

2026-2027

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



Ashland-Greenwood Elementary Student-Parent Handbook 2026-2027

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, cortney.couch@agps.org, (402)944-2114 The school district's nondiscrimination policy and grievance procedures are included in this policy, or can be accessed at: 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. **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 12th 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 2026-2027

August 3	School Building Offices Open
August 17	Elem. Back to School Night
August 19	First Day of School
September 7	No School - Labor Day
September 28	No School – Staff In-service
October 16	No School – Staff In-service
October 21	Early Dismissal - 12:50/1:00 Parent-Teacher Conferences 1:30-8:30 PM
October 23	No School - Quarter Break
November 11	Early Dismissal – 12:50/1:00
November 25-27	No School – Thanksgiving Break
December 18	Early Dismissal – 12:50/1:00 Winter Break Begins
January 4	No School - Staff In-service
January 5	School Resumes
January 18	No School - Staff In-service
February 18	No School - Staff In-service
February 19	No School
March 5	No School - Staff In-service
March 10	Early Dismissal - 12:50/1:00 Parent-Teacher Conferences 1:30-8:30 PM
March 12	No School
March 26- 29	No School – Spring Break
May 27	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 main 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 the Jays Walking Program. These programs start at 7:45 AM at Intermediate and 7:55 at Primary.

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.

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. Students absent for an extended period of time in a quarter may be assigned Learning Recovery Time during recesses, enrichment periods, in-service days, before/after school, or designated intervention blocks to recover missed instruction on priority standards. Because our instructional program is designed around active participation, collaboration, guided practice, and teacher feedback, regular attendance is essential for student success. Learning Recovery Time provides students with an opportunity to regain critical learning experiences and demonstrate proficiency on priority standards that may have been missed during absences.

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. Students who miss school due to illness or an unexcused absence are not allowed to attend evening activities (e.g. concert) that day.

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 unverified 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 17th 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

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's main 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 meals can be found on the monthly menu posted on the school website. 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. Click on the parent or student link and select 'Student Meals Links' and then select 'Online Payments - eFunds'.

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. Click the tab 'Student 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, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov This institution is an equal opportunity provider



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.

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). Grades are reported on the students' progress towards grade-level standards, also known as standards-based grading. 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.

REACH Program

The REACH program is a project-based learning program for high ability students at Ashland-Greenwood Intermediate. Students are selected for this program based on consistent, high-achieving standardized testing scores across multiple academic assessments, as well as their classroom performance. If your child qualifies for REACH, a letter will be sent home. 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.

Multi-Tiered Systems of Support (MTSS) - Personnel & Services

Multi-Tiered Systems of Support (MTSS) is a proactive, data-driven framework used to provide targeted academic, behavioral, and social-emotional support to all students. It structures instruction and intervention into three tiers of increasing intensity, ensuring that students needing additional support receive timely, specialized assistance while those meeting benchmarks continue to progress. By continuously screening students and monitoring their response to evidence-based instruction, MTSS allows educators to make informed, collaborative decisions to optimize student outcomes.

School-based specialists including intervention teachers, speech language pathologists, occupational therapists, physical therapists,

vision and hearing specialists, counselors, psychologists, nurses, instructional coaches, and mental health practitioners may provide support services to meet the needs of students within an MTSS framework. School-based specialists may assist teachers in planning classroom support strategies, accommodations, and modifications as well as monitoring the effectiveness of these supports. This includes but is not limited to consultation and collaboration with the building MTSS team, classroom observations, and student progress monitoring. School-based specialists may also work with students in small groups or individually to assess and provide additional layers of support. These services are accessible to all students based on level of need and offered as part of general education programming.

Prior to the start of support services, parents will be contacted by the school-based specialist and informed of any small group or individual support recommended for their child. Informed written consent is not required for school-based specialists to provide this support within a general education MTSS framework. Prior written notice will be given and informed parental consent will be obtained prior to any evaluation to determine special education eligibility, or the provision of special education services. Informed parental consent will also be obtained prior to any school based mental health therapy.

