

Ainsworth Community Schools  
Board of Education  
Public Hearings & Regular Meeting  
District Office  
June 13, 2022 - 8:00 PM

AGENDA

*The Mission Slogan of Ainsworth Community Schools is "ACS CARES: We are Committed to Achieving Results for Everyone's Success"*

*In accordance with the Nebraska Open Meetings Act 84-1407-14 the Open Meetings Act is posted on the south wall of the District Office Board Meeting Room.*

The Board reserves the right to move into closed session to protect the public interest or needless injury to the reputation of an individual for any action item listed on the agenda. The Board may, at its discretion, change the order of the agenda to accommodate unforeseen issues related to an agenda item.

1. Opening Procedure, Regular Meeting of Board
  - 1.1. Call to Order, Roll Call, and Pledge of Allegiance
  - 1.2. Approval of Agenda
  - 1.3. Welcome Extended to Visitors
  - 1.4. Community Input on any Topic: This is your opportunity to speak to any topic concerning the school district. Since it is not an agenda item the board cannot discuss or take action at this time on the matter. Future discussion can be requested as an agenda item. Thank you for your participation.
  - 1.5. Community Input on Agenda Items: This is your opportunity to speak to items on the agenda. If you are not a part of the presentation of the agenda item you need to speak now. Thank you for your participation.
  - 1.6. Annual Public Hearing - Student Fees
  - 1.7. Annual Public Hearing - Parent & Family Involvement or Engagement Policies
  - 1.8. Bullying Policy Review
  - 1.9. Consent Agenda
    - 1.9.1. Minutes of Previous Meeting(s) , attached
    - 1.9.2. Set the next regular meeting for July 11, 2022, at 8:00 p.m. in the District Office. The current agendas will be available for public inspection in the office of the superintendent.
    - 1.9.3. Payment of Claims, Authorization Report, attached
    - 1.9.4. Cash Flow & Financial Reports
2. Reports/Information to the Board
  - 2.1. Principals and Activities Director Reports
  - 2.2. Superintendent Report
  - 2.3. Student-Parent Handbooks (Revised)
3. Action Items
  - 3.1. Approval of Certified Teacher Contract
  - 3.2. Social-Emotional Behavioral Learning Curriculum
4. Adjourn



# **Ainsworth Community Schools**

**520 East 2<sup>nd</sup> Street, PO Box 65  
Ainsworth NE 69210  
402-387-2333  
Fax 402-387-0525**

Dale Hafer  
SUPERINTENDENT

Dedra Stoner  
Laurie Witte  
DISTRICT OFFICE

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## **Board of Education**

### **Public Hearing – Student Fees Policy**

**June 13, 2022 located in the ACS District Office**

**8:00 p.m.**

#### **Purpose**

Schools are required to hold a public hearing annually to review fees and/or materials supplied by students and to consider changes to the policy. Additionally, schools are required to provide a complete list of fees and materials that students are expected to provide during the following school year.

#### **Agenda**

1. Open the Student Fee Hearing
2. Review the Student Fee Policy and List of Fees/Waivers
3. Receive Comment(s) from the Public
4. Adjourn the Hearing

## 2021-22 Student Fees

ORGANIZATION	Students	Fee	Total
<b>Elementary</b>			
Snack Milk Money for Kindergarten, 1st grade	50	\$0.50	\$2,373.50
Elementary Breakfast - Free		\$0.00	\$0.00
Elementary Breakfast - Reduced		\$0.00	\$0.00
Elementary Breakfast - Full		\$0.00	\$0.00
Elementary Lunch - Free		\$0.00	\$0.00
Elementary Lunch - Reduced		\$0.00	\$0.00
Elementary Lunch - Full		\$0.00	\$0.00
<b>Middle School</b>			
Class of 2026 : Dues	24	\$15.00	\$345.00
Class of 2027: Dues	32	\$10.00	\$300.00
Class of 2028 : Dues	33	\$5.00	\$160.00
Athletic Event Admission (Gate Receipts)	-	\$2.00-\$5.00	\$4,229.50
Fees for damage or lost property	-	\$3.00-\$50.00	\$5.00
Charged for athletic equipment, uniforms not returned	-	\$10-\$50	\$0.00
Summer School		\$25.00	\$0.00
General Shop (Lab Fees)		\$15-\$25	\$0.00
Middle School Breakfast - Free		\$0.00	\$0.00
Middle School Breakfast - Reduced		\$0.00	\$0.00
Middle School Breakfast - Full		\$1.70	\$0.00
Middle School Lunch- Free		\$0.00	\$0.00
Middle School Lunch - Reduced		\$0.00	\$0.00
Middle School Lunch - Full		\$3.20	\$0.00
<b>High School</b>			
Class of 2022 : Dues	40	\$20.00	\$760.00
Class of 2023 : Dues	33	\$25.00	\$655.00
Class of 2023 : Dues	35	\$20.00	\$680.00
Class of 2024 : Dues	30	\$20.00	\$580.00
Laptop Deposit		\$50.00	\$4,270.00
Laptop Repairs/Fees		\$12.00-\$1000.00	\$2,079.00
Pom Squad : Uniforms	-	\$50-\$200	\$0.00
Cheerleader : Uniforms	-	\$50-\$150	\$1,918.90
FBLA : Dues		\$15.00	\$75.00
FFA : Dues/Jacket/Convention		\$20-\$55	\$600.00
FCCLA : Dues		\$0.00	\$0.00
Thespians : Dues/tshirts		\$0.00	\$0.00
Visual Arts Club : Dues/Shirt/Trip		\$10-\$15	\$618.50
General Shop (Lab Fees)	-	\$4-\$300	\$1,054.90
Speech Tournament (Motel & Shirts)	-	\$5-\$35	\$179.00
Athletic Event Admission (Gate Receipts)	-	3.00-6.00	\$24,935.00
Fees for damage or lost property	-	\$3.00-\$50.00	\$20.00
Charged for athletic equipment, uniforms not returned		\$10-\$25	\$0.00
Summer School		\$50.00	\$0.00
High School Breakfast - Free		\$0.00	\$0.00
High School Breakfast - Reduced		\$0.00	\$0.00
High School Breakfast - Full		\$0.00	\$0.00

High School Lunch - Free		\$0.00	\$0.00
High School Lunch - Reduced		\$0.00	\$0.00
High School Lunch - Full		\$0.00	\$0.00
Library Fines (MS-HS)	-	\$0.05-\$30.00	\$123.45
All Sports Passes-K-6 \$25 7-12 \$35 Adult \$75/VB\$25 FB\$15 BB\$40		\$15.00-\$75.00	\$1,720.00
<b>TOTAL</b>			<b>\$47,681.75</b>

**Appendix “1” to Student Fees Policy  
of  
Ainsworth Community Schools  
Additional Specification of Required Materials and Fees**

<b>Program</b>	<b>General Description of Fee or Material:</b>	<b>\$ Amount of Fee (Anticipated or Maximum)<sup>1</sup> or Specific Material Required:</b>
<b><u>Elementary Program:</u></b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt, undergarments.
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged.
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, recorders and a "gig bag", etc.) Limited instruments available for use by any student. Refundable damage deposit of \$20.00 for use of school owned instrument.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers, notebooks, etc.)	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from a class supply list that may be handed out by the office or a teacher.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs.

<sup>1</sup> Generally, dollar amounts are stated in terms of “maximums.” The actual fee or charge may be less during the school year.

Summer school courses	Classes offered during the summer, or at night, if any	Not to exceed \$60 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (10¢) per page when charges apply.
School Meals		Breakfast--\$2.00 Lunch--\$2.50 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
	<b>General Description of Fee or Material:</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required:</b>
<b>Secondary Program:</b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt, undergarments.
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes.
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Damage deposit of \$20.00 for use of school owned instrument.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers, notebooks, etc.)	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists that may be handed out by the office or individual teachers.
Laptop	Annual \$50 non-refundable Fee	Nonrefundable \$50 for one Apple MacBook, charger, battery, carrying case, & carrying strap.
Advanced math or science classes	Specialized calculators	Refundable damage deposit of \$25 per semester may be required for students who wish to use school calculators outside the classroom. Students are encouraged but not required to

		purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (10¢) per page when charges apply.
School Meals		Breakfast--\$2.00 Lunch--\$3.70 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class: \$325 Other classes: \$60 per class.
Student Locker usage	Use of school combination lock.	Refundable damage deposit of \$25 per year may be required for students who wish to use a school locker.
Parking	Use of school parking lot during school day	\$20.00 per year. Students may be required to sign and display a parking permit.
<b><u>Extracurricular and other programs:</u></b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
<b><u>Athletic Programs:</u></b>		
Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$35.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.

Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.																		
Athletic Participation Fee	Fee to participate in athletic programs.	In the event an athletic participation fee is charged, the fee will be \$50 per year maximum.																		
Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, arm or leg pads, etc.). Additional required items for particular sports or activities include:</p> <table border="1" data-bbox="950 909 1435 1583"> <tr> <td data-bbox="950 909 1192 953">Basketball</td> <td data-bbox="1192 909 1435 953">No additional</td> </tr> <tr> <td data-bbox="950 953 1192 997">Cross County</td> <td data-bbox="1192 953 1435 997">No additional</td> </tr> <tr> <td data-bbox="950 997 1192 1041">Football</td> <td data-bbox="1192 997 1435 1041">No additional</td> </tr> <tr> <td data-bbox="950 1041 1192 1123">Golf</td> <td data-bbox="1192 1041 1435 1123">Golf bag &amp; clubs</td> </tr> <tr> <td data-bbox="950 1123 1192 1234">Speech/Debate</td> <td data-bbox="1192 1123 1435 1234">Dress attire; copies of research</td> </tr> <tr> <td data-bbox="950 1234 1192 1278">Track</td> <td data-bbox="1192 1234 1435 1278">No additional</td> </tr> <tr> <td data-bbox="950 1278 1192 1360">Volleyball</td> <td data-bbox="1192 1278 1435 1360">Volleyball knee pads</td> </tr> <tr> <td data-bbox="950 1360 1192 1404">Wrestling</td> <td data-bbox="1192 1360 1435 1404">Knee pads.</td> </tr> <tr> <td data-bbox="950 1404 1192 1583">Cheerleading and Dance Team Squads</td> <td data-bbox="1192 1404 1435 1583">Shoes, approved uniforms (top &amp; skirt; jacket), poms and other accessories</td> </tr> </table>	Basketball	No additional	Cross County	No additional	Football	No additional	Golf	Golf bag & clubs	Speech/Debate	Dress attire; copies of research	Track	No additional	Volleyball	Volleyball knee pads	Wrestling	Knee pads.	Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
Basketball	No additional																			
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Track	No additional																			
Volleyball	Volleyball knee pads																			
Wrestling	Knee pads.																			
Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories																			
Travel meals	Meals	Students are responsible for their own meals while traveling. Meals are furnished for overnight district and/or state-level competitions. Individual sports or activities may request students to pay up to \$50 per season to be used towards team travel meals.																		

Locker use	Padlock for gym locker	Refundable damage deposit of \$25 per season may be required.
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed \$50.00 per club if assessed by its members.
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00.
<b><u>Clubs/Organizations:</u></b>		
Future Business Leaders (FBLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Science Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Foreign Language Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
<b><u>Social &amp; Recognition Activities:</u></b>		
School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
School dances	Admission to prom, homecoming, etc.	\$25.00 per event

Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.

Extracurricular Activity Trips	Transportation, lodging, meals, admission to events, etc.	<p>Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. Refer to Policy and/or AR's No. 6315, "Educational Trips"; 5305, "Activity Funds"; 3420, "Fund Raising"; 3515.1, "Transportation"; 3515.3, "Activity and Field Trips". The maximum costs of such trips will be \$1,000 per student.</p> <p>If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>
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## STUDENT FEES

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or nonspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or prekindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as

Approved July 13, 2020 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



79-734 (books, equipment and supplies)

79-2,104 (student files)

79-2,125 to 2,134 (student fees law)

79-1104 (before-and-after-school services)

79-1106 to 1108 (learners with high ability)

Cross Reference: 505.05 Fines for Lost or Damaged Items  
506 Student Activities  
507.01 Student Records Access  
801 Transportation  
802.05 Free or Reduced Cost Meals Eligibility  
1005.01 Public Complaints



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## **Board of Education**

### **Public Hearing – Parent & Family Involvement Policies**

**June 13, 2022 located in the ACS District Office**

**8:00 p.m. (Immediately following the Student Fees Hearing)**

#### **Purpose**

A parental involvement policy hearing is to be held annually according to statute 79-533. This will review the district's Parental Involvement Policy 1005.03 and Title 1 Family Member Engagement Policy 1005.12 and General Parental/Community Involvement in Schools.

#### **Agenda**

1. Open the Parent/Family Involvement Hearing
2. Review the Parent/Family Involvement Policies
3. Receive Comment(s) from the Public
4. Adjourn the Hearing

## PARENTAL AND FAMILY INVOLVEMENT IN THE SCHOOLS

It is the policy of the district to provide full access to the parent and family members of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. Summary information regarding the district's curriculum, testing, and surveys will be provided at the beginning of each school year. Requests for access to specific instructional materials should be addressed to the teacher or building principal.

Requests by parents and family members to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and family members.

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents and family members. While verbal objections and decisions are valid, written follow-up to verbal communications is required from the parent and family members, and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the district to notify parents and family members of any standardized testing that may be scheduled within the school district.

It is the policy of the district to notify parents and family members of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents and family members may find items of the survey objectionable.

The following activities will also be included in the district's plan for parental and family involvement:

1. The district will involve parents and family members in the development of the Title I plan, the process for school review of the plan and the process for improvement;

Approved July 13, 2020 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

2. The district will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental and family involvement activities to improve student academic achievement and school performance;
3. The district will build the schools' and parents' and family members' capacity for strong parental and family involvement;
4. The district will coordinate and integrate parental and family involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;
5. The district will conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents and family members in Title I activities (with particular attention to parents and families who have low income, Limited English Proficient (LEP), minorities, disabilities and low literacy) and use the findings of the evaluation to design strategies for more effective parental and family involvement and to revise, as necessary, the parental and family involvement policies; and
6. The district will involve parents and family members in Title I activities.

