school if your child will not be riding the bus. You may call the offices as early as 7:00 AM and the driver will be notified that your child will not be riding that morning. If calling after hours you may leave a voice message at your child's school.

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

### **School Traffic Procedures**

Student safety is of utmost importance. All motorists are asked to follow the procedures below when dropping off children at school.

Motorists driving in the vicinity of our schools are asked to drive slowly and cautiously, observe the crosswalks, yield to school children, obey speed limits and all traffic laws in and around the school properties.

**Primary Building:** When dropping off students at the school, motorists should approach the school using 17<sup>th</sup> Avenue and enter the main parking lot/roadway. Travel along the roadway next to the sidewalk and pull your vehicle up near the main entrance. Your child should exit the vehicle directly onto the sidewalk and enter the building through the main entrance doors. Students should not exit vehicles into the roadway. Parents wanting to enter the school may opt to pull into a parking stall, exit their vehicle with their child and enter the main entrance. Parents and visitors should check-in at the main office upon entering the building.

At dismissal time, students will wait outside the main entrance in grade level groups for parents/designated adults to pick them up. Parents are asked to park along the pick-up lane and identify their child by placing a name card supplied by the school on their passenger side visor or window. Teachers will watch for their families and students will be released to the first 7-8 cars nearest the main entrance door. Parents are asked to pull their vehicles up as far as they can along the lane before loading their child. Once students are in their vehicle, parents will move into the roadway and exit the parking lot. Parents may also opt to pull into a parking stall, exit their vehicle and pick up their child from the grade level group.

When weather conditions are poor, students will be held in the cafeteria. Staff members will be posted outside. They will communicate with teachers who will then send students outside as parents pull up near the main entrance.

Parking is available for preschool families near the west entrance of the school. Parents will walk their preschooler into the school at drop-off time. At dismissal time, staff will walk the children outside and to their parents/designated vehicle.

**Intermediate Building:** When dropping off students before school, motorists should approach the elementary school using Clay Street. To the east of the Bus Barn, turn right and travel along the roadway by the football stadium until you are directly south of the elementary building and playground. Vehicles

will be facing west on Boyd Street. Students should exit the vehicle on the right side and use the sidewalk to walk onto the playground where supervision is available. Students will enter and exit the elementary using the cafeteria doors. Motorists should not stop along Clay Street or use the bus drop-off/pick-up area west of the school to drop off and pick up students.



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

### **Website and Bulletins**

Ashland-Greenwood Public Schools website, <http://www.agps.org> provides announcements, calendar events, news articles and access to informational items for students and parents. A monthly elementary newsletter will also be emailed to parents and posted on the website.

### **PowerSchool**

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

1. Go to Ashland-Greenwood's website.
2. Click on the PowerSchool icon located on the homepage.
3. On the PowerSchool login page that loads, enter your parent login username and password (provided to either you or your child at the beginning of the school year; your child's school office can provide you with this information as well).
4. Click on the Enter button or simply press the Enter key.
5. You may now access grade information for your child's classes (clicking on any grade will bring up an assignments listing), view attendance history for the current term, request automatic email notifications from the district's PowerSchool server, or check your child's lunch account balance (as well as a daily history of amounts spent).
6. When finished viewing your child's PowerSchool information, simply click on the Logout button and close your browser.

### **Student Notification System**

Ashland-Greenwood Public Schools uses an automated calling system to call households regarding school postponements, school closings, school emergencies and other school related announcements.

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

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

### **Elementary School Meals**

Breakfast and lunch are served daily. Cost for breakfast is \$2.25 for students and the cost of a student lunch is \$3.20. Free and reduced priced lunches are available for qualifying families. Students may deposit money into their meal accounts in the cafeteria prior to the start of school each day. The school uses Powerlunch for lunch accounting. Payments can also be made on the school's website, [www.agps.org](http://www.agps.org). Click on the parent or student link and select 'Student Meals Link' and then select 'Online Meals Payments'.

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

**Competitive Foods & Snacks:** Treats and food items such as pizza, snacks and birthday treats may not replace a school meal nor should they be served a half an hour before or after lunch or breakfast. School meals provide a complete meal which is important nutritionally for children. Families/students may bring treats or snacks for the classroom. These need to be store-bought or purchased from a restaurant/bakery. Students are allowed to bring water bottles to school. Water bottles may only contain water. Flavored packets, pop, and other non-water drinks are not allowed in bottles or the classroom except for special activities organized by the teacher.

A monthly meal menu is available at [www.agps.org](http://www.agps.org). Click the tab 'Lunch Menu' to view the breakfast and lunch menus.

The District complies with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide



free or reduced meals to qualifying students. The district's Meal Charge Policy 3012 is included with the meal application form in this handbook.

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, audiotope, 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](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](mailto:program.intake@usda.gov) This institution is an equal opportunity provider



### **Closed Campus**

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

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

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

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

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

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

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

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

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 school establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

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

Students may not use the school telephone for personal business, such as making arrangements to play after school or to make a problem for someone else. An example of this

is asking parents to bring forgotten items such as library books.

Elementary students will keep personal electronic devices (e.g. personal cell phones, phone watches, electronic communications and entertainment devices) turned off and kept in their backpacks during the school day. The use or display of personal electronic devices by students is prohibited during the regular school day unless specifically authorized by a classroom teacher or school administrator. Students may not have their phones out in the building, this includes during breakfast. It is recommended these devices stay at home as the school is not responsible for the loss of personal items brought to school. Parents/guardians who need to communicate immediate information with their student during school hours can continue to contact the school office and a message will be shared with the student. If a student uses a personal electronic device during the school day the following sequence of consequences will be applied.

1st violation: The student will be given a warning and told to put the phone away.

2nd violation: The student will have their device confiscated and returned at the end of the school day.

3rd violation: The student will have their device confiscated and it will only be returned to the student's parent or guardian.

Subsequent violations will be deemed nuisance behaviors worthy of an office referral.

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 'pornographic,' please refer to Board Policy 6025.

#### **Use of Image, Video, and Audio Recording Devices (Policy 3059)**

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. Per Policy 3059, '... No person is permitted to make surreptitious (or secret) recordings on school grounds unless authorized by the superintendent...' 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)

#### **Video Surveillance, Recordings, and Photographs**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

#### **Recordings Made by Parents/Guardians and Patrons.**

Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Violation of this policy may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

**Recordings Made by Students.** This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff

member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

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

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

Unless a court order or other legal document prohibits the following actions and the school has been provided with a copy of the order/document, the non-custodial parent may:

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

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

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

another surname on official school records will require a court order or other legal document evidencing a legal name change.

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

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

#### **Gifts to School Personnel**

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

#### **School Pictures**

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

#### **Private Parties**

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

#### **Animals and Pets**

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

#### **Asbestos Notice**

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

The presence of asbestos in a building does not mean that the health of building occupants is necessarily endangered. As long as asbestos containing materials remains in good condition and is not disturbed, exposure is unlikely. The plan is available for review in the school administrative office during normal business hours.