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-5th 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-5th grade classes on an eight day cycle during the school year. The library/media specialist provides instruction and resources including printed materials, computer technology, electronic resources and programs to enhance learning. Per Board Policy 6046, parents and educational decisionmakers will have access to the district catalog of library books and a parent or educational decisionmaker shall have the opportunity to be notified when the Parent's student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

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 3rd-5th participate in the Nebraska Student-Centered Assessment System (NSCAS) in the spring. Students in 5th grade will also take the Nebraska State Science Assessment. Results are disseminated to parents in the fall of the following school year at conferences.
- 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, misuse of artificial intelligence (AI), 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; or using AI tools, applications, or devices to obtain or generate answers when such use has not been authorized by the teacher.
 - 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; or submitting work generated wholly or substantially by AI tools as one's own when such use has not been authorized by the teacher.
 - 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. Submitting work purchased from, provided by, or substantially generated by another person or AI tool without authorization or proper attribution constitutes plagiarism.
3. Responsible Use of Artificial Intelligence: The school recognizes that AI tools may support learning when used appropriately. Teachers may permit, restrict, or prohibit AI use depending on the instructional purpose of an assignment. When AI use is permitted, students must:
 - a. Follow the teacher's expectations regarding acceptable AI use.
 - b. Disclose and appropriately cite AI-generated content, assistance, or feedback when required by the teacher.

- c. Ensure that all submitted work accurately reflects the student's understanding and learning.
- d. Not use AI tools to circumvent learning, complete assessments dishonestly, or misrepresent authorship of work.
- 4. Contributing to Cheating and Plagiarism includes but is not limited to:
 - a. Allowing another student to look at one's test answers.
 - b. Allowing another student to copy one's papers or projects.
 - c. Providing another student with completed assignments or projects.
- 5. Academic sanctions for academic integrity violations will include:
 - a. Affected students will receive a grade of 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.
- 6. Because academic integrity offenses are a violation of school rules, the principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension 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.

Protocol for Emergency Situations

According to state regulation(Rule 59), 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) Summon school nurse or trained staff to implement emergency protocol
- 3) Check airway/patency, breathing, respiratory rate and pulse
- 4) Administer epinephrine (EpiPen Jr for person <50lbs or EpiPen for person >50lbs) - press and hold for three seconds
- 5) Determine cause as quickly as possible
- 6) Follow with nebulized albuterol while waiting for EMS. If there is no improvement, one additional treatment of nebulized albuterol can be given after 5 minutes if needed
- 7) Administer CPR if needed
- 8) Monitor vital signs (such as pulse and respiration)
- 9) Contact parents and physician
- 10) Anyone treated for symptoms with epinephrine at school needs to be transferred to a medical facility

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. Policy 5048 is required to be in all handbooks and states that School employees will comply with the requirements of the NDE Rule 59 protocol entitled, "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" (Protocol) to address

incidents of anaphylaxis involving students at school when those students do not have existing response plans. For students with individual self-management plans, Section 504 plans, or Individualized Education Programs (IEP) addressing asthma or anaphylaxis responses, school employees will comply with those plans. The district shall procure and maintain the equipment and medication necessary to implement the Protocol.

The superintendent shall obtain the required signature(s) of one or more Prescribing Health Care Practitioners on the Protocol form. The superintendent shall publish this policy and Protocol in each student and employee handbook.

The superintendent shall arrange to have a qualified medical professional train employees, and for training updates as necessary. This may be a medical doctor, qualified school nurse, or other person qualified to train staff on the medication of students.

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.

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, 7th 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 7th through 12th 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 (100° or higher)
- 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. 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.

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 \$75.00 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

Athletic Events/School Plays and Musicals (All Levels)

Adults: \$6.....Students: \$5

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

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those

expectations will be clearly communicated to all students and their parents.

3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

A. Prohibited Conduct

The following conduct constitutes Prohibited Conduct if the conduct occurs on school grounds, a school-sponsored activity or athletic event, or in a vehicle owned, leased, or contracted by AGPS being used for a school purpose or in a vehicle driven for a school purpose by a school employee or by his or her designee.

1. Use of violence, force, coercion, threat, intimidation, 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 person. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct"

2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property
3. Causing or attempting to cause personal injury to any person. 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
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon, including, but not limited to dangerous weapons
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401 of the Nebraska statutes, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 of the Nebraska statutes, or being under the influence of a controlled substance or alcoholic liquor
7. Public indecency as defined in section 28-806 of the Nebraska statutes, except that the definition of public indecency applies only to students at least twelve years of age
8. Engaging in bullying as defined in Board Policy 5054
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual

assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended

10. Engaging in any other activity prohibited by the laws of the State of Nebraska or the City of Ashland, which activity constitutes a danger to any person or that interferes with school purposes
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. Insubordination, dishonesty, or gross disrespect to teachers, school officials, other school employees, volunteers, or bus/van drivers
 - b. Skipping school, advisory, or regulated time, being tardy, or being out of the building without permission
 - c. Plagiarism, cheating, or other academic dishonesty
 - d. Harassment or discrimination against any person on the basis of the individual's race, national origin, sex, disability, age, religious beliefs, personal appearance, sexual orientation, gender, or marital status
 - e. Retaliation against any person for reporting or asserting a claim of harassment, discrimination or bullying
 - f. Possession or use of a cell phone or other electronic device in violation of rules contained in the Parent-Student Handbook
 - g. 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, sex, national origin, or religion;
- h. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - i. Violating school bus rules as set by the school district or district staff;
 - j. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - k. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - l. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - m. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - n. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of