The parent and family members or guardian of a student may have access to that student's records during normal business hours of the district according to Policy 507.01 Student Records Access.

This policy is adopted following a public hearing to receive public comments and suggestions.

Legal Reference:       Neb. Statute 79-530 to 533  
                              No Child Left Behind, Title I, Sec. 1118, P.L. 107-110

Cross Reference:       507.01 Student Records Access  
                              606.03 Objection to Instructional Materials  
                              610.02 Test or Assessment Administration  
                              611.01 Student Progress Reports  
                              611.04 Parent Conferences  
                              1002. District Annual Report  
                              1005.01 Public Complaints

## TITLE 1 PARENT AND FAMILY MEMBER ENGAGEMENT

The district commits to meeting all requirements of the No Child Left Behind Act of 2001 including Every Student Succeeds Act (ESSA) amendments as they apply to all Title 1 programs conducted within the District. For the purpose of this policy “parents and family members” means “parents and persons in a parental relation to the student.” This Policy will be distributed to all parents annually, in a language that parents can understand.

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

1. Parents and family members of all students are welcomed and encouraged to become involved with their child’s school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
2. Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
3. Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
4. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
5. Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children’s academic achievement in a format, and when feasible, in a language the parents and family members can understand.

Approved July 13, 2020 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## BULLYING PREVENTION

The board recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, at a designated school bus stop, or at school-sponsored activities or school-sponsored athletic events.

Bullying may constitute grounds for detention, suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district's student discipline and due process procedures.

Every report of alleged bullying that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

It shall be the responsibility of the superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention.

This policy shall be reviewed annually.

Legal Reference:                   Neb. Statute 79-2,137

Cross Reference:                505    Student Discipline

May 9, 2022

The Board of Education of School District #10 held a regular meeting on Monday, May 9, 2022. Board members present: Brad Wilkins, Scott Erthum, Jessica Pozehl, Frank Beel, Mark Johnson and Jim Arens. Board member absent: None. Also present was Principals Ben Wright, Steve Dike, AD Scott Steinhauer and Superintendent Dale Hafer. There were a few guests in attendance.

The American Civics/Americanism Committee met at 6:00 p.m. with Superintendent Hafer, Principals Steve Dike and Ben Wright to discuss Ainsworth Community School's role in Americanism teaching and processes. Principals Dike and Wright discussed current efforts to satisfy American Civics requirements as well as the outlook on Social Studies Curriculum review and consideration. Committee Members were afforded the ability to comment and ask questions. Public comment was allowed, although there were no guests present to address the committee.

The regular meeting was called to order by Board President Jim Arens at 6:06 p.m.

Notice of the meeting was in the Ainsworth Star Journal and on radio station KBRB.

As noted during the meeting a current copy of the Open Meetings Act was posted on the south wall of the District Office.

Motion was made by Mark Johnson and seconded by Brad Wilkins to approve the following consent agenda items: Minutes of the April 11<sup>th</sup> meeting, claims in the amount of \$148,924.44 from General Fund, \$30,062.10 from the Hot Lunch Fund, \$2,824.11 from the Building Fund and \$4,948.72 from Section 125. The Cash Flow Report for the month of April was given. The Treasurer's Report was given as follows: Cash Assets: April 30<sup>th</sup> \$2,925,795.36. The next regular board meeting will be June 13<sup>th</sup> at 8:00 p.m. in the District Office. Current agendas will be available for public inspection in the office of the Superintendent. Roll call vote: Unanimous. Motion carried.

39058	1ST CLASS AUTO	36.29
39059	ACTIVITY ACCOUNT	2,940.00
39060	AINSWORTH AREA CHAMBER OF COMM	15.00
39061	AINSWORTH MOTORS	6.23
39062	AINSWORTH STAR-JOURNAL	186.90
39063	AMAZON CAPITAL SERVICES	1,376.67
39064	AMAZON CAPITAL SERVICES	258.15
39065	APPEARA	55.86
39066	BLACK HILLS ENERGY	4,299.61
39067	BLICK ART MATERIALS	96.50
39068	BOMGAARS	2,447.87
39069	BROKEN BOW HIGH SCHOOL	634.77
39070	BROWN COUNTY HOSPITAL	1,492.06
39071	BUCKLES AUTOMOTIVE	173.74
39072	CENTRAL NEBRASKA COMMUNITY SERVICES, INC	20,341.06
39073	CENTRAL VALLEY AG	2,451.16
39074	CENTURY LUMBER CENTER	224.06
39075	CHADRON STATE COLLEGE	30.00
39076	CITY OF AINSWORTH	599.32
39077	LORI CLAPPER	17.62
39078	COMFORT INN	1,293.65
39079	CONDITIONED AIR MECHANICAL	3,417.44
39080	E S U #17-MAIN	38,713.40
39081	E S U #17-MAIN	23,005.00
39082	EGAN SUPPLY CO	179.81
39083	ETA HAND2MIND	267.65
39084	JOSEPH FINLEY	36.03
39085	FLOOR MAINTENANCE	22.76
39086	MELISSA FREUDENBURG	426.83
39087	LISA GOODMAN	610.00
39088	GREG'S HEATING AND AIR LLC	48.00
39089	HOLIDAY INN - KEARNEY	96.00
39090	INTRADO INERACTIVE SERVICES CORP	1,231.13
39091	ISLAND SUPPLY WELDING CO	49.20

39092	JOURNEY ED.COM	69.26
39093	JW PEPPER	235.90
39094	KBRB AM FM	112.50
39095	KSB SCHOOL LAW	58.00
39096	LAKESHORE LEARNING MATERIALS	263.35
39097	LITERACY RESOURCES, LLC	129.58
39098	LOUP VALLEY LIGHTING INC	865.50
39099	TOM LUCHT	185.50
39100	JOSEPH MCMURTREY	392.73
39101	MEDICAL ENTERPRISES INC	30.00
39102	MICHELLE APPELT	398.82
39103	MIDWEST FLOOR SPECIALISTS	4,715.80
39104	NATIONAL ART & SCHOOL SUPPLIES	1,303.08
39105	NE ASSOCIATION OF SCHOOL BOARD	130.00
39106	NEBRASKA PUBLIC POWER DISTRICT	5,875.86
39107	NORTHEAST COMMUNITY COLLEGE	180.00
39108	NSAA	1,260.00
39109	OFFICE PRODUCTS CENTER	6,927.48
39110	OLSONS PEST TECHNICIANS	92.00
39111	PROPIO LANGUAGE SERVICES	174.59
39112	QUILL CORPORATION	856.27
39113	QUILL CORPORATION	467.18
39114	RACK PERFORMANCE	900.00
39115	RAMSEY SOLUTIONS, THE LAMP GROUP LLC	1,431.76
39116	READ NATURALLY	268.40
39117	REALLY GOOD STUFF	209.04
39118	RED & WHITE	328.32
39119	JULIE RUHTER	570.22
39120	HANNAH SCHMITZ	1,365.51
39121	SCHOLASTIC	65.55
39122	SCHOOL HEALTH CORPORATION	110.25
39123	SCHOOL SPECIALTY SUPPLY	634.87
39124	SEVEN SPRINGS INC	129.00
39125	ASHLEY SMITH	712.77
39126	STAPLES ADVANTAGE	2,003.08
39127	DEDRA STONER	151.36
39128	STUDENT ASSURANCE SERVICES INC	817.00
39129	THREE RIVER TELCO	655.72
39130	TIME CLOCK PLUS, LLC	1,512.00
39131	TRAVIS ELECTRIC INC	179.05
39132	UNIVERSITY OF NE LINCOLN EXTENSION HOLT CO	704.00
39133	US BANK	2,046.74
39134	WAGEWORKS	158.00
39135	WEX BANK	1,772.25
39136	WILLIAM V MACGILL & CO	387.94
39137	LAURIE WITTE	8.44
1116	WAGE WORKS INC	4,948.72
33	LUNCHTIME SOLUTIONS	29,717.87
3531	GREG'S HEATING AND AIR LLC	344.23
422	SIX STAR SANITATIONS, LLC	2,824.11

Elementary Principal Ben Wright reported on the following: Monthly mission “Finish Strong” NSCAS Testing, MAPs testing, Summer School and K-6 Enrollment.

High School Principal Steve Dike reported on the following: Enrollment, Bulldog Battle, Bulldog Time & Enrichment, Graduation, Art Show and State FFA.

Activities Directors Scott Steinhauser and Jared Hansmeyer reported on the following: Annual Athletic Banquet, NSAA Academic All-State, District Music, District Track, Golf, Quiz Bowl, Fine Arts, FFA Banquet, FBLA & FCCLA State Convention, District NHD, Athletic Handbook & Audio & Lighting.

Superintendent Dale Hafer reported on the following: Financial Report, COVID update, Annual Report, Personnel and Vacancies status, Transportation, Buildings and Grounds update, and Curriculum update.

Motion was made by Brad Wilkins and seconded by Scott Erthum to approve the bid/proposal from Blackwoods Roofing for the roof seam restoration for are area #7 with depreciation funds. Roll call vote: Unanimous. Motion carried.

Motion was made by Scott Erthum and seconded by Jessica Pozehl to approve the proposal submitted by from Guarantee Roofing for the replacement of Area #10 (summer 2023) with depreciation funds. Roll call vote: Unanimous. Motion carried.

Motion was made by Mark Johnson and seconded by Scott Erthum to approve the 2022-2023 breakfast and lunch prices as presented. Roll call vote: Unanimous. Motion carried.

Motion was made by Jessica Pozehl and seconded by Brad Wilkins to accept the resignation of certified staff member Danielle Severin effective at the end of the 2021-2022 contract. Roll call vote: Unanimous. Motion carried.

Motion was made by Scott Erthum and seconded by Jessica Pozehl to approve the ESU 17 Nursing Services Contract for 2022-2023. Roll call vote: Unanimous. Motion carried.

Motion was made by Frank Beel and seconded by Brad Wilkins to approve the ESU 17 Special Education Services Contract for 2022-2023. Roll call vote: Unanimous. Motion carried.

Motion was made by Frank Beel and seconded by Mark Johnson to adjourn the meeting at 7:06 p.m. Roll call vote: Unanimous. Motion carried.

The next regular board meeting will be at 8:00 p.m. in the District Office on Monday, June 13, 2022. Current agendas and/or discussion topics will be available for public inspection in the office of the superintendent.

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Dedra Stoner, Recording Secretary

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Jim Arens, Board President

May 31, 2022

**INVESTMENTS**

**CLAPPER**

Week of	Amount	Term	Homestead	WPB	Number	Maturity
June 19, 2020	4,000	24 Mo	0.45%	<u>0.65%</u>	8704	Jun 20, 2022

**ACTIVITY ACCOUNT**

Week of	Amount	Term	Homestead	WPB	Number	Maturity
Jun 18, 2020	25,000	12 Mo	0.08%	<u>0.10%</u>	8854	Jun 20, 2022
Dec 20, 2021	25,000	12 Mo	<u>0.15%</u>	0.09%		Dec 20, 2022

**GENERAL FUND**

Week of	Amount	Term	Homestead	WPB	Number	Maturity
Sep 20, 2021	375,000	9 Mo	0.09%	<u>0.10%</u>		Jun 20, 2022
Oct 20, 2021	280,000	9 Mo	0.09%	<u>0.10%</u>		Jul 20, 2022
Jan 20, 2022	375,000	7 Mo	0.09%	<u>0.10%</u>	8901	Aug 19, 2022
Jan 20, 2022	300,000	8 Mo	0.09%	<u>0.12%</u>	8902	Sep 20, 2022
Jan 20, 2022	300,000	9 Mo	0.09%	<u>0.15%</u>	8903	Oct 20, 2022
Feb 21, 2022	300,000	9 Mo	0.10%	<u>0.15%</u>	8915	Nov 18, 2022
Apr 20, 2021	250,000	7 Mo	0.15%	<u>0.42%</u>	893525	Apr 20, 2022
May 20, 2022	247,000	8 Mo	0.15%	0.50%	<u>NLAF 1.16%</u>	Jan 20, 2023
May 20, 2022	247,000	9 Mo	0.15%	0.55%	<u>NLAF 1.40%</u>	Feb 17, 2023
May 20, 2022	246,000	10 Mo	0.15%	0.60%	<u>NLAF 1.55%</u>	Mar 20, 2023
May 20, 2023	246,000	11 Mo	0.15%	0.65%	<u>NLAF 1.60%</u>	Apr 20, 2023

**DEPRECIATION FUND**

Week of	Amount	Term	Homestead	WPB	Number	Maturity
Feb 22, 2022	240,000	12 Mo	0.15%	0.21%	<u>NSDLAF0.70%</u>	Feb 22, 2023

**BUILDING FUND**

Week of	Amount	Term	Homestead	WPB	Number	Maturity
Aug 20, 2021	246,000	12 Mo	0.09%	0.08%	<u>NSDLAF0.10%</u>	Aug 19, 2022
Feb 22, 2021	243,000	12 Mo	0.15%	0.26%	<u>NSDLAF0.55%</u>	Feb 22, 2023

**EMPLOYEE BENEFIT FUND**

Week of	Amount	Term	Homestead	WPB	Number	Maturity
Jan 24, 2022	100,000	12 Mo	0.15%	<u>0.20%</u>	8905	Jan 20, 2023

# FUND BALANCES

5/31/2022

## DEPRECIATION FUND

<b>Account</b>	<b>Checking</b>	<b>CD</b>	<b>NSDLAF</b>	<b>Total</b>
Band/Choir Uniforms	\$ 576.62			\$ 576.62
Vehicle	10,537.58			10,537.58
Desks	191.01			191.01
Interest	37,066.26	-		37,066.26
Ag Equipment	3,000.00			3,000.00
Undesignated	350,977.05	-	240,000.00	590,977.05
<b>TOTALS</b>	<b>\$ 402,348.52</b>	<b>\$ -</b>	<b>\$ 240,000.00</b>	<b>\$ 642,348.52</b>

## BUILDING/SINKING FUND

<b>Account</b>	<b>Checking</b>	<b>CD</b>		<b>Total</b>
Track	\$ -			\$ -
Bleachers	-			-
Interest	19,795.48		-	19,795.48
Undesignated	647,789.55	246,000.00	243,000.00	1,136,789.55
<b>TOTALS</b>	<b>\$ 667,585.03</b>	<b>\$ 246,000.00</b>	<b>\$ 243,000.00</b>	<b>\$ 1,156,585.03</b>