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

From time to time operations and maintenance activities may be conducted to maintain all material in good condition. For more information please contact: Jason Libal, 1842 Furnas St, Ashland, NE 68003, (402) 944-2128.



## II. INSTRUCTIONAL PROGRAM

### Grading Procedures

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

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

### Explanation of Grading System

At Ashland-Greenwood, the purpose of grading and report cards is to communicate a level of achievement and progress on grade-level learning standards. This information will inform teachers, parents, and students about current levels, growth as they build knowledge throughout the year, successes, and areas where students need more support and instruction to improve. Students' progress will be reported for the following curricular areas: Reading, Language Arts, Handwriting (K-3rd), Social Studies, Science, Health, Math, Music, Art, Physical Education, and Band (5th grade elective). Starting this 2024-2025 school year, grades will only be reported on the students' progress towards grade-level standards. Progress is indicated using the key below:

- 1 - Student is beginning to understand concepts
- 2 - Student is developing skills and understanding
- 3 - Student is demonstrating proficiency in this area
- 4 - Student has consistently demonstrated mastery in this area

Student's progress on standards is scored separate from behaviors in the classroom. Student's progress related to the Skills of a Successful Learner will be rated using our Bluejay Way expectations to Be Safe, Respectful, and Responsible. Progress is indicated using the key below:

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

Parents may monitor their child's current progress towards standards through work, assessments, and standards rubrics (called proficiency scales) sent home, PowerSchool, and parent-teacher communications.

### Make-Up Work

When students are absent from school, they are responsible for getting their assignments and making up the work. The date when make-up work is due will be determined by the teacher based on the content being studied and the length of the student's absence. Ordinarily, the student will be given two days for each day of absence to complete make-up work. Opportunities to complete missed work/instruction might include recess, after school time, or completing work at home. Although vacations taken during the school year are discouraged, AGPS realizes that circumstances sometimes require such trips. In order to make arrangements for making up missed instruction, work, and assessments, please communicate planned absences prior to the days gone.

### REACH Program

The REACH program is a project-based learning program for high ability students at Ashland-Greenwood Elementary. Students are selected for this program based on consistent, high-achieving standardized testing scores across multiple academic areas, as well as their classroom performance. REACH begins at the start of second semester in third grade. Once a student qualifies for this program, they will remain in the program. Students will have to work collaboratively, problem solve, and think

critically as they complete various projects and challenges throughout the year. The REACH program focuses on extending each child's learning and pushing them to their fullest potential. Students who qualify for the REACH program are provided opportunities for a differentiated curriculum within the classroom setting and expanded learning opportunities outside the classroom.

### **Special Education Programs**

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

### **Guidance and Counseling Programs**

The elementary guidance counselor holds K-5<sup>th</sup> grade guidance classes on a regular basis during the school year. Small group and individual counseling sessions are available to students as well. The school also partners with Family Services to provide school-based behavior therapy to students and support for families.

### **Library, Media & Technology Program**

The library/media specialist holds K-5<sup>th</sup> grade classes weekly during the school year. The library/media specialist provides instruction and resources including printed materials, computer technology, electronic resources and programs to enhance learning.

### **Loaning of School Materials**

Textbooks and other non-consumable supplies are loaned to private/home school students through NDE. Requests for such materials should be directed to NDE. The school district is not required to purchase materials or supplies for home schooled students.



### **Notice Concerning Staff Qualifications**

The Every Student Succeeds Act ("ESSA") 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) Whether the teacher is teaching in the field of discipline of his or her certification.

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

### **Childfind**

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

- Speech and Language Impairments
- Developmental Delays
- Hearing and Visual Impairment
- Mental Handicaps
- Specific Learning Disabilities
- Emotional and 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 (ext. 4).

### **Student Testing and Assessment**

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

- ☐ **Standards Assessments:** Students are assessed in the areas of Reading, Writing, Speaking, Listening, Math, Science and Social Studies using the district's grade level standards assessments.
- ☐ **Assessment of Reading:** Students in kindergarten through third grade will be assessed three times during the school year as required by the Nebraska Reading Improvement Act to identify students who may have a reading deficiency and to measure progress.
- ☐ **State testing in English Language Arts, Math and Science:** Students in grades 3<sup>rd</sup>-5<sup>th</sup> participate in the Nebraska Student-Centered Assessment System (NSCAS) in the spring. Students in 5<sup>th</sup>



grade will also take the Nebraska State Science Assessment. Results are disseminated to parents by mail in the fall of the following school year.

- NWEA MAP Tests (Northwest Evaluation Association Measures of Academic Progress): Students in grades K-5th are assessed in the areas of Reading and Math. Students will take the NWEA MAP Tests during the fall, winter and spring.
- Universal Screeners: Students participate in brief assessments in the areas of academics and social skills/behavior three times a year to check on student's progress toward their grade level learning goals and to help identify those students that may need extra support.

Students may participate in additional classroom tests and assessments as determined by their teacher. The time students spend taking the different assessments varies. The average time spent on state assessments, as well as each NWEA MAP assessment, is approximately 45-60 minutes per subject assessed. Teachers and administrators value the time used for assessments as part of the overall instructional process; results are necessary to inform and plan needed instruction.

Upon request, additional information can be provided regarding student participation in state and district assessments. Parents who want to opt their students out of participating in universal screeners need to contact the elementary principal.

### **Promotion and Retention**

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

Parents will be involved in any decisions that are made regarding promotion or retention and they will have the right to a review of decisions made about promotion or retention of the pupil in accordance with board policy. Parents may request that their student repeat grade levels under certain, very specific circumstances. Refer

to Policy 6039 for details regarding these circumstances.

### **Reporting to Parents**

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

### **Academic Integrity**

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

1. Cheating includes but is not limited to
  - a. Tests—making use of or providing advance information, use of unauthorized materials, use of other student answers, use of other student to take a test (including take home tests), and misrepresenting the need to delay a test.
  - b. Papers/Other Assignments—use of another's paper/assignment, re-use of one's own paper/assignment, assistance from others, failure to contribute to group projects, misrepresenting the need to delay paper/assignment.
  - c. Alteration of Assigned Grades—such alteration, whether in a teacher's grade book or school records is a serious form of cheating.
2. Plagiarism includes but is not limited to:
  - a. Failure to Credit Sources—work created by another must be either paraphrased and credited or placed in quotations and credited.
  - b. Falsely Presenting Work as One's Own—work turned in must be the original creation of the student and not purchased from or provided by someone else.
3. Contributing to Cheating and Plagiarism includes but is not limited to:
  - a. Allowing another student to look at one's test answers.
  - b. Allowing another student to copy one's papers or projects.
  - c. Providing another student with completed assignments or projects.

4. Academic sanctions for academic integrity violations will include:
  - a. Affected students will receive a grade of unsatisfactory or zero for the work in question.
  - b. Affected students will be required to complete an alternate assignment within a time frame and under conditions determined by the classroom teacher.
  - c. Parents/guardians will be notified of all academic integrity violations.
5. Because academic integrity offenses are a violation of school rules, the principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension from school. Such additional sanctions will be given strong consideration when a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### III. STUDENT HEALTH AND SAFETY

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

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

The school adheres to the Nebraska Concussion Awareness Act. Students who are diagnosed with a concussion may participate in a Return to Learn plan (policy 6034). This plan may include accommodations to assist a student in the learning environment.