"hazing" as defined below. Initiations are prohibited except by permission of the superintendent;

- o. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- p. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as

Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- q. Violation of the Internet Safety and Acceptable Use Policy or any computer use agreement
- r. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- s. Using any object to simulate possession of a weapon;
- t. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- u. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

B. Forms of School Discipline

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 prior disciplinary records and the need for consistency and fairness. (MINOR/Classroom Managed). This process may include: re-direction and re-teaching; reminder of desired behavior and eventual consequences and a log entry for our records; classroom managed consequence; parent contact; acknowledgement when behavior improves; and possible further consequences or involvement of an administrator.

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 nondiscretionary disciplinary action. Those offenses, and their consequences, are detailed in the sections below. (MAJOR/Office or Administrator Managed). This process may include an entry on EduClimber (or a pattern of entries); Problem solving with the student; alternate placement; time out/detention time; conference with the student; in-school suspension; out-of-school suspension; parent contact, additional attendance after school or on Saturday; transportation consequences or suspensions; restitution; community service; expulsion; or other actions to assure the health, safety, and well being and educational rights of others are protected.

VII. STUDENT EXPULSION, SUSPENSION, & MANDATORY REASSIGNMENT

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

For purposes of this section, "Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her Parent.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; 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 suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed 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. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's Parent, describing: the student's conduct, misconduct, or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.

An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.

Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: 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.

Firearms. No student may bring, possess, handle, or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm," as defined in 18 U.S.C. 921, means 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as

hereinafter set forth. The process for long-term suspension is set forth below.

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. 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; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **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. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **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, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:

Prohibited Conduct described in paragraphs (1) through (11) above constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb.

Rev. Stat. § 79-254 through 79-296, when such activity occurs 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 by his or her designee, or at a school-sponsored activity or athletic event. Prohibited Conduct described in paragraphs (11a) through (11u) above constitutes grounds for short-term suspension and/or other disciplinary action. Alternatives to suspension or expulsion will be imposed against students who are truant, tardy, or otherwise absent from required school activities.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

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 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; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

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 Parent 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. Resources the school is able to provide or recommend to assist the student;
4. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
5. 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;

6. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
7. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative 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
8. A form on which the student, the student's Parent 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 Parent or representative(s) 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 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 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 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, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's Parentor 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).

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.

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)

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

providing the Principal with a written request for such exemption.

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.

Selling and Trading Items at School

Students are not permitted to sell, trade, or distribute items at school or during school-sponsored activities. This includes, but is not limited to, candy, toys, cards, food, beverages, collectibles, personal items, and other merchandise. The sale of items by students is only permitted when it is part of an approved fundraiser conducted by an organization, club, team, or other authorized group. Students who bring items to school for the purpose of selling may have those items confiscated and returned at the discretion of school administration.

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.



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.

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
Abbi Egenberger.....	Preschool
Tori Nelson	Preschool
Darcy Carey.....	EC Special Education & Preschool Coordinator
Danielle Hyatt.....	EC Special Education
Rebecca Hodges.....	Kindergarten
Amber Holz.....	Kindergarten
Hailey Hansen.....	Kindergarten
Shawna Harrison.....	Kindergarten
Grace Rettele.....	Kindergarten
Barb Murphy.....	1 st Grade
Kim Webster.....	1 st Grade
Jessica Moss.....	1 st Grade
Ali Mumm.....	2 nd Grade
Brandi Lambert.....	2 nd Grade
Christine Brady.....	2 nd Grade
Megan Rossell.....	2 nd Grade
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
Patrick Mencke.....	Media Specialist
Patti Feldhacker.....	Paraprofessional
Maryanne Hanger.....	Paraprofessional
Jessica Lee.....	Paraprofessional
Alexandra Hammers.....	Paraprofessional
Becca Hansen.....	Paraprofessional
Shelby Collins.....	Paraprofessional
Elizabeth Maack.....	Paraprofessional
Tara Leuck.....	Paraprofessional
Tichota Sjogren.....	Paraprofessional
Kelsee DeJong.....	Paraprofessional
Amber Hobscheidt.....	Paraprofessional
Kelsey Strode.....	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 rd Grade
Mackenzey Ernesti.....	3 rd Grade
Kennedy Ruisinger.....	3 rd Grade
Amy Gilbride.....	3 rd Grade
Laura Anderjaska.....	4 th Grade
Allyson Reestman.....	4 th Grade
Kailynn Gubbels.....	4 th Grade
Allysia Kelley.....	4 th Grade
Dillon Campbell.....	5 th Grade
Bryce Chudomelka.....	5 th Grade
Taya Craven.....	5 th Grade
Haley Kerkman.....	5 th Grade
Stacy Lawley.....	Academic Interventionist
Graig Skartvedt.....	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
Patrick Mencke.....	Media Specialist
Danielle Alger.....	Paraprofessional
Gabriell Bogatz.....	Paraprofessional
Teegan Crossman.....	Paraprofessional
Samantha Kolar.....	Paraprofessional
Michael Miller.....	Paraprofessional