## EMPLOYEE BENEFIT FUND

<b>Account</b>	<b>Checking</b>	<b>CD</b>		<b>Total</b>
Unemployment	\$ 7,917.55			\$ 7,917.55
Volunteer Retirement	9,074.49			9,074.49
Interest	2,150.89	100,000.00		102,150.89
<b>TOTALS</b>	<b>\$ 19,142.93</b>	<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ 119,142.93</b>

## BOND FUND

<b>Account</b>	<b>Checking</b>	<b>CD</b>		<b>Total</b>
Bond	\$ -			\$ -

## STUDENT FEES

<b>Account</b>	<b>Checking</b>			<b>Total</b>
Fees	\$ 1,575.00			\$ 1,575.00



Regular, Beginning Month 05/2022; Processing Month 05/2022; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05 ACTIVITIES**

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704	FUND BALANCE	50,000.00	0.00	0.00	0.00	50,000.00
05 704 0101	A CLUB BALANCE	1,600.08	0.00	0.00	0.00	1,600.08
05 704 0105	ACTIVITY TICKET BALANCE	1,570.00	0.00	0.00	0.00	1,570.00
05 704 0106	AD FUNDRAISER BALANCE	1,272.99	0.00	0.00	0.00	1,272.99
05 704 0120	ATHLETICS BALANCE	7,930.45	800.39	20.00	0.00	7,150.06
05 704 0125	BAND BALANCE	10,512.41	0.00	60.00	0.00	10,572.41
05 704 0126	BAND FUND RAISER	1,126.51	0.00	495.00	0.00	1,561.51
05 704 0127	BBB FUNDRAISER BALANCE	1,788.03	400.00	0.00	0.00	1,388.03
05 704 0132	BOYS GOLF FUNDRAISER	534.67	500.00	275.00	0.00	309.67
05 704 0136	CLAPPER CD BALANCE	91.48	0.00	0.00	0.00	91.48
05 704 0137	CARL PERKINS BALANCE	297.05	0.00	0.00	0.00	297.05
05 704 0140	CHEER FUNDRAISER BALANCE	143.78	0.00	795.25	528.39	1,467.42
05 704 0145	CHORUS BALANCE	(2,642.18)	90.00	128.00	0.00	(2,604.18)
05 704 0167	CONCESSIONS - BULLDOG BALANCE	15,778.31	516.13	24.85	(11,709.07)	3,577.96
05 704 0168	VB FUNDRAISER BALANCE	6,393.38	321.00	0.00	0.00	6,072.38
05 704 0169	COCA COLA PARTNERSHIP BALANCE	12,802.76	0.00	120.00	0.00	12,922.76
05 704 0175	DRILL TEAM FUNDRAISER BALANCE	2,854.35	0.00	0.00	0.00	2,854.35
05 704 0180	DRIVER EDUCATION BALANCE	2,260.00	0.00	0.00	0.00	2,260.00
05 704 0185	ELEMENTARY FACULTY BALANCE	6,504.00	247.50	700.00	32.39	6,988.89
05 704 0186	ENTREPRENEUR CLASS BALANCE	156.40	0.00	0.00	0.00	156.40
05 704 0187	ESU INSERVICE BALANCE	487.01	0.00	0.00	0.00	487.01
05 704 0188	EXCELLENCE IN EDUCATION BALANCE	2,436.35	0.00	0.00	0.00	2,436.35
05 704 0190	FBLA BALANCE	1,595.11	0.00	5.00	738.03	2,338.14
05 704 0195	FFA BALANCE	16,252.82	9,115.29	3,464.00	471.50	11,073.03
05 704 0196	FFA SWEETCORN BALANCE	2,013.60	0.00	0.00	0.00	2,013.60
05 704 0200	FCCLA BALANCE	1,443.06	32.94	135.00	447.23	1,992.35
05 704 0205	FOREIGN LANGUAGE BALANCE	1,086.98	0.00	0.00	0.00	1,086.98
05 704 0210	GBB FUNDRAISER BALANCE	2,228.05	710.00	0.00	0.00	1,518.05
05 704 0215	GENERAL SHOP BALANCE	(2,620.84)	0.00	233.90	0.00	(2,386.94)
05 704 0220	GEO CAMP BALANCE	1,912.95	0.00	0.00	0.00	1,912.95
05 704 0221	GIRLS GOLF FUNDRAISER BALANCE	85.37	0.00	0.00	0.00	85.37
05 704 0223	MS TRACK FUNDRAISER BALANCE	157.27	0.00	0.00	0.00	157.27
05 704 0225	HIGH SCHOOL FACULTY BALANCE	1,603.81	247.50	117.00	1,034.94	2,508.25
05 704 0230	INTEREST BALANCE	11,912.76	1,000.00	8.29	0.00	10,921.05
05 704 0235	INVESTMENTS BALANCE	(50,000.00)	0.00	0.00	0.00	(50,000.00)
05 704 0240	ONE ACTS BALANCE	1,039.94	0.00	0.00	0.00	1,039.94

Regular, Beginning Month 05/2022; Processing Month 05/2022; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05 ACTIVITIES**

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0244	FOOTBALL FUNDRAISER BALANCE	3,560.55	0.00	180.00	0.00	3,740.55
05 704 0245	LIBRARY BALANCE	13,519.05	0.00	123.45	(50.00)	13,592.50
05 704 0247	SOUTHWEST CONFERENCE BALANCE	11,544.21	0.00	582.00	0.00	12,126.21
05 704 0251	MID SCH STUDENT COUNCIL BALANCE	3,329.27	198.81	0.00	255.88	3,386.34
05 704 0255	MISCELLANEOUS BALANCE	169.45	7,696.50	2,176.50	(169.45)	(5,520.00)
05 704 0256	PLAYGROUND BALANCE	7,577.43	0.00	0.00	0.00	7,577.43
05 704 0257	DI GLOBAL FINALS BALANCE	6,074.40	52.67	0.00	297.88	6,319.61
05 704 0258	RENTALS BALANCE	1,872.50	0.00	0.00	0.00	1,872.50
05 704 0259	DISTRICT MUSIC BALANCE	690.65	0.00	0.00	0.00	690.65
05 704 0260	NATIONAL HISTORY DAY BALANCE	2,001.91	0.00	0.00	712.00	2,713.91
05 704 0261	MOCK TRIAL BALANCE	(109.00)	0.00	0.00	0.00	(109.00)
05 704 0262	QUIZ BOWL	(50.00)	0.00	0.00	0.00	(50.00)
05 704 0265	SPEECH TOURNAMENT BALANCE	691.13	699.93	127.00	0.00	118.20
05 704 0268	STRENGTH & CONDITION BALANCE	292.23	716.50	0.00	0.00	(424.27)
05 704 0270	HS STUDENT COUNCIL BALANCE	473.14	200.00	0.00	252.50	525.64
05 704 0271	STUDENT WELLNESS BALANCE	2,371.72	0.00	0.00	0.00	2,371.72
05 704 0273	SUMMER INS BALANCE	3,332.51	3,353.62	3,595.97	0.00	3,574.86
05 704 0275	SUMMER READING/MATH BALANCE	502.60	0.00	0.00	0.00	502.60
05 704 0277	ONE TO ONE TECHNOLOGY BALANCE	6,890.59	0.00	710.00	0.00	7,600.59
05 704 0280	THESPIANS BALANCE	2,324.78	57.18	0.00	676.80	2,944.40
05 704 0282	TRACK FUNDRAISER BALANCE	2,207.90	499.36	185.25	0.00	1,893.79
05 704 0284	VIDEO BOARD	9,000.00	18,835.54	7,000.00	0.00	(2,835.54)
05 704 0285	VISUAL ARTS CLUB BALANCE	6,781.58	0.00	10.00	0.00	6,791.58
05 704 0286	YEARBOOK BALANCE	14,181.14	251.82	3,812.00	235.00	17,976.32
05 704 0288	XC FUNDRAISER BALANCE	1,394.18	0.00	0.00	0.00	1,394.18
05 704 0290	WR BOYS FUNDRAISER BALANCE	2,961.57	0.00	0.00	0.00	2,961.57
05 704 0292	WR GIRLS FUNDRAISER	0.00	0.00	224.00	0.00	224.00
05 704 1001	HS FOOTBALL BALANCE	264.03	0.00	0.00	0.00	264.03
05 704 1002	MS FOOTBALL BALANCE	935.15	0.00	0.00	0.00	935.15
05 704 1003	HS VOLLEYBALL BALANCE	4,337.18	0.00	0.00	0.00	4,337.18
05 704 1004	MS VOLLEYBALL BALANCE	3,657.63	0.00	0.00	0.00	3,657.63
05 704 1005	CROSS COUNTRY BALANCE	167.37	610.91	0.00	0.00	(443.54)
05 704 1006	HS WRESTLING BALANCE	(2,539.07)	0.00	0.00	0.00	(2,539.07)
05 704 1007	MS WRESTLING BALANCE	2,967.47	0.00	0.00	(79.25)	2,888.22
05 704 1008	HS TRACK BALANCE	(8,970.10)	2,957.17	0.00	0.00	(11,927.27)
05 704 1009	MS TRACK BALANCE	(92.70)	428.00	0.00	0.00	(520.70)

Regular; Beginning Month 05/2022; Processing Month 05/2022; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05 ACTIVITIES**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 1010	HS BOYS BASKETBALL BALANCE	865.23	0.00	0.00	(47.00)	818.23
05 704 1011	MS BOYS BASKETBALL BALANCE	2,343.03	0.00	0.00	(7.00)	2,336.03
05 704 1012	HS GIRLS BASKETBALL BALANCE	646.02	0.00	0.00	(37.00)	609.02
05 704 1013	MS GIRLS BASKETBALL BALANCE	3,596.91	0.00	0.00	(6.50)	3,590.41
05 704 1014	BOYS GOLF BALANCE	833.24	281.52	435.38	0.00	987.10
05 704 1015	TRAINING SUPPLIES BALANCE	4,680.87	0.00	0.00	0.00	4,680.87
05 704 1016	GIRLS GOLF BALANCE	702.84	156.52	0.00	0.00	546.32
05 704 1017	CHEER BALANCE	(1,047.99)	0.00	0.00	0.00	(1,047.99)
05 704 1018	DRILL TEAM BALANCE	(682.70)	0.00	0.00	0.00	(682.70)
05 704 2017	CLASS OF 2017 BALANCE	637.78	0.00	0.00	0.00	637.78
05 704 2018	CLASS OF 2018 BALANCE	55.94	0.00	0.00	0.00	55.94
05 704 2019	CLASS OF 2019 BALANCE	553.93	0.00	0.00	0.00	553.93
05 704 2020	CLASS OF 2020 BALANCE	246.04	0.00	0.00	0.00	246.04
05 704 2021	CLASS OF 2021 BALANCE	274.08	0.00	0.00	0.00	274.08
05 704 2022	CLASS OF 2022 BALANCE	3,725.81	4,706.10	790.00	(110.00)	(300.29)
05 704 2023	CLASS OF 2023 BALANCE	671.79	104.00	75.00	2,654.89	3,297.68
05 704 2024	CLASS OF 2024 BALANCE	3,363.03	0.00	140.00	1,106.62	4,609.65
05 704 2025	CLASS OF 2025 BALANCE	1,583.98	0.00	60.00	1,533.93	3,177.91
05 704 2026	CLASS OF 2026 BALANCE	721.54	0.00	180.00	655.26	1,556.80
05 704 2027	CLASS OF 2027 BALANCE	265.00	0.00	170.00	582.03	1,017.03
05 704 2028	CLASS OF 2028 BALANCE	80.00	0.00	85.00	0.00	165.00
Fund Total: 05		241,037.53	55,786.90	27,182.84	0.00	212,433.47

# **AINSWORTH COMMUNITY SCHOOLS**

## **ACTIVITIES DEPARTMENT**

P.O. BOX 65 - 520 EAST 2ND  
AINSWORTH, NE 69210  
402-387-0535



*Scott Steinhauser/Jared Hansmeyer – Co-Activities Directors*

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### **JUNE 2022 ACTIVITIES REPORT**

Ty Schlueter was selected as the 2021-2022 KBRB Athlete of the Year.

The track and field season ended with the boys finishing 6th as a team and the girls finishing 12th as a team at the State Track and Field Meet. Carter Nelson led the medalists with a Class C and All-Class Gold in the high jump. Carter was also 5th in the pole vault and 4th in the 200 M dash. Kaitlyn Nelson finished with the silver medal in the shot put and finished 7th in the discus. Ty Schlueter finished with a bronze medal in the boys 1600 M run and a 4th in the 3200 M run. Cameryn Goochey was 7th in the Long Jump while Caleb Allen was 8th in the 300 M Hurdles. Katherine Kerrigan finished with a 5th place medal in the girls 3200 M run.

The middle school track and field team sent two athletes to the Nebraska State Championship meet in Gothenburg. Gracyn Painter and Addah Booth both missed out on a medal, but gained valuable experience with the opportunity of competing with some of the state's best.

The boys golf season ended at the district meet in Wausa.

In late April, we completed the inaugural season of middle school golf. Both girls and boys competed in three meets and had a good experience in learning the game.

As we transition into the summer months, we have been getting the word out about Pre-Participation Physicals. All 7th-12th graders participating in a sport will need to have a physical on or after May 1, 2022 and prior to being able to participate. We have also begun the process of Impact testing incoming 7th, 9th and 11th grades in an effort to avoid a mad rush in August.

Our summer strength and conditioning program has begun and participation numbers are again good. Several programs are conducting sport specific workouts and camps.

The high school gym floor was refinished on May 24th. Teams were able to get back on the floor later in the week of June 9th.

Bob Placke's crew came from Kearney and refinished the Community Center gym floor on April 23rd. From both the city and school perspective, the early refinish dates work well and we will continue to push for April in the years to come.

We will host the District Music contest in the Spring of 2023. At this time we are looking at Friday, April 21st as our first option. Tuesday, April 18th is currently our second option if we struggle to find judges on the preferred date. This will need to be a day of no school added to the calendar.