#### **Medication**

The administration of medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by school district personnel shall be administered in accordance with the Medication Aide Act.

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

1. Physician's Authorization: A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given at school, and reason child is receiving the medication.
2. Caretaker's Authorization: A caretaker's signed and dated authorization or permission to administer the medication during school. A caretaker is a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered.
3. Original Packaging: The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.

If a student must take non-prescription medication during school, procedures 2 and 3 above are to be followed before administration.

Medication authorizations must be renewed annually and updated immediately as changes occur.

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

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

### **Self-Administration of Medication**

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

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

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

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

### **Immunization**

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

immunizations required and continues to receive the immunizations as rapidly as medically feasible.

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

- 3 doses of Polio vaccine
- 3 doses DPT, DtaP, DT, or Td vaccine with one given on or after the child's fourth birthday
- 2 doses MMR vaccine, given on or after 12 months of age and separated by at least one month
- 3 doses Hepatitis B vaccine or two doses of adolescent vaccine if student is 11-15 years of age
- 2 doses of varicella given on or after 12 months of age and prior to 13 years of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provided will be accepted

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

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

### **Physical Examinations**

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

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

### **Communicable Diseases**

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

- 1) contagious diseases such as chicken pox, measles, mumps, pink eye, etc.
- 2) skin eruption or suspicious rashes
- 3) vomiting
- 4) abnormal temperature
- 5) head lice (Policy 5062)

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

### **Sexually Transmitted Diseases**

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

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

will be so determined by the building administrator; such special programs will be developed by a planning and placement team.

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

### **Emergency Drills**

Fire drills, lockdown drills and shelter/severe weather drills are held throughout the year

without advance notice. The sounding of a buzzer and flashing lights is the signal to vacate the building for practice or because of a fire.

Students are to pass from their respective rooms, in single file, walking but not running. As soon as the building is deemed safe, a signal will be given for orderly return to the classes. Teachers will inform you of specific procedures to follow. Each room will have fire drill instructions posted.

An announcement, given over the intercom system, signals the drill.

### **Insurance**

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

### **Health Insurance 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](http://www.ACCESSNebraska.ne.gov). CHIP is also available by calling toll-free at 1-855-632-7633.

### **Child Abuse and Neglect**

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

### **Protocol for Emergency Situations**

According to state regulation, schools are required to implement an emergency treatment

plan, called a protocol, any time a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis). Our district plan is as follows:

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

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

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

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

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

## **IV. 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 guardians 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 project**

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 of 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 5045; 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 are 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 extracurricular 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 extracurricular 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 extracurricular 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 5045 (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 a minimum of \$50.00 per course for postsecondary education costs up to as much as \$400 for each course. The phrase "postsecondary education costs" means tuition and other fees associated with obtaining credit from a postsecondary educational institution. Students are responsible for all books, access codes for online books, and other materials needed for a dual credit course. AGPS will be responsible for transportation to

field trips as requested or required by the course.

## **6. Transportation Costs**

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

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

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

## **8. Participation in Before-and-After-School or Pre-Kindergarten Services**

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

## **9. Participation in Summer School or Night School**

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

## **10. Breakfast and Lunch Programs**

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a

"school store," a vending machine, a booster club or parent group sale, a book order club, or the like.

## **11. Waiver Policy**

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

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

## **12. Fee Schedule**

7-12 Students - Extra-curricular Activity Fee \$50

Reproduction of Records - 50 cents per page

\*Waived to send to other educational institutions.

### Admission

Varsity Athletic Events/School Plays and Musicals

Adults: \$7.....Students: \$5

Non-varsity Athletic Events and other school events.

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

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 overnight or long-distance travel under policy 5044. 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 5045 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 5045. The district shall not collect funds from free and reduced price lunch students for such uniforms or equipment. Such funds may come from tax supported funds or from student activity funds.

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

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

Nothing shall preclude groups or individuals from making donations to a particular club, team or squad provided the donation meets the district criteria for the acceptance of a donation

and provided the donation is being made to the benefit of the entire club, team, organization or squad. Nothing precludes a student, with permission from the coach or sponsor, to purchase and provide his or her own equipment and/or specialized attire.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities. For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire. The provision of uniforms and equipment may be limited by the district and in no case shall the funds exceed the available funds on hand unless a reasonable plan has been established to remove any deficit spending.

#### Organizational and Class Dues

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



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### **V. EXPECTATIONS, RIGHTS & RESPONSIBILITIES OF STUDENTS**

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

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

The Board of Education may establish written policies, rules and regulations of general application governing student conduct in all schools. In addition, principals, within their school, may establish certain written rules and

regulations not inconsistent with those established by the Board.

At the elementary schools, students are taught and practice the expectations of being safe, respectful, and responsible. We call this the Bluejay Way. Throughout the school year, the schools focus on following the Bluejay Way in all areas of the school.

### **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, health, safety or well-being of others demonstrates a lack of responsibility on the part of the acting student and cannot be justified as an exercise of student rights or privileges. In such situations, the school will take appropriate disciplinary action. The primary purpose of the disciplinary action will be the correction of the unacceptable behavior, the encouragement of wise decision-making by students, and the preservation of the learning environment.

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

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

### **Student Responsibilities**

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

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

### **Student Rights**

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

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



## **VI. STUDENT CONDUCT AND DISCIPLINE**

### **Codes of Conduct**

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



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

In addition to the actions listed above, school staff will work with the student(s) on problem-solving and/or restorative practices to reduce the probability of the behavior occurring in the future and repair the harm done when a standard of conduct is violated.

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

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

- A. Students will experience loss of non-curricular activities for the following offenses:
  - ❖ Unkind/disrespectful toward other students
  - ❖ Insubordination
  - ❖ Nuisance behaviors leading to an office referral
- B. Students will be assigned two days of after school detention for the following offense:
  - ❖ Truancy
- C. Students will be assigned one to three days of out-of-school suspension for the following offenses:
  - ❖ Repeated offenses detailed in "A" above. ("Repeated" defined as behaviors that have resulted in a previous in-school consequence and a parent conference or contact.)