Ashland-Greenwood Public Schools Elementary Supply List 2026-2027

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 (8 count), 2 inch 3-ring “view” binder, box of Crayola markers (8 count), 2 boxes of Crayola crayons (24 count), 2 glue sticks, 4 pack of Play-Doh (4 oz), Kleenex, AM Class- Baby Wipes, PM Class- Gallon Sized Ziploc Bags

KINDERGARTEN — 4 small glue sticks, headphones (not wireless), 1 package No. 2 yellow pencils, 3 plastic pocket folders (red, blue, green), 3 boxes of Crayola crayons (24 count), 1 box of Crayola markers (8 count), 3 boxes of skinny black Expo markers, 1 plastic pencil box

GRADE 1 — plastic school box, headphones (not wireless), 2 boxes 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), 2 boxes of crayons (24 count), plastic school box, large pink erasers, 1 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), headphones (not wireless), 2 highlighters

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, black dry-erase markers (pencil size), box of crayons (24 count), wired headphones*

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

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, wired headphones*

*For all grade levels, headphones should be wired with a standard 3.5mm round plug (compatible with iPad 9th Gen & Chromebooks). No Bluetooth or Lightning-only connectors, please.





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
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 2026-2027 school year. This information is a summary of the master insurance policy issued to the educational institution. If there is a discrepancy between this information and the master policy, the master policy language will govern. ***If you are interested in purchasing an SAS plan, please contact your child's school office to receive an application/ payment form.***

2026-2027 PREMIUM RATES (One Time Policy Year Premiums)	
PREMIUMS & COVERAGE OPTIONS	COST FOR OPTION
SCHOOL TIME COVERAGE Grades PK-12 (Does NOT Include Interscholastic Sports Coverage grades 7-12) – 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.	\$16.00
FULL TIME COVERAGE Grades PK-12 (Does NOT include Interscholastic Sports Coverage grades 7-12) – 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.	\$99.00
SCHOOL TIME COVERAGE Grades PK-12 AND INTERSCHOLASTIC SPORTS COVERAGE Grades 7-12 (does not include Football grades 9-12) – 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.	\$91.00
FULL TIME COVERAGE Grades PK-12 AND INTERSCHOLASTIC SPORTS COVERAGE Grades 7-12 (does not include Football grades 9-12) – 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.	\$174.00
FOOTBALL COVERAGE Grades 9-12 – 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.	\$250.00
EXTENDED DENTAL COVERAGE Grades PK-12 – Provides benefits up to a maximum of \$5,000 for any dental injury. Covers the student 24 hours a day until school starts next year. Treatment must begin within 60 days from the date of the injury and must be performed within one year from the date of injury. However, if within the one year period following the date of injury the student's attending dentist certifies that dental treatment and/or replacement must be deferred beyond one year, the policy pays the estimated cost of such deferred treatment, but not to exceed \$200 for each tooth. Benefits for 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.	\$9.00

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.

MEDICAL BENEFITS (What the Insurance Plan Pays)

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 OF 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.

EXCLUSIONS (What the Plan DOES NOT Pay)

1. Any sickness, disease, infection (unless caused by an open cut or wound), including but not limited to: aggravation of a congenital condition, blisters, headaches, hernia of any kind, mental or physical infirmity, Osgood-Schlatter disease, osteochondritis, osteochondritis dissecans, osteomyelitis, spondylolysis, slipped femoral capital epiphysis, orthodontics.
2. Injuries for which benefits are paid under Workers' Compensation or Employer's Liability Laws.
3. Any Injury involving a two or three-wheeled motor vehicle or snowmobile or any motorized or engine driven vehicle not designed primarily for use on public streets and highways, unless the insured is participating in an activity sponsored by the Policyholder.
4. 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 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

School Meal Information-ADD

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.