Hudl, which provides online film storage/team management/stats and many more bells and whistles has changed their pricing structure for the years ahead. If we stay with our current package, we will be at a price of \$6195. Over the previous years, the Booster Club helps to offset the price of the Assist feature. It is our recommendation to move to the AD package at the price of \$8,000. The Booster Club has agreed to extend help to the school beyond the price of Assist to help cover the additional expense.



# Ainsworth Community Schools

520 East 2<sup>nd</sup> Street, PO Box 65  
Ainsworth NE 69210

402-387-2083

**Benjamin Wright**  
**PK-6 PRINCIPAL**



Board of Education Meeting  
06/13/2022

The Mission for May is quite simple. **“Finish Strong”**, which is simply: know what needs to be done as well as finishing them correctly with a purpose. I know we met that goal well and pushed to exceed all expectations. Wrapping up the end of the year went smoothly and the teachers did a phenomenal job this entire year. With this being my first year these teachers did a great job and I could not ask for a better staff. The students were a blast and I look forward to seeing them all again next year!

Near the end of the school year, we completed our state accountability tests (NSCAS) for third through eighth grade students as well as Fastbridge testing. This year with NSCAS/NSCAS Growth, we were able to get results back virtually really quickly. While looking through the results and data kids are excelling in the areas that we have focused on with reading and language arts. 3rd and 4th grade have seen some great improvements with 3rd grade doing 77% on track or CCR while 4th grade is 72% on track or CCR. Overall, it is evident our students are improving while we still need to continue to push our students to achieve in Reading, Math, and all other areas we are on the right track.

Summer school is currently underway for students in grades Kindergarten through Sixth Grade. We have around 38 students attending each day and receiving instruction. The groups of students are a great size, which allows teachers to truly target small groups of students in areas they need foundational instruction. Summer school will continue to run from through June 30th (Monday-Thursday each week) and will be from 8:45-11:45 each day. Special Education services will also continue to run on Tuesday and Thursdays through the second week of July.



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With this coming to an end and looking forward to the upcoming 2022-2023 school year Mrs. Freudenburg and I are working really hard to make sure everything is ready to go to kick off a great new year when the students come back in August. I have made some schedule changes that will continue to enhance the students and time for teachers to make a lasting impact on the goals they set for students to achieve higher levels of learning.

The year's end is fastly approaching and we are going to finish strong!

Anticipated Enrollment for the 2022-2023 school year as of June 9th:

**\*PK: 34 students**

Kindergarten- **26**

1st Grade- **21**

2nd Grade- **29**

3rd Grade- **24**

4th Grade- **34**

5th Grade- **33**

6th Grade- **23**

**Total: 190 Students K-6**

**Total: 224 Students Pk-6**

**Enrollment Summary**

Middle School		High School	
Grade Level	Total in Grade	Grade Level	Total in Grade
7	32 13M/ 19F	9	30 13M /17F
8	24 15M / 9F	10	35 11M /24F
Total	56 28M /28F	11	33 16M /17F
		12	40 17M /23F
		Total	138 57M /81F

**Summer School**

Summer school is off and running and the start has been very smooth. We will be in session from May 31-June 23<sup>rd</sup> and currently have 3 students in attendance. (5 middle school, 3 high School credit recovery and 7 high school attendance make-up). Ms. Wirth and Mr. Nelson are guiding this process.

**Summer Training**

Staff has begun many summer training opportunities. Staff Tainings scheduled for the month of June:

Topic	Date	Attendees
Special Ed Policies and Procedures	5/31-6/1	Dale, Scott, Steve, Ben
Open Sci Ed	5/31-6/2	Jenifer H. and Nichole F.
State Power School Training	6/7- 6/8	Melissa, Zoe, Angie, Lisa
MTSS Refine and Refocus	6/7- 6/8	Wendy A., Amanda G., Kelsey R. Dale, Scott, Steve, Ben Lisa
State Power School Training	6/7- 6/8	Melissa, Zoe, Angie, Lisa
ESU #17 Mental Health Institute	6/16-17	Dale, Scott, Steve, Ben, Lisa., Kelsey R.

**Academic Awards:**

The HS Academic Awards Ceremony was held on Monday, May 9<sup>th</sup> in the Learning Center. Attached are the recipients of each award:

Respectfully Submitted: Steve Dike

<b>Physical Science</b>	<b>Jennifer Hitchcock</b>	<b>English III</b>	<b>Roberta Denny</b>	<b>Social Studies</b>	<b>Brandy Dowdy</b>	<b>Food and Nutrition</b>	<b>Pam Barrow</b>	<b>Omaha World - Herald 2022 All Academic Program</b>	<b>Lisa Schlueter</b>
Friendly Neighbor	Aiden Jackman	Outstanding Achievement	Dakota Stutzman	Outstanding Freshman Achievement	Hannah Beel	Outstanding Student	Emma Kennedy	All West-central Second Team	Alyssa Erthum
Mad Scientist	Morgan Kinney	Outstanding Achievement	Gracie Petty	Outstanding Freshman Achievement	Logan Schroedl			Honorable Mention	Ben Flynn
Extra Mile	Emma Kennedy	Extraordinary Effort	Levi Goshorn	Outstanding Freshman Achievement	Jaden Appleman	<b>Nutrition</b>	<b>Pam Barrow</b>	Honorable Mention	Elizabeth Wilkins
Awesome Attitude	Preselyn Goochey	Extraordinary Effort	Jensen Williams	Outstanding Freshman Achievement	Morgan Kinney	Outstanding Student	Emma Sears		
Rising Star	Gus Ganser			Outstanding Freshman Achievement	Emma Kennedy			<b>Principal's Leadership Award</b>	<b>Mr. Dike</b>
Academic Excellence	Jordan Beatty	<b>English I</b>	<b>Roberta Denny</b>	Outstanding Freshman Achievement	Brianna Starkey	<b>Medical Terminology</b>	<b>Pam Barrow</b>		Elizabeth Wilkins
		Outstanding Achievement	Jordan Beatty	Most Improved Freshman	Jordan Beatty	Outstanding Student	Benjamin Barrow		
<b>Biology</b>	<b>Jennifer Hitchcock</b>	Outstanding Achievement	Brianna Starkey	<b>World History</b>	<b>Brandy Dowdy</b>	<b>Child Development</b>	<b>Pam Barrow</b>	<b>NSAA Academic All State 21/22</b>	<b>Scott Steinhauser</b>
Friendly Neighbor	Korah Dunbar	Outstanding Achievement	Emma Kennedy	Outstanding Achievement	Katherine Kerrigan	Outstanding Student	Dakota Stutzman	<b>Boys Cross Country</b>	Benjamin Flynn
Mad Scientist	Trevor Johnson	Extraordinary Effort	Jacob Held	Outstanding Achievement	Kadence Fletcher			<b>Football</b>	Ty Schlueter
Extra Mile	Tessa Barthel	Extraordinary Effort	Owen Blumenstock	Outstanding Achievement	Kendyl Delimont	<b>Interpersonal Relationships</b>	<b>Pam Barrow</b>		Caleb Allen
Awesome Attitude	Jakelynn Minor	Extraordinary Effort	Morgan Kinney	Outstanding Achievement	Cole Bodeman	Outstanding Student	Madelyn Goochey		Riggin Blumenstock
Rising Star	Traegan McNally			Most Improved Sophomore	Scott Fernandez	<b>Interior Design</b>	<b>Pam Barrow</b>		<b>Play Production</b>
Academic Excellence	Mason Titus	<b>Composition</b>	<b>Roberta Denny</b>			Outstanding Student	Jakelynn Minor		Alyssa Erthum
		Outstanding Achievement	Haley Schroedl	<b>Sociology</b>	<b>Brandy Dowdy</b>				Elizabeth Wilkins
<b>Ecology</b>	<b>Jennifer Hitchcock</b>	Outstanding Achievement	Madelyn Goochey	Outstanding Achievement	Emma Sears	<b>Fashion Design</b>	<b>Pam Barrow</b>		<b>Boys Basketball</b>
Awesome Attitude	Gavin Olinger	Extraordinary Effort	Kaitlyn Nelson	Outstanding Achievement	Benjamin Flynn	Outstanding Student	Gracie Petty		Caleb Allen
Rising Star	Evelyn Sanchez	Most Improved Writer	Lila Lewis	Most Enthusiastic	Ethan Fernau				Ty Schlueter
Academic Excellence	Madelyn Goochey		Caleb Allen			<b>Life and Career Readiness</b>	<b>Pam Barrow</b>		<b>Boys Track &amp; Field</b>
		<b>Public Speaking</b>	<b>Lauren Osborne</b>	<b>American History</b>	<b>Jared Hansmeyer</b>	Outstanding Student	Maverick Stutzman		Caleb Allen
Friendly Neighbor	Bria Delimont	Outstanding Student (Fall)	Airyann Goochey	Excellence in American History	Cameryn Goochey				Ty Schlueter
Rising Star	Thomas Ortnr	Outstanding Student (Spring)	Katherin Kerrigan	Excellence in American History	Dakota Stutzman	<b>Textiles and Design</b>	<b>Pam Barrow</b>		<b>Girls Cross Country</b>
Rising Star	Shelly Saner	<b>Speech Communication</b>	<b>Lauren Osborne</b>	Excellence in American History	Lauren Ortnr	Outstanding Student	Kadence Fletcher		Maren Arens
Rising Star	Madelyn Goochey	Outstanding Student	Gavin Olinger	Excellence in American History	Emma Sears				Alyssa Erthum
Rising Star	Cash Reynolds	<b>Workplace Communication</b>	<b>Lauren Osborne</b>	Excellence in American History	Levi Goshorn	<b>Textiles and Design</b>	<b>Pam Barrow</b>		<b>Volleyball</b>
Rising Star	Gavin Olinger	Outstanding Student	Kyleigh Allen	Stock Market Game - 1st	Derek Hollenbeck	Outstanding Student	Makenzy Cheatum		Eden Raymond
Rising Star	Bria Delimont	<b>English II</b>	<b>Lauren Osborne</b>	Stock Market Game - 2nd	Colten Orton				Elizabeth Wilkins
Rising Star	Maren Arens	Outstanding Student (Fall)	Taylor Allen	Stock Market Game - 3rd	Breanna McLeod	<b>Business</b>	<b>Juli Murphy</b>		<b>Girls Golf</b>
Rising Star	Adriana Llano	Outstanding Student (Spring)	Korah Dunbar			Sem 1 Personal Finance Academic Award	Cole Bodeman		Haley Schroedl
Rising Star	Allison Cole	Outstanding Student (Spring)	Mason Titus	<b>Government</b>	<b>Jessi Owen</b>	Sem 1 Personal Finance Academic Award	Katherine Kerrigan		Allison Taylor
Academic Excellence	Gavin Olinger			Student of the Year	Ty Schlueter	Sem 2 Personal Finance Academic Award	Trey Appelt		<b>Girls Basketball</b>
Awesome Attitude	Madelyn Goochey	<b>Geometry</b>	<b>Danielle Severin</b>	Future Politician	Elizabeth Wilkins	Sem 2 Personal Finance Academic Award	Korah Dunbar		Cameryn Goochey
		Outstanding Achievement	June Iturbide	<b>Shop</b>	<b>Todd Pollock</b>	Info Tech Academic Award	Kylie Higbee		Elizabeth Wilkins
<b>Anatomy &amp; Physiology</b>	<b>Jennifer Hitchcock</b>	Outstanding Achievement	Emma Kennedy	Student of the Year	Cash Dailey	1st Year Accounting Academic Award	Joseph Mixon		<b>Speech</b>
Mad Scientist	Haley Schroedl	<b>Algebra II</b>	<b>Danielle Severin</b>	Student of the Year	Maverick Stutzman	2nd Year Accounting Academic Award	Summer Richardson		Alyssa Erthum
Awesome Attitude	Kaitlyn Nelson	Outstanding Achievement	Mason Titus	Student of the year	Colten Orton	3rd Year Accounting Academic Award	Bria Delimont		Benjamin Flynn
Academic Excellence	Alyssa Erthum	Outstanding Achievement	Kendyl Delimont			Special Accounting Award	Eden Raymond		<b>Girls Track &amp; Field</b>
				<b>Art</b>	<b>Denise Adcock</b>	Business Student of the Year	Lila Lewis		Maia Flynn
<b>Earth Science</b>	<b>Betty Bower</b>	<b>Technical Math</b>	<b>Jake Nelson</b>	Artist of the Year	Benjamin Flynn		Eden Raymond		Eden Raymond
Academic Excellence	Levi Goshorn	Outstanding Achievement	Cash Dailey	Artist of the Year	Kaitlynn Inbody	<b>Quiz Bowl Members</b>	<b>Betty Bower</b>		<b>Music</b>
Academic Excellence	Cameryn Goochey	<b>Calculus</b>	<b>Betty Bower</b>	Artist of the Year	June Iturbide	Participation	Caleb Allen		Allison Taylor
Awesome Attitude	Seth Hempel	Academic Excellence	Alyssa Erthum	Artist of the Year	Jaycily Johnson	Participation	Benjamin Barrow		Gavin Olinger
Extra Mile	Briley Naprstek	Academic Excellence	Tylan Schlueter	Drawing Student of the Year	Kiara Troxel	Participation	Alyssa Erthum		<b>Honors</b>
Friendly Neighbor	Breanna McLeod	<b>Pre-calculus</b>	<b>Wendy Allen</b>	Potter of the Year	Summer Richardson	Participation	Benjamin Flynn		<b>Jared &amp; Scott</b>
Rising Star	Kaitlynn Inbody	Outstanding Achievement	Dakota Stutzman	Potter of the year	Elizabeth Wilkins	Participation	Tylan Schlueter		Alyssa Erthum
		Outstanding Dedication	Emma Sears	Potter of the year	Thomas Ortnr	Participation	Haley Schroedl		Benjamin Flynn
<b>Chemistry</b>	<b>Betty Bower</b>	Outstanding Dedication	Cameryn Goochey	Potter of the year	Maia Flynn	Participation	Libby Wilkins		Eden Raymond
Academic Excellence	Dakota Stutzman	Outstanding Dedication	Lauren Ortnr	Potter of the year	Corbin Swanson	Participation	Ethan Fernau		Ty Schlueter
Awesome Attitude	Ian Finley	Outstanding Dedication	Gavin Olinger			Participation	Ian Finely		Haley Schroedl
Extra Mile	Ally Conroy	Outstanding Dedication	Makenna Pierce	<b>Spanish 1</b>	<b>Jessi Owen</b>	Participation	Dakota Stutzman		Elizabeth Wilkins
Friendly Neighbor	Saylen Young	Outstanding Dedication	Ally Conroy	Student of the Year	Korah Dunbar	Participation	Eden Raymond		Allison Taylor
Rising Star	Kerstyn Held	Outstanding Dedication		Student of the Year	Morgan Kinney	Participation	Cole Bodeman		Maia Flynn
Mad Scientist	Emma Sears					Participation	Mason Titus		Summer Richardson
		<b>Algebra I</b>	<b>Wendy Allen</b>	<b>Spanish 2</b>	<b>Jessi Owen</b>	Participation	Morgan Kinney		Gavin Olinger
Academic Excellence	Tylan Schlueter	Outstanding Achievement	Jordan Beatty	Student of the Year	Katherine Kerrigan	Participation	Logan Schroedl		Caleb Allen
Awesome Attitude	Caleb Allen	Outstanding Achievement	Brianna Starkey			<b>Strength</b>	<b>Jessica Kempcke</b>		Madelyn Goochey
Extra Mile	Haley Schroedl	Outstanding Achievement	Jaden Appleman	<b>Spanish 3</b>	<b>Jessi Owen</b>	Extra Mile	Kendyl Delimont		Shawna Fernau
Rising Star	Benjamin Barrow	Outstanding Dedication	Preselyn Goochey	Student of the Year	Caleb Allen				Maren Arens
Friendly Neighbor	Benjamin Flynn	Outstanding Dedication	Jolyn Pozehl	Student of the Year	Benjamin Barrow	<b>Believers and Achievers Nominations</b>	<b>Jared &amp; Scott</b>		Bria Delimont
		Outstanding Dedication	Emma McMurtrey	Student of the Year	Elizabeth Wilkins				Shelly Saner
		Scholar Award	Hannah Beel	Student of the Year	Elizabeth Wilkins				Tom Ortnr
		Outstanding Effort	Aiden Jackman						
		Outstanding Advocate	Tryn Daniels	<b>Spanish 4</b>	<b>Jessi Owen</b>				
		Great Strides Award	Ella McLeod	Student of the Year	Alyssa Erthum				
		Above & Beyond Award	Terra Shoemaker	Student of the Year	Lila Lewis				
		Above & Beyond Award	Renata Pedreira Arizmendiz						
			Nayara Segundo Ursula						