- ❖ Theft involving property less than \$20.00.
  - ❖ Vandalism involving damages less than \$20.00 in value.
  - ❖ Violations of tobacco policies
  - ❖ Fighting (defined as two or more parties participating by mutual consent and with provocation in striking, kicking, hair pulling, or other violent interaction)
  - ❖ Profane, abusive or threatening language (oral or written) or actions directed toward students, staff, or school visitors.
- D. Students will be assigned five days out-of-school suspension for the following offenses:
    - ❖ Theft involving property greater than \$20.00
    - ❖ Vandalism involving damage greater than \$20.00
    - ❖ Serious disruption of the school environment.
    - ❖ Violations of the use, possession, or being under the influence as stated in sections of the alcohol/drug policies.
    - ❖ Physical assault of students, staff, or school visitors. (defined as initiating violent interaction without mutual consent which causes or attempts to cause personal injury to students, staff, or school visitors)
    - ❖ Repeated violations detailed in "C" above. ("Repeated" defined as behaviors which, cumulatively, result in suspension from school for two or more days.)
  - E. Students will be expelled for the balance of the current semester, or longer, as dictated by school policy for the following offenses:
    - ❖ Repeated violations detailed in "D" above. ("Repeated" defined as behaviors which, cumulatively, result in suspension from school for ten or more days.)
    - ❖ Violations of the manufacture, distribution, and sales section of the alcohol/drug policies.
    - ❖ Engaging in behaviors which threaten the safety of others.
  - F. Students will be expelled for the balance of the current semester and all of the succeeding semester for the following offense:
    - ❖ Possession, use or transmission of a firearm or other dangerous weapon.

## **Playground Rules**

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

1. Students are allowed to play within the designated boundaries of each building.
2. Organized games will be played on the open fields of the playground.
3. Students must ask permission to retrieve a ball or any recess equipment that is outside the playground area.
4. Bicycles, skateboards and rollerblades are not to be ridden on school grounds between 7:30 AM and 3:30 PM. Bicycles should be parked in the bike racks and locked if possible. Skateboards, scooters, and rollerblades should be stored in student's locker and are the responsibility of the student.
5. Toys, electronic play devices, collector cards, and other personal playtime items are not permitted at school.
6. Students will use playground equipment in ways it is meant to be safely used.
  - No standing on the bars.
  - Slides: One person goes down the slide at a time using a feet-first, sitting position
7. No throwing of rocks, sticks, snow or other items not designed to be safely thrown.
8. No football or kickball on concrete areas.
9. Only touch-tag and touch-football allowed.
10. During winter months, students must wear appropriate outerwear (follow the temperature chart). When snow is on the ground, students must wear boots or have a change of shoes to walk/play in the snow.
11. All rules and student responsibilities are applicable to student conduct while on the playground or school grounds.

## **Student Appearance, Dress, and Grooming**

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits,

manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

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

## **Reporting Criminal Acts**

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

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

Law violations resulting in report to law enforcement:

1. Any violation that includes possession of a firearm.
2. Any violation resulting in abuse of a child
3. Any violation of state law that cannot be adequately addressed solely by discipline from the school.
4. Any violation of state law that endangers the health and welfare of staff or students.
5. Any violation of state law that interferes with school purposes.
6. Any report that is requested by law enforcement or the county attorney.

## **Drug and Alcohol Policy**

The Ashland-Greenwood Public Schools recognize that the manufacture, use, possession, distribution, or being under the

influence of a controlled substance, illicit drugs, or alcohol, illegally or improperly, constitutes a hazard to the interference with school purposes. (Policy 4002)

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 3016)

- a. Students are prohibited from the unlawful or improper manufacture, possession, use, distribution, or being under the influence of a controlled substance, illicit drugs, look-alike drugs or alcohol, or be in possession of drug paraphernalia.
- b. The Ashland-Greenwood Public Schools are determined to provide alcohol-free and drug-free schools.
- c. Students are advised that use of any controlled substance, illicit drugs, look-alike drugs and the unlawful possession of and use of alcohol is wrong and harmful.
- d. Disciplinary sanctions up to and including expulsion from school or suspension from extracurricular activities and referral for prosecution will be imposed upon students who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the student complete an appropriate rehabilitation program, counseling, any range of other disciplinary action, including, but not limited to, suspension or expulsion from school and/or extracurricular activities.
- e. Age appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol) for all students in all grades from early childhood level through grade twelve shall

be developed. Parents objecting to the inclusion of their children in such education and prevention programs may have those children exempted from inclusion by providing the Principal with a written request for such exemption.

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

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

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

### **Lockers and Property**

Lockers are provided for all students for books, materials, coats and other personal materials. Students are responsible for all equipment assigned to them while at school, to include books, lockers, desks, or any other materials. They are also responsible for the safeguarding of any valuables they bring to school. Students will be fined for any damages done to school property assigned to them.

It is recommended that personal items (e.g. phones, toys, fidgets, etc.) stay home because the school is not responsible for the loss or theft of any personal items brought to school.

Although assigned to students for their temporary use, school lockers and school desks must be considered school property. For purposes of sanitation, fire, safety, and because they are frequently shared and reassigned among students, principals are charged with the specific responsibility for periodic inspection to assure that school facilities and equipment are being properly used. School officials will not

remove a student's personal belongings as long as the locker or desk is being used properly. Items that are unlawful, violations of school rules, have potential for great harm to other students, or which may cause disruption of the school environment will be automatically removed when discovered by the principal.



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

It is the policy of Ashland-Greenwood Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA) (2016-17). With respect to the District's computer network, the District shall implement measures to: (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) obtain verifiable parental consent before allowing third parties to collect personal information online from students (2016-17); (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors, and (g) The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students (2017.18).

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.

## **AGPS Device 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 Devices**

Devices are distributed each fall to all K-12th grade students. If the student desires to take the device outside the school building the student and parent must sign a device Usage Form (acknowledge receipt of handbook on

demographic sheet). Devices will be collected at the end of each school year for maintenance, cleaning, and software installations.

## **B. Care of Devices**

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

Devices that are broken or fail to work properly must be taken to the Technology Help Desk located in each building's Media Center.

### **General Precautions**

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

### **Carrying Devices**

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

1. Devices should always be within the protective case when carried.

2. Do not place other materials in the device carrying case to avoid placing too much pressure and weight on the device screen.

3. The device must be put in sleep mode before placing it in the carrying case.

### **Screen Care**

The device 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 device when it is closed.
2. Do not place anything near the device 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 device at School**

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules will be accessed using the device. Students must be responsible to bring their device to all classes, unless specifically advised not to do so by their teacher. 6th-12th grade students are encouraged to take devices home for educational use provided that parents have given permission for that use.

### **Device Undergoing Repair**

Loaner devices may be issued to students when they leave their devices for repair at the Help Desk in the building's Media Center.

## **Device Battery Issues**

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

## **Devices Left in Unsupervised Areas**

Devices 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, devices 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 devices will be confiscated by staff and taken to the building media center. Disciplinary action may be taken for leaving your device in an unsupervised location.

Devices should be shut down overnight.

## **D. Managing Files, Saving Files, Printing**

Students will be logging onto the AGPS network in order to access and save their work. Students will have their own user account and folders with ample space to save any school related work. Only files stored in the student’s AGPS account 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 shared network printers. AGPS will not modify student devices 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. Device Software**

### ***Applications Software***

The software originally installed by AGPS must remain on the device 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 devices at the completion of the course. Students are not allowed to add ANY software to school issued devices or run applications from ANY foreign device (flash drive, DVD, CD, etc.).

### ***Virus Protection***

All devices have antivirus protection and/or login procedures that help prevent viruses and hacking.

***Filtering Software*** Software programs have been installed to filter internet content while the student’s device 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 devices. Filtering software will also help keep systems clean from malicious spy ware and virus applications and files.

***SSO/MFA*** All school accounts will have single sign-on (SSO) and multifactor authentication (MFA) in place for logging in outside of the district’s network. This meets the school requirement for ALICAP (insurance) compliance.

### ***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 devices.

### ***Procedures for Loading Software***

Staff and students are not allowed to download personal software. All software requests need to be submitted to the tech team and approved

by the administration. Once approved, the tech team will complete the installation.

### ***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 Public School's Acceptable Use Policy (AUP) will extend to all students during their enrollment at AGPS. The Ashland-Greenwood Public Schools is providing students in grades K-12 with devices in order to improve instruction, motivation, and learning. The acceptable use of student devices is for educational purposes including but not limited to 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 AGPS is a privilege. Students who do not use computers appropriately as outlined in this AUP or as directed by district personnel are subject to loss of computer use.**

### ***Conditions and Rules for Use***

- Students must have devices with them, or locked in their school locker. Devices should never be left unattended.

- While transporting the device students must use the bag/case 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 device 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 devices.

### ***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 Safety for STUDENTS***

- Students shall maintain a confidential password for access to the network.
- Students can connect personal devices through eduroam with limited access due to filtering restrictions. This will also put them on a different VLAN from the student and staff networks.
- 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.
- MFA is in place for access outside of the school network.

### ***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:

- Loss of network and computer privileges may include:
  - o Restriction to school day use only OR
  - Filter Restrictions on student device OR
  - o o Restriction to use only in classroom under direct teacher supervision OR
  - Swapping for alternative device OR
  - o Complete prohibition on the use of school computers or the computer network
- Detention or Saturday school
- Suspension and Expulsion

### ***G. Repair or Replacement of Devices***

#### ***Manufacturer's Warranty***

This coverage is purchased by Ashland-Greenwood Public Schools as part of the purchase price of the equipment and warrants the devices 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 device or device replacement. This warranty does not warrant against damage caused by misuse, abuse, or computer viruses. Please report all device problems to the Help Desk located in each building's Media Center.

#### ***Accidental Damage***

Please report all device problems to the Help Desk located in each building's Media Center.

### ***Fees for Instances of Accidental Damage***

Students whose devices are damaged may be responsible for the replacement cost of the device or the cost of the repairs. If the device 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 devices or damage to devices that is due to willful neglect or loss regardless of warranties or device protection fees coverage.

### **Harassment and 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 (Policy 5054).

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 affecting 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 affecting 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 building principal or the Title IX Coordinator. The investigator may request a written complaint and that any evidence of harassment, such as letters, tapes, or pictures, be turned over. Information received during the investigation shall be kept confidential to the extent possible. The superintendent has the authority to initiate a harassment investigation in the absence of a written complaint.

**Investigation Procedure:** The investigator shall reasonably and promptly begin the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may interview witnesses. Upon completion of the investigation, the investigator shall make written findings and

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

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

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



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

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

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

### **Emergency Exclusion**

Situations that may warrant an emergency exclusion include:

- 1) Students with communicable diseases which are transmittable through normal school contacts and which pose a threat to the health or safety of the school community may be excluded from school or school functions.

- 2) Students exempt from immunization by medical reason or religious beliefs shall be excluded from school during an outbreak of communicable disease.
- 3) Emergency exclusions shall be based on factual situations warranting the action taken and shall last no longer than necessary to avoid the dangers discussed above.

### **Short-Term Suspension**

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

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

The following process will apply to short-term suspension:

- 1) The principal or designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- 2) Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
- 3) The student shall be afforded an opportunity to explain the student's version of the facts to the administrator or designee making the short-term suspension decision.
- 4) A reasonable effort will be made to provide written notice of disciplinary action to the affected student and/or his/her parents. Written notice of suspension will be provided to parents for suspensions within 24 hours of the decision and no more than 72 hours. The administration will document and make a reasonable effort to conference with the parent or guardian prior to a student's return to school.
- 5) A student who is on a short-term suspension shall not be permitted to be on school

grounds without the express permission of the Principal.

- 6) Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 1 school day after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

### **Pre-Kindergarten through Second Grade Students**

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

### **Long-Term Suspension**

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

### **Expulsion**

Expulsion 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.

**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 a 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 violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. 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).
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness

- to school, assigned classes or assigned activities.
14. 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.
  15. Dressing or grooming in a manner which is dangerous 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.
  16. Willfully violating the behavioral expectations for riding school buses or vehicles.
  17. In addition, a student who engages in the following conduct on school shall be expelled for the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period on such terms as the administration may establish:
    - a. the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    - b. the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon

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

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

### **Due Process Afforded to Students Facing Long-term Suspension or Expulsion**

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and

a summary of the evidence supporting such charge.

2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The 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, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
2. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
3. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
4. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
5. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the

identity of the witnesses to appear at the hearing and the substance of their testimony; and

6. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. 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 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.
4. 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 time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned.



The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the

Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294).

#### Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

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

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

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

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

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

#### **Authority of School Personnel**

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

The Principal or his or her designee may consider any unique circumstances on a case by case basis when determining whether to order the change in placement for a child with a disability who violates a code of student conduct. The Principal or his or her designee may remove a child with a disability who violates

a code of student conduct from their current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 school days (to the extent such alternatives are applied to children without disabilities). If the student is suspended for a period of 5 days or less the procedures for short-term suspensions shall apply. For suspensions of 6-10 school days, the process for long-term suspensions shall be followed.

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

#### Continuation of Services During Unilateral Removals

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

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

#### Manifestation Determination

Any decision to remove a child with a disability that rises to a level of a change the placement as defined in this section because of a violation of a code of student conduct, the school, the parent, and relevant members of the IEP Team (as determined by the parent and the school

district) shall review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine:

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

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

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

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

#### Weapons, Drugs and Serious Bodily Injury Exceptions

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

- a. carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or school district or approved cooperative;

- b. knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State, an approved cooperative or school district; or
- c. has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or school district or approved cooperative.

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

#### **Determination of Alternative Educational Setting**

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

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

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

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

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

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

#### **Placement During Appeal**

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

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

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

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

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

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

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

#### **Conditions that Apply if No Basis of Knowledge**

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

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

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

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

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

### **VII. STUDENT RECORDS**

#### **Notification of Records Policy**

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

#### **Definitions**

1. Student – any person who attends or has attended Ashland-Greenwood Public Schools.

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

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

4. Education records – any record in handwriting, print, tape, film, or other medium maintained by AGES which is directly related to the student EXCEPT:

- a. a personal record kept by a school staff member if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute;
- b. an employment record which is used only in relation to a student's employment by the Ashland-Greenwood Public Schools;
- c. alumni records which contain information about a student after he or she is no longer in attendance and which do not relate to the person as a student.