# Ainsworth Community Schools

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Ainsworth NE 69210  
402-387-2333  
Fax 402-387-0525

Dale Hafer  
SUPERINTENDENT

Dedra Stoner  
Laurie Witte  
DISTRICT OFFICE

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June 13, 2022

**TO:** Board Members

**FROM:** Dale

**SUBJECT:** Superintendent's Report for the June Regular Meeting

## 1) Financial Report

We continue to see a typical pattern of expense and revenue for this time of the school year. We are working on reimbursement requests related to ESSER III funding in order to have the equal reimbursement for any ESSER III dollars spent during this budget cycle. We have spent 53.93% of the budget as of the end of May compared to 51.52% and 53.73% for the two previous school years respectively.

Soon we will begin the process of building the 2022-23 budget. I believe we are in a good position to maintain our strategic plans in addition to not creating additional burden on our patrons. Stay tuned to more information and updates regarding the budget process. In particular, we will need to make a few decisions on next steps with how to allocate our ESSER III funds. I am looking forward to working with you on the next budget and feel the board will have several legitimate options to consider as we prepare a budget to be approve in September.

## 2) COVID

Things have been pretty quiet on the Covid front. That is a much appreciated change of pace. However, we do need to stay on top of several items related to reporting as we document spending and efforts that relate to the pandemic.

Further, we are required to maintain our efforts to have an updated and ongoing "plan for safe return" in place that is updated every 6 months (ESSER funding requirement).

Last month, I reported our efforts with applying for grants through FEMA related to Covid yielded a 6500+ award. We just received notification we will be getting another 16,000+ from FEMA for other costs we incurred during the pandemic.

## 3) Personnel and Vacancies

We are in need of at least 2 paraprofessionals with Hailey McBride replacing Denise Adcock and Leah Shoemaker resigning her para position. We will be advertising and working to fill these sped para positions soon.

#### **4) Transportation, Buildings and Grounds**

The Elementary HVAC project is underway. Dan and his crew have most materials on site and are beginning to make progress. The plan is for the project to be completed by the end of July.

Bob Walton will be replacing the concrete on the south side of the building. Mainly the sidewalk in addition to some curb and approach work related to the bus loading and unloading zone.

Matt Fisher's crew will be onsite in the near future to begin the seam restoration project on the Elementary Roof. Once they get here, the work should be completed within a week or so.

The custodial crew is off to a good start and is getting quite a bit accomplished. We have 2 temporary custodians hired to assist since Joe is occupied with several construction projects and all custodians will be taking their vacation time at some point over the summer. Having some extra help is keeping us on track, especially with the HVAC project going on and the need to work around that to get everything ready for students and teachers before August.

#### **5) Curriculum Update**

The admins met with the Board Curriculum, Americanism, and Multicultural Education Committee on May 24<sup>th</sup> to discuss the Second Step and School Connect K-12 SEBL curriculum resources. The meeting was very good with good discussion around the materials but also the social emotional needs of our students. I'll let the committee share their thoughts at the board meeting before we entertain a motion to approve the purchase of the curriculum with ESSER III funds (<\$5,000).

#### **6) Other**

Please let me know if you have other questions or concerns. Thanks!



## NASB Monthly Update for Board Meeting Agenda Item

**June 2022**

**Watch: June Agenda Video Update**

<http://members.nasbonline.org/index.php/news-resources/videos>

***While you're there ... WATCH: Don't Ever Stop***

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### **Latest 'Board Notes' – Monthly Newsletters**

(www.NASBonline.org - News & Resources - Board Notes)

- *New Board Meeting Requirement: Are Your Agendas & Minutes Compliant?*
    - *Based on LB 83 which goes into effect July 31*
  - *What Message is the Board Conveying to the Public at the Board Table?*
  - *College and Career Ready Mathematics Standards*
  - *Primary Election Results*
  - *School Leaders & Law, Golf & The Archway*
  - *Upcoming Events & Networking*
  - *Your NASB Board of Directors & Staff*
  - *Your 2022 NASB Affiliates*
  - *... And Much More!*
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### **"NASB Update – Annual Board Calendar Summary"**

**View the full detailed calendar at: <http://members.nasbonline.org/index.php/resources>**

(www.NASBonline.org – Board Leadership – Resources)

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As a board, some items you should doing, or have on the monthly agenda include:

#### MISSION, VISION & GOALS

- Board Self-Assessment and Goal Planning; Strategic Plan Progress Report/Update; District Goals Update

#### POLICY GOVERNANCE

- Bully Prevention Policy Review on or before July 1. Policy regarding appropriate relationships with students; contents on or before June 30. Annual Review Parental and Family Engagement Policy on or before July 1

#### ACCOUNTABILITY & STUDENT ACHIEVEMENT

- Reports; filing requirements; contents on or before July 20. Year End Assessment & Curriculum Review. Review School Improvement Plan

#### ADVOCACY

- Submit Legislative Resolution or Standing Position to NASB Legislation Committee

#### DISTRICT/ESU RESOURCES (BUDGET)

- Board/Administrators Budget Work Session. Review certificated staff & report: staff demographics, positions needed by building, # of tenured, # of non-tenured, teaching assignments, etc. Review all Maintenance and Upkeep Contracts. Review the Food Service Program. Review TeamMates Program. Review Backpack Program. Review Transportation Program. Review classified staff.

#### REPORTS

- Board Committees; Superintendent; Administrators. Remind board members to review their NASB Awards of Achievement points report.

#### BOARD LEADERSHIP DEVELOPMENT

- Review and discuss Board Governance Standard IV. Accountability and Student Achievement. New Board Member Follow-Up. NASB Golf Outing & Archway Museum Tour. NASB School Leaders and Law Conference.

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### **NASB's Video Resources:**

<http://members.nasbonline.org/index.php/news-resources/videos>

(www.NASBonline.org – News & Resources – Videos)

Legal Resources, NASB's Live & Learn Series, Member Zoom's, Q&A's with the Governor and Commissioner Blomstedt, EHA Updates, Advocacy breakdowns, Monthly Board Agendas, and MUCH more!

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### **Networking & Events ... Register Now**

<http://members.nasbonline.org/index.php/events>

(www.NASBonline.org – Events)

#### **ALICAP Summer Workshops**

June 7 - Gering

June 8 - Kearney

June 9 - Lincoln

#### **2022 NASB Board Candidate Webinars**

Tuesday, June 7 - 7:00 to 8:30 PM CT

Thursday, June 9 - 12:00 to 1:30 PM CT

Wednesday, June 15 - 12:00 to 1:30 PM CT

Wednesday, July 13 - 7:00 to 8:30 PM CT

Wednesday, September 14 - 7:00 to 8:30 PM CT

Wednesday, October 5 - 12:00 to 1:30 PM CT

#### **NASB Legislative Lunch / Meet & Greet w/ Legislative Candidate Ibach**

June 20 – Lexington

### **NASB Golf Outing**

June 22 – Kearney Country Club

### **NASB Archway Tour**

June 22 - Kearney

### **School Leaders & Law Conference**

June 22-23 - Kearney

### **NASB's New Superintendent Orientation**

July 20 – Lincoln

### **Area Membership Meetings**

August 23 – Nebraska City

August 24 - Fremont

August 29 - Gering

August 30 - Valentine

August 31 - Norfolk

September 6 - La Vista

September 7 - York

September 20 – North Platte

September 21 - Kearney

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## **NASB Member Virtuals**

<http://members.nasbonline.org/index.php/nasb-member-virtuals>

(www.NASBonline.org – Events – NASB Member Virtuals)

- **Previous Member Virtuals Available to Watch Include:**

- 2022 Legislative Recap & Look Ahead
- NASB Member Virtual with UNMC
- Tough Times & Tough Meetings: The Board's Role in Navigating Hot Button Issues
- NASB Member Virtual w/ UNMC – Back to School Guidance, Decoupling, Infection Rates Among Children, Myths, & Q&A
- NASB Member Virtual w/ NDE – The Local Board's Role in ESSER Investments
- NASB Member Virtual w/ Commissioner Blomstedt & Dr. Jeffrey Gold of UNMC
- NASB Member Virtual w/ Bryce Wilson of NDE – Cares Act Funds Q&A for School Boards
- And More ...

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## **Advocacy/2021-22 Legislative Session**

<http://members.nasbonline.org/index.php/government-relations>

(www.NASBonline.org – Government Relations)

- The 2022 legislative session began Wednesday, January 5 and wrapped up April 20. Keep tabs with all things pertinent to your school at NASB's Govt Relations pages and the links below!

[WATCH: Sine Die - Legislative Wrap-Up 2022](#)

[NASB Legislative Notes – 4/26/22](#)

**NASB Call for Legislative Proposals – Due July 1**

<http://www.nasbonline.org/registrations/ProposedResolution.aspx>

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Follow NASB on twitter at [www.twitter.com/NASBOnline](http://www.twitter.com/NASBOnline) using the hashtag #liveNASB

and on Facebook at [www.facebook.com/NASBOnline](http://www.facebook.com/NASBOnline)

Watch all of the NASB videos at <http://members.nasbonline.org/index.php/news-resources/videos>

([www.NASBOnline.org](http://www.NASBOnline.org) – News & Resources – Videos)

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the

**Board Notes newsletter** for “This Month In ...” To access the latest newsletter, click here:

<http://members.nasbonline.org/index.php/news-resources/board-notes>

([www.NASBOnline.org](http://www.NASBOnline.org) - News & Resources - Board Notes)



LEADERSHIP

INNOVATION

VISION

ENGAGEMENT

#liveNASB

#weLIVEhere

<http://members.nasbonline.org/index.php/events>

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'.  
If you do not have an email and password to log in or have forgotten it, please contact NASB at 800-422-4572 for assistance.



## YOUR MONTHLY BOARD AGENDA UPDATE VIDEO LINKS

<http://members.nasbonline.org/index.php/news-resources/videos>

## JUNE

NEXT  
WEEK!

ALICAP SUMMER WORKSHOP - JUNE 7 - GERING  
ALICAP SUMMER WORKSHOP - JUNE 8 - KEARNEY  
ALICAP SUMMER WORKSHOP - JUNE 9 - LINCOLN

NEXT  
WEEK!