#### **Inspection of Education Records**

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

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

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

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

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

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

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

### **Disclosure of Education Records**

Ashland-Greenwood Public Schools will disclose information from a student's education records only with the written consent of the parent or eligible student EXCEPT to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

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

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

### **Record of Requests for Disclosure**

Ashland-Greenwood Public Schools will maintain a record of all requests for and/or

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

### **Directory Information**

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

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

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

A parent or eligible student has the right to refuse to let the district designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as

follows: two weeks from the time this information is first received. Please contact the Superintendent's Office and indicate your refusal to have your child's information designated as directory information.

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

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

#### **Correction of Education Records**

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

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

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

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

#### **Formal Complaints**

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

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

#### **PPRA Notice**

Under PPRA, parents have the right to:

1. Consent before students are required to submit to a survey funded in whole or in part by a program of the U.S. Department of Education which concerns one or more of the following protected areas:
  - a) political affiliations or beliefs of the student or student's parent
  - b) mental or psychological problems of the student or student's family
  - c) sex behavior or attitudes
  - d) illegal, anti-social, self-incriminating, or demeaning behavior
  - e) critical appraisals of others with whom respondents have close family relationships
  - f) legally recognized privileged relationships, such as with lawyers, doctors, or ministers
  - g) religious practices, affiliations, or beliefs of the student or parents
  - h) income, other than as required by law to determine program eligibility
2. Receive notice and an opportunity to opt a student out of
  - a) any other protected area survey, regardless of funding
  - b) any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
  - c) activities involving the collection, disclosure, or use of personal information obtained from students for



marketing or to sell or to otherwise distribute the information to others

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.

#### **IX. TITLE IX POLICY**

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.



### ***VIII. Ashland-Greenwood Elementary Staff***

## PreK-2nd Primary School

Amanda Moon.....	Principal
Kelly Jacobs.....	Office Assistant
Lindsay Wellman.....	Registered Nurse
Sarah Peterson.....	Health Assistant
Jessica Manion.....	Guidance Counselor
Erin Rathe.....	Preschool
Tori Nelson .....	Preschool
Darcy Carey.....	EC Special Education & Preschool Coordinator
Danielle Hyatt.....	EC Special Education
Rebecca Hodges.....	Kindergarten
Amber Holz.....	Kindergarten
Abbi Egenberger.....	Kindergarten
Hailey Hansen.....	1 <sup>st</sup> Grade
Barb Murphy.....	1 <sup>st</sup> Grade
Kim Webster.....	1 <sup>st</sup> Grade
Jessica Moss.....	1 <sup>st</sup> Grade
Ali Mumm.....	2 <sup>nd</sup> Grade
Brandi Lambert.....	2 <sup>nd</sup> Grade
Christine Brady.....	2 <sup>nd</sup> Grade
Megan Rossell.....	2 <sup>nd</sup> Grade
Kelsy Cooper .....	Academic Interventionist
Naomi Barent.....	Academic Interventionist
Jenny Washburn.....	Academic Interventionist
Abra Prescott.....	Special Education
Allison Navickas.....	Special Education
Ashley Teten.....	Special Education
Kenzie Lambert.....	Special Education
Kelsey Parsons....	Speech-Language Pathologist
Claire Johnson....	Speech-Language Pathologist
Megan Hulse.....	Vocal Music
Ashley Armstrong.....	Physical Education
Cori Lightfoot.....	Art
Patti Feldhacker.....	Paraprofessional
Maryanne Hanger.....	Paraprofessional
Jessica Lee.....	Paraprofessional
Alexandra Hammers.....	Paraprofessional
Becca Hansen.....	Paraprofessional
Graig Skartvedt.....	Paraprofessional
Elizabeth Maack.....	Paraprofessional
Tara Leuck.....	Paraprofessional
Sandy Svoboda.....	Paraprofessional

### 3rd-5th Intermediate School

Megan Poell.....	Principal
Sheri Buck.....	Office Assistant
Lindsay Wellman.....	Registered Nurse
Sarah Peterson.....	Health Assistant
Jessica Manion.....	Guidance Counselor
Brandy Druke.....	3 <sup>rd</sup> Grade
Mackenzey Ernesti.....	3 <sup>rd</sup> Grade
Jody Gude-Rung.....	3 <sup>rd</sup> Grade
Amy Gilbride.....	3 <sup>rd</sup> Grade
Laura Parrish.....	4 <sup>th</sup> Grade
Allyson Reestman.....	4 <sup>th</sup> Grade
Patrick Mencke.....	4 <sup>th</sup> Grade
Allysia Kelley.....	4 <sup>th</sup> Grade
Dillon Campbell.....	5 <sup>th</sup> Grade
Bryce Chudomelka.....	5 <sup>th</sup> Grade
Taya Craven.....	5 <sup>th</sup> Grade
Haley Kerkman.....	5 <sup>th</sup> Grade
Stacy Lawley.....	Academic Interventionist
Cody Buescher.....	Special Education
Kristen Hanna.....	Special Education
Makenna Pearson.....	Special Education
Erica LaVigne.....	Speech-Language Pathologist
Megan Hulse.....	Vocal Music
Shelby Gress.....	Instrumental Music
Ryan Thompson.....	Physical Education
Cori Lightfoot.....	Art
Melissa Stewart.....	Media Specialist
Michael Miller.....	Paraprofessional
Faith Buck.....	Paraprofessional
Natalia Marzoa.....	Paraprofessional
Danielle Alger.....	Paraprofessional
Samantha Kolar.....	Paraprofessional



## Ashland-Greenwood Public Schools Elementary Supply List 2025-2026

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

**PRESCHOOL** – Crayola Watercolors, 2 inch 3-ring “view” binder, 4 pack of Play-Doh (4 oz), Kleenex, AM Class- Quart Sized Ziploc Bags, PM Class- Sandwich Sized Ziploc Bags

**KINDERGARTEN** — 4 small glue sticks, small blanket or towel for rest time, 1 package No. 2 yellow pencils, 3 plastic pocket folders (red, blue, green), large pink erasers, 2 boxes of Crayola crayons (24 count), 1 box of Crayola markers (8 count), 2 boxes of skinny black Expo markers, 1 plastic pencil box

**GRADE 1** — plastic school box, box of crayons (24 count), box of classic markers (8 or 10 count), large glue sticks, No. 2 yellow pencils, 2 pocket plastic folders, large pink erasers, blunt scissors, 1 composition notebook (wide ruled or with handwriting lines), 2 boxes skinny black Expo markers

**GRADE 2** — No. 2 yellow pencils, box of markers (8 count), crayons, plastic school box, large pink erasers, one package pencil top erasers, large glue sticks, 1 wide-ruled notebook, scissors, 4 pocket folders with prongs, 2 boxes fine tip dry-erase markers (pencil size)

**GRADE 3** —No. 2 pencils, large pink erasers, small school box, student scissors, 1 one-subject wide-ruled spiral notebook, glue sticks, colored pencils, 2 pocket folders (one should be plastic), 1 composition notebook, highlighter, 1 box of fine tip dry-erase markers (pencil size), box of crayons (24 count)

**GRADE 4** — No. 2 pencils, erasers, 24 count crayons or colored pencils, 1 one-subject wide-ruled spiral notebooks, 2 two-pocket folders, 1 glue bottle, box of markers (8 count), scissors, small school box, 1 box of Expo dry erase markers