NASB VIRTUAL CANDIDATE FORUM - JUNE 7 - 7:00 TO 8:30 PM CT  
NASB VIRTUAL CANDIDATE FORUM - JUNE 9 - 12:00 TO 1:30 PM CT  
NASB VIRTUAL CANDIDATE FORUM - JUNE 15 - 12:00 TO 1:30 PM CT

NASB MEMBER GOLF OUTING - JUNE 22 - KEARNEY

NASB MEMBER ARCHWAY TOUR - JUNE 22 - KEARNEY

SCHOOL LEADERS & LAW CONFERENCE - JUNE 22-23 - KEARNEY

## JULY

NASB CALL FOR LEGISLATIVE PROPOSALS - DUE JULY 1

NASB VIRTUAL CANDIDATE FORUM - JULY 13 - 7:00 TO 8:30 PM CT

NASB'S NEW SUPERINTENDENT ORIENTATION - JULY 20 - LINCOLN

## AREA MEMBERSHIP MEETINGS

### AUGUST THROUGH SEPTEMBER

AUGUST 23 - NEBRASKA CITY      AUGUST 24 - FREMONT      AUGUST 29 - GERING

AUGUST 30 - VALENTINE      AUGUST 31 - NORFOLK      SEPTEMBER 6 - LA VISTA

SEPTEMBER 7 - YORK      SEPTEMBER 20 - NORTH PLATTE      SEPTEMBER 21 - KEARNEY

LEADERSHIP

INNOVATION

VISION

ENGAGEMENT

#liveNASB

#weLIVEhere

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OTHER KEY DATES

NASB VIRTUAL CANDIDATE FORUM - SEPTEMBER 14 - 7:00 TO 8:30 PM CT

ANNUAL SPARQ DATA SOLUTIONS TAILGATE PARTY - SEPTEMBER 17 - LINCOLN

FACILITIES & CONSTRUCTION - SEPTEMBER 22 - KEARNEY

LABOR RELATIONS - OCTOBER 5-6 - LINCOLN

NASB VIRTUAL CANDIDATE FORUMS - OCTOBER 5 - 12:00 TO 1:30 PM CT

STATEWIDE GENERAL ELECTION - NOVEMBER 8

STATE EDUCATION CONFERENCE - NOVEMBER 16-18 - OMAHA

NEW BOARD MEMBER WORKSHOPS - DECEMBER - GERING, NORTH PLATTE, KEARNEY, YORK, LA VISTA, NORFOLK

YOUR 2022 PLATINUM AFFILIATES

**ALICAP**

**AMERICAN FIDELITY**  
a different opinion

**Ameritas**  
Ameritas Investment Corp.  
Member FINRA/SIPC

**BCDM**  
architects

**Boyd Jones**

**BVH**  
ARCHITECTURE

CLARK &  
ENERSEN

**CLV** CMBA  
**ca** ARCHITECTS

**COMMUNITY**  
BUILDING SOLUTIONS

**crouch**  
RECREATION

**D|A DAVIDSON**

**filament**  
ESSENTIAL SERVICES

**jmc**

NEBRASKA  
LIQUID  
ASSET FUND

**PIPER | SANDLER**

**prm**  
PUBLIC RISK  
MANAGEMENT  
INCORPORATED

**SPARQ DATA**  
SOLUTIONS

If your business would like to become an Affiliate Member of NASB for 2022, please visit:

<http://nasbonline.org/registrations/AffiliateMembershipProgram.aspx>

# **McAndrew Elementary**

**Ainsworth Community Schools**

**Grades K-6**

**2022-23**



## **Student-Parent Handbook**

## **McANDREW ELEMENTARY STUDENT AND PARENT HANDBOOK**

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about McAndrew Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-encompassing to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to ensure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will decide based upon all applicable school district policies, and state and federal statutes and regulations.

### **SCHOOL MISSION**

ACS CARES: **We are** Committed to Achieving Results for Everyone’s Success

### **MUTUAL RESPECT**

The Ainsworth Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

## Notice of Nondiscrimination

The Ainsworth Community School district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies and will serve as the coordinator for Title IX purposes:

Name: Ben Wright  
Title: Elementary Principal  
Address: 520 E 2<sup>nd</sup> Street, Ainsworth, NE 69210  
Telephone: 402-387-2083  
E-mail: bwright@ainsworthschools.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please contact the office of the Superintendent for information regarding district policy and procedure to prevent discrimination.



## Regular Schedule

7:30 Breakfast is served.  
Students eating breakfast enter through high school doors.

7:45 Teachers are on duty.

7:45 Students enter the building.

K-2 enters by the east doors and goes into the gym.

3-4 enters by the **west** doors and goes into the gym.

5-6 enters by the **Big A** doors and goes into the gym.

8:00 Class begins.

11:00-12:45 Lunch and recess

Grade	Lunch	Recess
<b>K</b>	11:00-11:25	11:25-11:45
<b>1</b>	11:00-11:25	11:25-11:45
<b>2</b>	11:00-11:25	11:25-11:45
<b>3</b>	12:00-12:25	12:25-12:45
<b>4</b>	12:00-12:25	12:25-12:45
<b>5</b>	11:35-12:00	12:00-12:20
<b>6</b>	11:35-12:00	12:00-12:20

3:27 School is dismissed.

K-2 dismissed through the **east** doors.

3-4 dismissed through the **west** doors.

3:34 5-6 dismissed through the **Big A** doors.

## ABSENCES, TARDIES AND SICKNESS

Except for those students exempted by law, this school district expects all children living within the boundaries of the school district and who are between the ages of six by January 1<sup>st</sup> and sixteen to be in attendance every day that school is in session unless they have been excused by school authorities. Regular attendance is necessary to provide the student with the best possible education.

1. Prior to a planned absence, please provide the **elementary office** a written excuse, email, personal contact, or telephone call, stating the reason for the student's absence. In the case of an unplanned absence, please notify the elementary office immediately the morning of the absence. If by 9:15 a.m. the office has received no notification, a phone call will be made to all numbers provided, beginning with the parents / guardians, until an explanation of the student's absence is received. School officials reserve the right to request a statement from the attending physician in the case of an extended absence due to the health of a student.
2. If you would like to let the teachers know about the student being gone you may, but you must let the office know first to make sure we are aware of the absence.
3. All students must have office permission and must sign out to leave the school grounds. When a student returns, they must report to the school office and sign in.
4. Students who have been absent due to a communicable disease must have written permission from a doctor before they will be allowed to return to school.
5. Tardiness is rarely excusable. A student will be marked tardy when he or she arrives after 8:00 am and must report to the school office to sign in. Penalties for excessive tardiness will be dealt with on an individual basis.
6. Students who become ill during school will not be sent home until the school has determined that there will be someone with the student. If both parents work, please let the school know where you can be reached. Ill students must sign out before they leave.

Procedures for excessive absences:

1. As per Ainsworth Community Schools policy, all questions of absences will be referred to the respective principal.
2. The principal will review the attendance records of any student missing five days of unexcused absences per semester. After 7 days per semester the child shall be deemed to have "excessive absences." When the principal determines that a child is unlawfully absent from school, the principal will arrange a conference with the parent or guardian, the child, and any other school personnel to solve the truancy problem.
3. The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the student's family in writing prior to referring the student to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

## **ARRIVAL TO SCHOOL**

School begins promptly at 8:00 a.m. Students will be counted tardy after 8:00 a.m. Students are not to arrive early. Arrangements must be made for child care/supervision in the morning before school. Students will enter through the doors assigned to grade levels at 7:45 a.m., and enter the gym to wait prior to 8:00 a.m. No students will be admitted to the building prior to 7:45 a.m., unless they are eating breakfast at 7:30 a.m.

## **ATHLETIC AND EXTRACURRICULAR EVENTS**

Elementary students enjoy the athletics and extracurricular events that are provided here by Ainsworth Community Schools. Students are expected to attend activities with supervision. We expect them to sit with or near their parents or supervisors. They should remain in their seats and leave only at quarter and half breaks. At wrestling matches, students may leave the bleachers only between matches. Students who are disruptive at activities will be sent home and may lose the privilege of attending activities. During activities held in the gym, the students will be required to sit in the designated area or with their parents or supervisors. A student must be in school one-half day in order to participate in an activity or attend an activity that evening. This refers to a practice, also.

## **BICYCLES AND SCOOTERS**

Children who ride bikes or scooters to school must walk their bikes and scooters across the intersection and then walk their bikes or scooters on school property. There is no riding during the school day (recesses) as this will interfere with the safety of others. We encourage students to use bike locks. Children may also fold scooters and store them under their coat rack during the school day. Scooters that do not fold should not be stored under the coat racks. The school is not responsible for lost, stolen, or damaged scooters or bicycles.

## **WATER BOTTLES**

All students may carry a water bottle in class. Teachers have designated spots for students to place their water bottles during the day. K-4 students can use water bottles approved by teachers and administration. 5th and 6th Grade students will be using clear water bottles while in the building.

## **BIRTHDAY TREATS / BIRTHDAY OR PARTY INVITATIONS**

Due to increasing allergies and health stipulations, any treats brought to school need to be prepackaged and have a list of ingredients on them. Homemade treats will no longer be distributed to students during school hours.

The school will allow party invitations to be distributed only if the entire class is invited. If only a few members of the class are to be invited, please use some other method of distribution.

## **BULLYING AND HARASSMENT**

McAndrew Elementary School is committed to offering an educational opportunity to its students in a climate free of discrimination, bullying and harassment. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited.

Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or

her designee, or at school-sponsored activities or school-sponsored athletic events. Disciplinary action for each event is under direct decision from the building principal and other district administrators.

For purposes of this handbook, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably create an intimidating instructional or educational environment.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the classroom or educational environment.

Sexual harassment may exist when the conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive classroom or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

## **BUS REGULATIONS**

Regular Routes: Students shall be on time at the approved bus stop. Do not cross the road until the bus has stopped completely and the driver has extended the stop arm. Students are to board the bus one step at a time. Rigid standards of discipline must always be maintained in order to ensure the safety of riders and the driver. Students can be told to sit in an assigned seat by discretion of the Bus Driver, Bus Monitor, or Building level Principal.

While Riding the Bus: The riding of the bus is a privilege and may be revoked for violation of the rules or for conduct, which is detrimental to the safe operation of the bus. The driver and bus monitor are in full charge of the bus and the students under the direction of the building Principal. Students are to comply promptly with all requests of the driver and/or bus monitor. The driver may assign seats. Students shall go directly to their seats and remain seated there until they arrive at their destination. Students shall not leave the bus from the emergency door unless an emergency exists. Students shall not run or push while leaving or entering the bus. Students that live on the opposite side of the road are to go approximately twelve (12) feet in front of the bus before crossing.

The school bus driver has the authority and the responsibility to discipline students on the bus under the guidance and direction of the administration.

### **Route Bus Discipline Procedure:**

For any conduct deemed inappropriate by the bus driver and/or bus monitor, the following procedure will be used. The bus driver or monitor will fill out a discipline referral describing the incident and will be responsible for turning the referral in to the administration. Upon reviewing the referral, administration will determine whether disciplinary action is needed in the matter. If disciplinary action is required, the district administration has the discretion to do what they believe is best to ensure the safety of all drivers

and riders, as well as remove students from bus routes for determined lengths of time based on the severity of the incident(s). Below is a possible sequence of events. However, based on the severity of the incident, a student may be removed immediately. This will be at the discretion of the administration.

- A. The first incident of inappropriate behavior will result in a verbal warning from the bus driver and/or bus monitor. The driver or monitor will submit a written discipline referral to the appropriate principal. The Principal will have a conference with the student.
- B. The second incident involving the same student will result in a second report submitted to the principal. The Principal will arrange a parent/guardian conference or contact to discuss the incident and inform parents/guardians of possible consequences.
- C. Upon the third incident by the same student, a third report will be submitted. The third incident will result in a short-term suspension from riding the school bus.
- D. Upon receiving a fourth incident on the same student, the consequence will be suspension from riding the school bus for the remainder of the school year.

## **COMPUTER USAGE**

The use of computers/internet is a privilege, not a right. Inappropriate behavior may lead to penalties including revoking permission to use the computers (long term or short term), disciplinary action, and/or legal action. Ainsworth Community Schools policy explains the terms and conditions for use of computers. No students shall be permitted to use the computers until the office receives a signed copy of the current year's Handbook Acknowledgement Form.

## **CONCERNS AND QUESTIONS**

When a problem arises over a school situation, parents/guardians should first attempt to resolve the issue or complaint by holding a conference with the teacher or employee.

If the problem is not resolved after meeting with the teacher or employee, a meeting should be arranged with the principal. Prior written or verbal notice must be given by the parents/guardians in order to arrange a meeting.

## **DETENTION AND STAYING IN FOR RECESS**

On occasion it may be necessary to keep a student after school. If a child is staying more than 15 minutes after school, the teacher will require that she/he make an attempt to call home to inform the parents.

STAYING IN: Students who are to stay inside during recess or the noon hour due to illness should bring a note signed by the parents. Students who must stay in during recess or noon hour longer than one week must bring a note from the doctor stating the reason.

## **DISMISSAL**

Students must leave school premises immediately after school unless under the direct supervision of a teacher or an adult. K-2<sup>nd</sup> grade students will be dismissed from the east side of the elementary building, and 3<sup>rd</sup>-4<sup>th</sup> grades will be dismissed from the west side. 5th-6th grade students will be dismissed from the Big A doors at 3:34 p.m. Students riding the bus will be led to the south side of the school by the bus monitors to load the buses.

Students may remain on the playground area after dismissal if they are accompanied by their parent/guardian. If not accompanied by their parent/guardian, students need to leave school grounds until after 4:00 p.m. No students will be allowed to play on the south, west, or north sides of the school due to safety concerns.

## **DRESS CODE**

The home and school need to cooperate in the matter of student dress for school.

Students at McAndrew Elementary are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process.

Following is a list of examples of attire that is not appropriate for school. This list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting.

1. No apparel containing references to drugs, tobacco, or alcohol.
2. No apparel containing vulgarity, obscenity, or profanity.
3. No undergarments are to be visible at any time.
4. No mesh shirts will be allowed, unless a full shirt is worn underneath.
5. No apparel that exposes the midriff area will be allowed.
6. Shoes must be worn at all times.
7. No hats or caps may be worn inside the school building.
8. Shorts and skirts should be appropriate in length.
9. Any apparel, jewelry, accessory, notebook, chains, or manner of grooming that is disruptive to the learning environment or identified as a potential safety risk will not be allowed.
10. Halter tops and low-cut necklines will not be allowed. Sleeveless shirts and tank tops are all owed, however, there must be straps over both shoulders of at least 1" in width.

This is not an all-encompassing list. The administration reserves the right to require a student, who is not in proper school dress, to change clothing or to ask the parent to bring an appropriate change of clothing for the student.

During the late fall, winter and early spring our weather can be quite unpredictable and quite harsh. We do expect the students to be dressed for the weather. Depending upon weather factors, it is generally expected that the student will have proper winter clothes, such as a winter coat, snow boots or overshoes, stocking caps, gloves or mittens, etc. The students *will* go outside for recess unless it is dangerously cold. A student must be wearing snow boots to play in the snow. If the student is not wearing boots when snow is on the ground, the student will have to remain on cleared areas of the cement.

## **COSTUMES AND DRESS UP WEEKS**

During these events you may dress up based on the instructions from your teachers. With any costume used during celebrations or Parties **No Accessories** are allowed. Any costume is up to the discretion of the Principal for appropriateness or Dress code violations. Please understand that if a student arrives with an accessory we will keep it in the office for the student to pick up after school.