**GRADE 5** — No. 2 pencils, erasers, scissors, 3 single-subject spiral notebooks, glue sticks, colored pencils, 5 two-pocket folders, box of markers (8 to 16 count), crayons (24 count), highlighters, school box, 1 box of Expo dry erase markers





**ASHLAND-GREENWOOD PUBLIC SCHOOLS  
SCHOOL PHYSICAL EXAMINATION AND VISUAL EVALUATION  
FOR KINDERGARTEN AND OUT-OF-STATE TRANSFER STUDENTS**

**DIRECTIONS:** A physical examination and a visual evaluation completed within six months prior to school entrance are required by state law for all students entering Kindergarten or transferring from out of state to any grade. All sections of this examination form must be completed prior to its being returned to the school offices. Please note that this form requires signatures for both the physical examination and the visual evaluation before it is considered complete. The physical examination and visual evaluation may be performed by a physician, a physician assistant, or an advanced practice registered nurse; the visual evaluation may also be performed by an optometrist or ophthalmologist. Children are exempt from this requirement when the parent/guardian provides a written statement of objection. For more information about these requirements, including the availability of resources for low-income families, please contact the school nurse in your child's school. For middle school and high school students transferring in from out of state, this completed form will also serve as a sports physical (parent permission form still required).

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ DOB: \_\_\_\_\_

GRADE: \_\_\_\_\_ GENDER: M F

PHYSICAL EXAMINATION			
HT _____	WT _____	BP _____ / _____	Pulse _____
Urinalysis _____			
Hemoglobin/Hct _____			
Audiometric Screening Report			
	500	1000	2000 3000 4000 6000
R	_____	_____	_____
L	_____	_____	_____
EXAM	Normal	Abnormal	Comments
Thyroid	_____	_____	_____
Lungs	_____	_____	_____
Heart	_____	_____	_____
Abdomen	_____	_____	_____
Hernia	_____	_____	_____
Neck	_____	_____	_____
Upper Extremities	_____	_____	_____
Back/Spine	_____	_____	_____
Lower Extremities	_____	_____	_____
Description of any lab results obtained _____			
_____			
Medication child is currently taking _____			
_____			
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 school activities except as noted below. Any exceptions or required modifications should be re-evaluated annually or as specified.			
Modifications or exceptions _____			
_____			
_____		_____	
(provider signature)		(date)	
Provider's Address: _____			
Provider's Phone Number: _____			

VISUAL EVALUATION			
	Pass	Fail	Recommend Further Eval
Amblyopia	_____	_____	_____
Strabismus	_____	_____	_____
Internal Eye Health	_____	_____	_____
External Eye Health	_____	_____	_____
Visual Acuity			
20 feet	Right 20/_____	Left 20/_____	aided/unaided
16 inches	Right 20/_____	Left 20/_____	aided/unaided
Comments/Recommendations _____			
_____			
_____			
_____		_____	
(provider signature)		(date)	
Provider's Address: _____			
Provider's Phone Number: _____			

**Immunization Record**

	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5
DPT, DtaP, or TD					
Polio					
MMR					
Hepatitis B					
HIB					
Varivax					
Other					

Date (month/year) child had chicken pox \_\_\_\_\_  
(varivax immunization not required if date provided)

TB Test Date \_\_\_\_\_ Results \_\_\_\_\_



**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 2025-2026 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 visit SAS website at [www.sas-mn.com](http://www.sas-mn.com) or contact your child's school office to receive an application/ payment form.***

<b>2025-2026 PREMIUM RATES</b> (One Time Policy Year Premiums)	
<b>PREMIUMS &amp; COVERAGE OPTIONS</b>	<b>COST FOR OPTION</b>
<b>SCHOOL TIME COVERAGE Grades PK-12 (Does NOT Include Interscholastic Sports Coverage grades 7-12)</b> – Protects the student while: a) attending regular school sessions, b) participating in or attending school-sponsored and supervised extracurricular activities, c) traveling directly to and from school for regular school sessions, and while traveling to and from school-sponsored and supervised extracurricular activities in school provided transportation. DOES NOT cover participation in interscholastic sports for students in grades 7-12.	<b>\$16.00</b>
<b>FULL TIME COVERAGE Grades PK-12 (Does NOT include Interscholastic Sports Coverage grades 7-12)</b> – Covers the student 24 hours a day until school starts next year. Includes coverage while at home and school, on weekends and during summer vacation. DOES NOT cover participation in interscholastic sports for students in grades 7-12.	<b>\$99.00</b>
<b>SCHOOL TIME COVERAGE Grades PK-12 AND INTERSCHOLASTIC SPORTS COVERAGE Grades 7-12 (does not include Football grades 9-12)</b> – In addition to School-Time Coverage shown above, includes All Interscholastic Sports Coverage that protects the student while practicing for or competing in school-sponsored and supervised interscholastic sports including travel in school provided transportation, for grades 7-12. DOES NOT cover Football for grades 9-12.	<b>\$91.00</b>
<b>FULL TIME COVERAGE Grades PK-12 AND INTERSCHOLASTIC SPORTS COVERAGE Grades 7-12 (does not include Football grades 9-12)</b> – In addition to the Full-Time Coverage shown above, includes All Interscholastic Sports Coverage that protects the student while practicing or competing in school-sponsored and supervised interscholastic sports including travel in school-provided transportation for grades 7-12. DOES NOT cover Football for grades 9-12.	<b>\$174.00</b>
<b>FOOTBALL COVERAGE Grades 9-12</b> – Protects the student while practicing for or competing in school-sponsored and supervised interscholastic football including travel in school-provided transportation for grades 9-12.	<b>\$250.00</b>
<b>EXTENDED DENTAL COVERAGE Grades PK-12</b> – 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 prostheses are limited to \$500 per injury, including procedures performed to install them. Dental prostheses include, but are 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.	<b>\$9.00</b>

**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 12:01A.M. following the date the envelope containing the enrollment form and premium payment is postmarked by the U.S. Postal Service; or for online enrollment 12:01 A.M. following the date the proper premium is received by the Plan Administrator. Interscholastic sports coverage expires on the last day of the authorized season of the current school year. School-Time and Full-Time Coverage expires on the first day of school next year.

**The Medical Benefits and Exclusions below apply to Coverage Options previously listed.**

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## MEDICAL BENEFITS (What the Insurance Plan Pays)

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When injury covered by the 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 covered services 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. 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.

**All Amounts Listed Below are Per Injury.**

### PHYSICIAN'S SERVICES –

- a) Surgical Care (surgeon, assistant surgeon, anesthesia) – 80% U&C, up to \$2,500
- b) Nonsurgical Care (includes physiotherapy performed other than in a hospital, 1 visit per day) – U&C, up to \$50 per visit, maximum 6 visits

### HOSPITAL CARE –

- a) Inpatient Care: (1) Hospital Semi-Private Room – U&C, up to \$500 per day  
(2) Hospital Miscellaneous Services – 80% U&C, up to \$2,500
- b) Outpatient Care: (1) Facility Charges for Day Surgery – U&C, up to \$2,500  
(2) Emergency Room – 80% U&C, up to \$500

NOTE: Benefits for hospital miscellaneous and outpatient care charges are limited to services not scheduled under Medical Benefits.

**X-RAY SERVICES** (includes charges for reading) – U&C, up to \$250

**LABORATORY SERVICES** – U&C, up to \$250

**DIAGNOSTIC IMAGING** (includes MRI, CT scan, bone scan and charges for reading) – U&C, up to \$500

**DENTAL TREATMENT** (in lieu of all other medical benefits; for repair and/or replacement of each sound and natural tooth) – U&C, up to \$250 per tooth

**AMBULANCE SERVICES** – U&C, up to \$500

**ORTHOPEDIC APPLIANCES** (when prescribed by a physician for healing) – U&C, up to \$250

**PRESCRIPTION DRUGS** (take home) – U&C, up to \$250

**REPLACEMENT EYEGLASSES, CONTACT LENSES, HEARING AIDS**

(when medical treatment is required for covered injury) – U&C, up to \$250

**MOTOR VEHICLE INJURY** – Same as any injury, up to \$2,500

### 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.....	\$2,500	Double Dismemberment.....	\$10,000
Loss of an Eye.....	\$2,500	Single Dismemberment.....	\$ 2,500

**NOTICE: The policy contains a provision limiting coverage to the usual and customary charges. This limitation may result in additional out-of-pocket expenses for the insured.**

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## EXCLUSIONS (What the Plan DOES NOT Pay)

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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. The practice or play of interscholastic sports including travel to or from such activity, practice, or play for students in grades 7-12, unless such premium is paid.

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

***If you wish to purchase coverage from Student Assurance Services or to receive an information brochure/application, please visit SAS website at [www.sas-mn.com](http://www.sas-mn.com) or contact your child's school office.***

**Have Questions? Call toll free at 800-328-2739 or visit SAS website at [www.sas-mn.com](http://www.sas-mn.com)**

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

**July 1, 2025**

Dear Parent/Guardian:

Children need healthy meals to learn. **Ashland-Greenwood Public Schools** offers healthy meals every school day. Breakfast costs **\$2.25**; lunch costs **\$3.20, PreK-5<sup>th</sup>, \$3.35, 6<sup>th</sup>-12<sup>th</sup>. Your children may qualify for free or reduced price meals. Reduced price is **\$.30** for breakfast and **\$.40** 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 26<sup>th</sup>, 2025** 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 **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: **Ashland-Greenwood Public Schools, 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 **Ashland-Greenwood Public Schools, 1842 Furnas Street, Ashland NE 68003** immediately.

**5. CAN I APPLY ONLINE?** You are encouraged to complete an online application instead of a paper application if your school district makes this option available. The online application has the same requirements and will ask you for the same information as the paper application. Visit **<http://news.agps.org>** to begin or to learn more about the online application process. Contact **Ashland-Greenwood Public Schools, 1842 Furnas Street, Ashland NE 68003** if you have any questions about the online application.



6. 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.
7. 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.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. 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.
10. 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: **Jill Finkey, 1842 Furnas Street, Ashland NE 68003.**
11. 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.
12. 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.
13. 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.
14. 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.
15. 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 **Ashland-Greenwood Public Schools, 1842 Furnas Street, Ashland NE 68003** to receive a second application.
16. 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](http://ACCESSNebraska.ne.gov) or call 1-800-383-4278.

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

Sincerely,

**Karee Nielsen, Food Service Director**

## 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. If you do not select race or ethnicity, one may be selected based on visual observation.

**For households with FOSTER, HOMELESS, MIGRANT or RUNAWAY 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 you do not select race or ethnicity, one may be selected based on visual observation.

**If some of the children in the household are foster children or are homeless, migrant or runaway children:**

- Part 1:** List all children, the school they attend and their grade. Check the appropriate box.  
**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. By doing 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. If you do not select race or ethnicity, one may be selected based on visual observation.

**Please note:** Children who meet the definition of homeless, migrant or runaway, are eligible for free meals. However, the school district must have documentation on file from a migrant coordinator, homeless/runaway liaison or the district's Direct Certification list to approve the child for free 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. By doing 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. If you do not select race or ethnicity, one may be selected based on visual observation.

Return Completed Application to: ASHLAND-GREENWOOD PUBLIC SCHOOLS 1842 Furnas St, Ashland Ne 68003

**Part 1: Children in School**

List names of all children in school (**First, Middle Initial, Last**).  
If all children listed are foster, skip to Part 4 to sign the form.  
If some of the children are foster or are homeless, migrant or runaway children, complete all steps of the application.

Grade

Name of School Child Attends

Check all that apply:  
Foster Child ☐ Homeless, Migrant, Runaway ☐

			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

**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 ☐ Asian ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander  
☐ Not Hispanic or Latino ☐ White ☐ American Indian or Alaskan Native

**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: _____	<input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> Denied <input type="checkbox"/> Income <input type="checkbox"/> Income Reason for denial: <input type="checkbox"/> Categorically eligible: <input type="checkbox"/> Income too high <input type="checkbox"/> SNAP/TANF/FDPIR <input type="checkbox"/> Incomplete application <input type="checkbox"/> Foster Child <input type="checkbox"/> Homeless/Migrant/Runaway: (Official Documentation Required at School)			
Total Income: _____ per				
<input type="checkbox"/> Year <input type="checkbox"/> Month <input type="checkbox"/> 2 X Mo <input type="checkbox"/> Every 2 Wks <input type="checkbox"/> Week				

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.**

<b>FEDERAL INCOME CHART</b> for School Year 2025-26					
Household size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	28,953	2,413	1,207	1,114	557
2	39,128	3,261	1,631	1,505	753
3	49,303	4,109	2,055	1,897	949
4	59,478	4,957	2,479	2,288	1,144
5	69,653	5,805	2,903	2,679	1,340
6	79,828	6,653	3,327	3,071	1,536
7	90,003	7,501	3,751	3,462	1,731
8	100,178	8,349	4,175	3,853	1,927
Each additional person:	10,175	848	424	392	196

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.

**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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: (833) 256-1665 or (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto: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

**(Mark EACH program to which you want information released.)**

- \_\_\_ School Administration for purposes of the student fee waiver program.
- \_\_\_ School Counselor programs (testing fees, college applications, scholarships, etc).
- \_\_\_ Middle School/High School Activity programs fee waiver/reduction.
- \_\_\_ Ashland Ministerial Assn. for programs for students.
- \_\_\_ VFW Toys for Tots programs for students.
- \_\_\_ Back-to-School Backpack program for students.
- \_\_\_ Kids Cupboard program for students.
- \_\_\_ Concussion Testing program for students.

**If you checked yes to the Yes box 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: \_\_\_\_\_

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 hot lunch 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.

**POTENTIAL AMENDMENTS OR SUPPLEMENTS:**

In light of the recent increase of state and federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. You agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time. You will return any requested acknowledgement, as well.