## **ENGLISH LANGUAGE LEARNER PROGRAM (ELL)**

Ainsworth Community Schools meets the needs of all learners. Students with a home language other than English shall be tested for English language proficiency and instructed in reading, writing, speaking and listening of English language and content areas. The program shall be governed by Every Student Succeeds Act, the Office of Civil Rights, and The Equal Opportunity Act. Use of native language may be limited by classroom teachers to aid in the learning of the English language.

## **ELL IDENTIFICATION AND ASSESSMENT**

The Home Language Survey (HLS) will be completed upon registration to identify a Primary Home Language Other than English. (PHLOTE).

PHLOTE students will be tested using the ELPA 21 Screener within the first 30 days of the school year, or within 15 days of enrollment in the district. PHLOTE students will be testing according to NDE guidelines, during a specified testing window using the ELPA 21 Summative assessment. Students who receive scores or Level 4 (Early Advanced) and/or Level 5 (Advanced) in the areas of Reading, Writing, Speaking and Listening, will be considered proficient and dismissed from the ELL Program. Students arriving with previous test information will be placed appropriately in the ELL programs. Records will be kept at Ainsworth Community Schools.

## **FIRE DRILLS AND SEVERE WEATHER DRILLS**

Fire drills will be conducted monthly and severe weather safety drills will be reviewed and practiced twice during the school year.

## **GRADING SCALE AND CODE**

A+		99-100
A	Excellent	95-98
A-		93-94
B+		91-92
B	Above Average-Very Good	88-90
B-		86-87
C+		84-85
C	Average-Good	80-83
C-		78-79
D+		76-77
D	Below Average-Needs Improvement	72-75
D-		70-71
F	Failing-Not Acceptable	69 or below
S+	Above Satisfactory	
S	Satisfactory	
S-	Below Satisfactory	
U	Unsatisfactory	

## GUIDANCE SERVICES

A school counselor is assigned to the Elementary School as well as the Middle School and High School. The goal of the elementary guidance and counseling program is to facilitate the personal development and academic success of every student. The elementary counseling program provides individual and group counseling, developmental guidance activities, and support guidance based upon individual and school need. Referrals to the school counselor may be made directly by parents or through the child's classroom teacher or building principal. The student may also request to speak with the counselor.

## HEALTH SERVICES

Student illnesses:

If a student becomes ill during the school day, the parent or guardian will be contacted. Please make sure the office knows how to reach a parent or guardian during the day. Also, please provide emergency contact information in the case that the parent or guardian cannot be reached. See attached policy AR-5405 for more information regarding student illnesses.

Health related information:

Please notify the school nurse concerning any special health needs of a student.

*Attack on Asthma* Emergency Protocol:

This protocol is the result of a state-mandated regulation, which requires our schools be prepared to implement an emergency treatment plan, called a protocol, anytime any student or staff member experiences a life-threatening asthma attack or systemic allergic reaction.

The protocol requires that 911 be called first. Next, an EpiPen injection will be given by the school nurse or another trained school staff member. Then, Albuterol is provided through a nebulizer machine. If you know your student has asthma or a severe allergy, it is critically important that you communicate this information to our school staff. If you have questions or concerns about the protocol or your student's health issues, please contact the school nurse.

Medications:

All medications, with few exceptions, must be stored in the office and given by trained personnel or the school nurse. Written permission from a parent is required. **Medicines must be in the original container, regardless if the drug is a prescription drug or an over-the-counter drug.** Medicines, such as inhalers, can be kept with the student but the parent is required to fill out a self-administration permit form. Permission forms are in the office.

School health screenings:

Yearly health screenings will be provided for all students. Results will be given to the parents, with concerns identified. Referrals will be recommended at that time, if applicable.

Immunization requirements:

State law requires that children entering school be immunized. Students entering school for the first time must have:

- 3 doses of DTP vaccine
- 3 doses of Polio vaccine
- 2 doses of MMR vaccine
- 3 doses of Hepatitis B vaccine
- 2 dose of Varicella or proof of having disease

A medical exemption from a physician or an affidavit of refusal for religious reasons may be substituted for the immunization requirements.

**Physical Exam and Vision Exam requirements:**

All out-of-state transfers and all students entering kindergarten must have both a physical and a thorough vision exam within 6 months prior to admission, unless the parent/guardian signs a waiver.

**Head lice procedures:**

- When live lice are found on a student, the family is notified and the student may go home at the end of the day. Parents/guardians have the option of picking their child up earlier to begin treatment.
- When returning to school, the parent/guardian should accompany the student to the nurse's office to check the student's head. If no live lice are found, the student is also checked again in 7-10 days. It is recommended that the parent/guardian continue to check the student's head in the days after treatment and frequently for several weeks.
- Three repeat cases of live lice at school may lead to exclusion from school until lice free.
- Families are encouraged to report head lice to the school nurse, who is available to answer questions regarding treatment.

**HOMEWORK**

Homework is necessary at times due to requirements in a particular subject, the need to enhance student achievement, or a student's absence from school.

**LIBRARY**

The elementary library is available for student use during school hours. In order to reduce expenses due to loss of books or vandalism, each student should have only two books checked out. The book may be kept for up to two weeks.

## Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the school district. 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.

## LUNCH, BREAKFAST, AND SNACK MILK PROGRAMS

Under special federal programs, hot lunch is served to students who wish to participate. Applications for free or reduced participation in this program will be mailed home during the summer. Parents who wish to be included under these guidelines must complete the forms and return them to the District Office **before participation is effective. These forms must be completed each year and will not carry over to the next school year.**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail at U.S. S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).  
USDA is an equal opportunity provider and employer.

PLEASE NOTE: As stated above, all protected bases do not apply to all programs. *The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.*

### BREAKFAST & LUNCH PRICES

ITEM	PAID	REDUCED	FREE
K-12 Breakfast	\$1.85	FREE	FREE
K-4 Lunch	\$3.15	\$0.40	FREE
5-12 Lunch	\$3.30	\$0.40	FREE
Extra Lunch Entrée	\$2.00	\$2.00	\$2.00
Extra Pizza Hut Pizza	\$2.25	\$2.25	\$2.25
Extra Milk	\$0.50	\$0.50	\$0.50
Extra Fruit & Veggie Bar	FREE	FREE	FREE
Adult Guest Breakfast	\$2.45	--	--
Adult Guest Lunch	\$4.10	--	--
Adult ONLY Fruit & Veggie Bar	\$3.00	--	--
Child Guest Breakfast	\$1.70	--	--
Child Guest Lunch	\$3.05	--	--

Students in Kindergarten and 1<sup>st</sup> grades have the opportunity to drink snack milk during the school day. **This must be paid for by semester or for the entire year. Students will not be allowed to drink snack milk until payment has been received. Notices will be sent home before the start of each semester.**

1<sup>st</sup> semester: \$43.00

2<sup>nd</sup> semester: \$43.00

All Year: \$86.00

Breakfast will be offered to students Kindergarten through High School. If your student wishes to eat breakfast, he or she should be at the school cafeteria at 7:35 am. The menu will be published in the elementary newsletter, on the school website and on the radio.

\*Students may not bring pop, juice or other beverages to drink with their hot lunch, unless they have a medical reason not to drink milk.

### MYSCHOOLBUCKS.COM

MySchoolBucks is a convenient tool for parents / guardians to use to manage meal accounts at Ainsworth Community Schools. With MySchoolBucks, you can add money to your child's meal account, view account balances and recent purchases, and set up notifications for upcoming payments - from the convenience of your home, office, or on-the-go with the mobile app. Visit [myschoolbucks.com](http://myschoolbucks.com) to set up an account—all you need is your child's lunch number! At this time snack milk cannot be paid through this service.

## **PARENT INVOLVEMENT**

McAndrew Elementary welcomes parental involvement in the education of their children. We hope to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
3. Textbooks and other curriculum materials used in the district are available for review by parents upon request.
4. Parents are provided access to records of students according to law and school policy.
5. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
6. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
7. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys.

### **Title I Parent and Family Engagement Policy (combined district and school):**

Ainsworth Community Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design

evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

#### **PARENTS' RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Ainsworth Community Schools will comply with the requirements of FERPA.

#### **NOTICE CONCERNING DIRECTORY INFORMATION**

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, home phone number, grade in school, name of parents or guardian, and date of birth. A parent or eligible student has the right to refuse to let the district designate any or all of those types of 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 any or all of those types of information about the student designated as directory information is as follows: **two weeks from the time this information is first received**. The district may disclose information about former students without meeting the conditions in this section.

#### **PETS**

Pets will not be allowed at school without prior permission from the classroom teacher and the school principal. If permission is given to bring a pet, the parent or guardian must bring the pet, show it for a short period of time, and then take it home.

#### **PHYSICAL EDUCATION**

Students will need a pair of tennis shoes specifically for PE. These shoes are to be worn only in the gym in order to protect the gym floor. These shoes should not be worn outside. If your child wears sandals to school on a day he or she would have PE, send a pair of socks in his or her backpack.

## **PROMOTION AND RETENTION**

The professional staff at McAndrew Elementary will place students at the grade level best suited to them academically, socially and emotionally. Students will typically progress annually from grade to grade. A student may be retained at a grade level when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program. Parents will be consulted and included in discussions concerning retention.

## **REPORT TO PARENTS**

Report cards are sent home every quarter. In addition, during the first quarter, parents will be scheduled for a Parent-Teacher Conference. At this conference, the progress and recommendations from parents and teachers will be exchanged. Parents may call and make special conference arrangements outside of these arranged dates if they need to. We will also offer Parent-Teacher Conferences in February.

Progress reports may be requested by parents/guardians at any time during the school year. Also, parents may obtain a password to their child's PowerSchool account, which is the electronic database used by the school. To obtain the password to your child's account, contact the elementary school office at 402-387-2083. Please note that 3<sup>rd</sup> and 4<sup>th</sup> grades have lunch account balances, attendance, *and* grades posted on PowerSchool. Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grades only have lunch account balances and attendance posted.

Along with the end of the year report card there will be a section added about the classroom placement for the upcoming school year. This section will not be 100% final and is subject to change based on teachers availability and student numbers.

## **SCHOOL CLOSING NOTIFICATION**

Should it become necessary, in the judgment of school officials, to close school because of bad weather, an announcement will be given through the School Messenger notification program, the local radio station KBRB (FM 92 or AM 1400) and Channels 10/11 TV. If the elementary school is closed, it will be closed to all grades. If it becomes advisable because of an impending storm or other reason to close school during the school day, this information will be given out over the above listed methods, giving the time school will be dismissed. PLEASE DO NOT CALL THE SCHOOL unnecessarily under these circumstances as it ties up the line.

## **SCHOOL WEB PAGE & FACEBOOK PAGE**

In an effort to improve student learning and to help students realize they are part of a bigger world, we would like to demonstrate their projects on our school's website and Facebook page. We take pictures of classes, groups, as well as students working on projects. With the exception of the Spelling Bee results and the end of the year Achievement Awards, we will not be publishing full names.

The school's website is found at <http://www.ainsworthschools.org>. We also maintain a Facebook page – search for Ainsworth Community Schools.

We encourage you to sign up for the News Update feature to stay up-to-date with the happenings at Ainsworth Community Schools. Forms are available in the office if you wish to NOT have your child's/children's picture displayed on the school's web page or Facebook page.

## **SMOKE-FREE ENVIRONMENT**

McAndrew Elementary is a smoke-free environment. We would appreciate your help in meeting the goal of a smoke-free and tobacco-free environment for our children. When you attend school events please remember that our grounds are smoke-free and tobacco-free.

## **SPECIAL EDUCATION**

Special education services are available to all students who meet qualifying criteria established by the Nebraska Department of Education. Handicapping conditions may include hearing impaired, visually handicapped, mentally handicapped (mild, moderate, and severe/profound), behaviorally disordered, specific learning disabled, orthopedically impaired, other health impaired, and speech/language impaired. Identified children are served from birth to age 21 at no cost to resident parents. Referrals for special education services or diagnostic testing may be made by parents to the building principal or by discussing with the classroom teacher. Classroom teachers also may refer students. A Student Assistance Team (SAT) and a Multidisciplinary Team (MDT) will process student referrals.

Ainsworth Community Schools requests help in locating handicapped children. The schools implement the Federal Handicapped Children's Act (PL 94-142) which guarantees a free appropriate public educational program for all children between the ages of 0 and 21 years of age. If you have a student or know of any young person with special needs between 0-21 years of age that is not enrolled in an appropriate public education program, please call 402-387-2333 or write to:

Scott Steinhauser, Special Ed. Director  
Ainsworth Community School  
P.O. Box 65  
Ainsworth, NE 69210

## **STAFF QUALIFICATIONS**

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

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

## RECORDING OF OTHERS

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. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Ainsworth Community Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

## STUDENTS' PRIVACY

It is the intent of McAndrew Elementary to protect the privacy of students in accordance with applicable laws.

Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials".

## STUDENTS' PROPERTY

Students may bring personal items to show or demonstrate during class time. However, personal items such as toys, trading cards, balls, bats, radios, CD and DVD players, DS Games, iPods, hand-held video games, walkie-talkies, cell phones, etc. should not be brought to school. Toy guns or related war toys should not be brought to school. Personal items should be left in the classroom or on the coat rack during recesses. **Backpacks brought to school by any student should contain a nametag or other information, which identifies the owner with his or her address.** Also, it is a good idea to label your child's coat. The school is not responsible for lost, stolen, or damaged personal items. Children should not bring money to school. Except for special projects, lunch, or when students are required to bring money to school, parents should follow this guideline. The school will not assume the responsibility of the loss.

Student desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances. Items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable. "Nuisance items" may be removed from student possession.

## TELEPHONE

Kindergarten through 6th Grade students will not be allowed to carry a phone during the school day. It must be off and put in their backpacks. Please do not call your child at school unless it is absolutely necessary. Messages will be relayed to your child or she or he may return the call during free time if necessary. In cases of family crisis or emergency, more immediacy will be shown. The telephone is for emergency use only. **Students may not use it to arrange after school play dates.** These arrangements must be made at home before school.

## TESTING

Students in grades K through 6<sup>th</sup> will take a nationally normed, standardized test. Parents will be notified of exact dates of testing prior to administering the exams. In addition, all students, including Kindergarten, may be assessed against the Nebraska Curriculum Standards in Reading, Writing, Speaking, Listening, Math, and Science. These assessments will take place throughout the school year.

## TITLE I

McAndrew Elementary school operates a school-wide Title I program, which means we have the flexibility to use our Title I funds to help all students in the building. All Title I activities help us reach school wide goals.

## VIDEO SURVEILLANCE

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 to District property, and to safeguard District facilities and equipment. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## VISITS TO SCHOOL

All entrances are locked. Visitors must request permission to enter the building and then check in with the elementary office. Parents and guardians are invited to visit their child's classes. Please contact your child's teacher ahead of time before making a visit. Children will not be allowed to visit school unless they are accompanied by an adult or by special permission from the principal. Visits should usually be for an hour or less. Lunch room visitors are allowed but should be limited to once or twice a week. If you need any clarification or expect more visits please contact the school Principal.

## WITHDRAWAL PROCEDURE FROM AINSWORTH ELEMENTARY

Students moving away from the school district are expected to check out at the office. Parents/guardians should notify the teacher and office at least two days in advance if planning to move. A copy of the child's permanent record will be sent to the school if requested by the receiving school.

## **GENERAL SCHOOL RULES**

### **THE STUDENT SHALL BE EXPECTED TO:**

- Using drinking fountains, play equipment, and lavatories with safety and cleanliness in mind
- Keeping objects, hands and feet to oneself so as not to injure others
- Following directions, the first time
- Accepting the authority of teachers, the principal, and other staff members
- Cooperating with teachers and other students
- Practicing and developing good citizenship, character, and safety for themselves and others
- Completing assigned work
- Doing work consistent with ability
- Being regular and punctual in attendance
- Walking in hallways and on the sidewalks

### **THE PARENTS SHALL BE EXPECTED TO:**

- See that the pupil arrives at school at the appropriate time in a proper state of health and cleanliness
- Encourage the proper attitudes toward learning and respect for school authority
- Make available to the school system any information essential to developing a program beneficial for the student
- Confer with officials regarding the pupils progress in school
- Cooperate with school personnel in efforts to improve the student's attitude and behavior
- Assume full responsibility for willful misbehavior or damage to school property by the child

## **PURPOSE OF STUDENT CONDUCT RULES**

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

### **Notice of Nondiscrimination**

The Ainsworth Community 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. Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the Superintendent.

Dale Hafer, Superintendent, 520 E. 2<sup>nd</sup> St., Ainsworth, NE 69210, 402-387-2333, [dhafer@ainsworthschools.org](mailto:dhafer@ainsworthschools.org)

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to the Superintendent. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

# **Ainsworth Community Schools**

## **Grades 7-12 Student-Parent Handbook**

### **2022-23**

*\*Draft for Board Consideration - June 13, 2022*



**Ainsworth Community Schools**  
**520 East 2nd Street**  
**Ainsworth, NE 69210**  
**402-387-2333 (District Office)**  
**402-387-2082 (MS/HS Office)**

**IMPORTANT:** The receipt page must be signed and returned to the office by 8/19/22.

# (7-12) STUDENT - PARENT HANDBOOK OF AINSWORTH COMMUNITY SCHOOLS 2022-2023

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**Ainsworth Community Schools Student-Parent Handbook  
2022-2023 School Year**

**Foreword**

**Section 1 Intent of Handbook**

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Ainsworth Community Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

**Section 2 Members of the Board of Education**

Name	Contact Information
Jim Arens, President	jarens@ainsworthschools.org
Mark Johnson, Vice President	majohnson@ainsworthschools.org
Scott Erthum, Secretary	serthum@ainsworthschools.org
Frank Beel	fbeel@ainsworthschools.org
Jessica Pozehl	jpozehl@ainsworthschools.org
Brad Wilkins	bwilkins@ainsworthschools.org

**Section 3 Administrative Staff**

Name	Position	School	Contact Information
Dale Hafer	Superintendent	District Office	402-387-2333
Steve Dike	7-12 Principal	Ainsworth 7-12	402-387-2082
Ben Wright	PK-6 Principal	Ainsworth PK-6	402-387-2083

**Section 4 Teaching Staff - 7-12 MS/HS**

Wade Alberts      Brandy Dowdy      Jessica Kempcke      Lauren Osborne      Loreece Thornton

Bethany Alder      Amanda Evans      Heather Lutter      Jessi Owen      Kara Welch

Wendy Allen      Nichole Flynn      Hailey McBride      Todd Pollock      Emily Whipple

Pam Barrow      Amanda Ganser      Juli Murphy      Erin Rathe      Rachel Williams

Betty Bower      Tammy Hancock      Sandi Nelson      Kelsey Riesen      Amanda Wirth

Ronda Davis      Jared Hansmeyer      Jake Nelson      Lisa Schlueter

Roberta Denny      Jennifer Hitchcock      Kayla Nilson      Scott Steinhauser

Angie Welke-Secretary

Zoe Shankland-Secretary

## Section 6 School Calendar

### Ainsworth Community Schools 2022-2023 School Calendar

<p>8 FB, VB, CC, GG Practice 9, 10, 11 Teacher In-Service &amp; Work Time 12 First Day Students</p>	<p style="text-align: center;"><b>AUGUST 2022</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p style="text-align: center;"><b>SEPTEMBER 2022</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>5 No School – Labor Day 19 No School Teacher In-Service</p>							
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**Number of Student Days**

Aug 14  
Sept 20  
Oct 19  
Nov 19  
Dec 15  
Jan 18  
Feb 18  
Mar 20  
Apr 18  
May 14

Total 175

**Number of Teacher Days**

Aug 17  
Sept 21  
Oct 20  
Nov 19  
Dec 15  
Jan 20  
Feb 19  
Mar 21  
Apr 18  
May 15

Total 185

**Early Out Days for Students**

Dec 21 (2:00)  
Mar 30 (1:15)  
May 18 (1:00)

Purple – PT Conferences  
Red – Teacher In-Serv/Work time  
Yellow – No School  
Green – Semester Tests/Finals

**Teacher In-Service Days**

Aug 9,10,11  
Sept 19  
Jan 4  
Feb 16  
Mar 24  
May 19

Approved 3/14/22  
Subject to changes as needed  
\*See School website calendar for live/current updates!

## **Article 1 – Mission and Goals**

### **Section 1 School Mission Statement**

Welcome to Ainsworth Community Schools. The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

### **Section 2 Goals and Objectives**

The goals and objectives of the Ainsworth Community Schools are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in

management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.

7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

### **Section 3 Mutual Respect**

The Ainsworth Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

### **Section 4 Complaint Procedures**

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

#### **1. Complaint procedure**

- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

**Article 2 – School Day**

**Section 1 Daily Schedules**

**Regular Schedule**

Warning Bell			7:55
Period 1	8:00	–	8:44
Period 2	8:47	–	9:31
Period 3	9:34	–	10:18
BULLDOG TIME	10:21	--	10:48
Period 4	10:51	–	11:35
7 <sup>th</sup> -8 <sup>th</sup> Lunch	11:35	--	12:02
Period 5 (7-8)	12:05	–	12:49
Period 5 (9-12)	11:38	–	12:22
9 <sup>th</sup> -12 <sup>th</sup> Lunch	12:22	–	12:49
Period 6	12:52	–	1:36
Period 7	1:39	–	2:23
Seminar	2:26	–	2:47
Period 8	2:50	–	3:34

**2:00 Dismissal**

Warning Bell			7:55
Period 1	8:00	–	8:39
Period 2	8:42	–	9:21
Period 3	9:24	–	10:03
Period 4	10:06	–	10:45
Period 5	10:48	–	11:27
Period 6	11:30	–	12:09
7 <sup>th</sup> -12 <sup>th</sup> Lunch	12:09	-	12:36
Period 7	12:39	–	1:18
Period 8	1:21	–	2:00

**Semester Test Schedule**

**10:00 Late Start**

Warning Bell			9:55
Period 1	10:00	–	10:35
Period 2	10:38	–	11:13
Period 3	11:16	–	11:51
Period 4	11:54	–	12:29
7 <sup>th</sup> -12 <sup>th</sup> Lunch	12:29	–	12:59
Period 5	1:02	–	1:37
Period 6	1:40	–	2:15
Period 7	2:18	–	2:53
Period 8	2:56	–	3:31

**Day 1 (1<sup>st</sup>-3<sup>rd</sup>)    Day 2 (4<sup>th</sup>-6<sup>th</sup>)    Day 3 (7<sup>th</sup>-8<sup>th</sup>)**

Warning Bell			7:55
Seminar (All Students)	8:00	–	9:25
Period 1,4,7	9:30	–	10:50
Period 2,5,8	10:55	–	12:15
7 <sup>th</sup> -12 <sup>th</sup> Lunch	12:15	--	12:42
Period 3/6	12:45	–	2:05
Remediation	2:05	–	3:31

(Days 1&2)

## **Section 2      Severe Weather and School Cancellations**

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). **In case the school must be closed or opened later than usual because of inclement weather or some other cause, an announcement will be made through the School Messenger notification program, over KBRB radio and Channel 10/11 TV.** In some instances, schools will be open, but certain services may be canceled (bus transportation, pre-school, kindergarten, student activities). Please do not call the school unnecessarily under these circumstances as it ties up the lines in case of emergency.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

### Section 3 Open-Closed Campus

All students are required to remain on campus during the school day, except high school (9-12) are allowed to leave campus during lunch. This privilege may be revoked at the discretion of the administration due to poor academic or behavioral performance.

### Section 4 Supervision Responsibility Before/After School

#### Arrival at School/Dismissal From School

##### Student Entrances (Pick up and Drop off)

All High School students will use the west entrance of the school and 7<sup>th</sup>-8<sup>th</sup> grade students are to use the south door. After activity practices, students are to wait for rides, parents, etc., outside the entrance and not in the building.

Building Entrance Times:

Weights and Conditioning	6:00 AM
Breakfast	7:30 AM
All Other Students	7:45 AM

Times may be adjusted in case of inclement weather. If this is necessary, students should remain in the following locations:

- ***Bus riders will be dropped off and picked up at the WEST entrance to the school.***
  - 7<sup>th</sup> and 8<sup>th</sup> Grades
    - Parents drop off on the SOUTH side of the school
    - Enter on South Side by the bus drop off
    - In case of inclement weather, remain seated on the stairs inside the south entrance until released.
  - 9<sup>th</sup>-12<sup>th</sup> Grades
    - Parents drop off on the WEST side of the school (by the Big A) and do NOT pull into the crosswalk when dropping off.
    - Students may drop items off in the locker rooms but do not loiter. Please report to the commons area outside the counselor's office until 7:45.

Students are expected to arrive at school no earlier than 15 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will be admitted to the school building no earlier than 7:45 AM unless eating breakfast or meeting with a teacher unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to the gymnasium until the Warning Bell rings 5 minutes prior to the first bell.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity or working directly with a teacher. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Certain days on the calendar are "shortened days," meaning that the school day starts or ends

other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

#### Student Parking Lot:

- Students shall not display signs, flags, stickers, and/or tags that have a negative meaning, sexual overtones, racial indifference, gang affiliation, profane language, promotion of tobacco and alcoholic products, and threatening material.
- Each student must park in areas assigned to student parking.
- Backing into parking places is prohibited.
- Parking in a no parking zone is not permitted.
- Sitting in cars during the school day is not permitted.
- Do not park in the visitors or handicapped zones.
- Students being dropped off or picked up by a parent will load and unload on the west side of the building.
- Students will adhere to minimal safe speeds at all times.
- Due to the availability of parking spaces within our lot, the spaces are first come first served. If you are unable to find a parking spot, do not “layer” cars along the back of the lot. Student’s will then need to park on the street.

Violation of any of the rules stated above may result in the revoking of parking privileges and/or other discipline measures including involvement of law enforcement.

#### Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

#### Supervision at Dismissal

Parents or guardians of children in grades Pre-K to 6, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate up to two (2) escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

### Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

## **Article 3 – Use of Building and Grounds**

### **Section 1 Visitors**

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern. In an effort to offer quality time with parents that wish to have a conference with a teacher or a team of teachers, please contact the team or individual teacher to set up an appointment.

In order to limit disruptions to the learning environment, students from other schools are not permitted to visit classes without prior administrative approval and an approved educational purpose. Parents or students wishing to visit during lunch must have the approval of a building administrator. No student is to leave the school with a visitor unless they have checked out through the office.

### **Section 2 Smoke-Free Environment**

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

### **Section 3 Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

### **Section 4 Lockers**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students may turn in an extra key to homeroom teachers if they choose to use a key lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a principal sees or learns of an image or message that may cause a disruption, the principal will ask the student to remove the image or message from the locker. If the student refuses, then the principal will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

## **Section 5 Searches of Lockers and Other Types of Searches**

School authorities may seize any contraband, or controlled substance or any object considered to be illegal, and any material or object which violates a school rule or poses a hazard to the safety and well-being of any person or the learning environment. Any event leading an administrator to have reasonable suspicion that a student may be in possession of contraband may lead to search of student lockers, bags, pockets or vehicles while on school property. Students are not to bring any item of this nature to school or to a school activity.

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
5. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

## **Video Surveillance**

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 to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## **Section 6 Recording of Others**

To ensure the privacy and confidentiality of student information, **no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee.** This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

## **Section 7 Use of Cell Phones**

Students may not use cell phones during class time or instructional time. Cell Phone distractions are prohibited in the classrooms during class periods. Students may use their phones before school, at lunch, after school and in between class periods only and phones should be either silenced or shut off prior to entering the classroom. Any staff member may confiscate the cell phone if they observe a student in violation of this policy.

- 1<sup>st</sup> Offense: Phone is sent to the office and the student may pick up the phone after school that day.
- 2<sup>nd</sup> Offense: Phone is sent to the office and a parent may pick it up after school that day.
- 3<sup>rd</sup> Offense: Phone is not allowed to be brought to school. If the student brings the phone, it will be confiscated and a parent may pick it up after school. Additional consequences may be assigned for excessive non-compliance with this policy.

## **Section 8 Bicycles**

Bicycles must be parked in the racks provided. All bicycles are encouraged to be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 9 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with the secretaries in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

### **Section 10 Lost and Found**

Students who find lost articles are asked to take them to the office. Lost and Found articles will be placed on the table in the hall by the elevator and custodian's office and can be recovered by the owner. , where the articles can be claimed by the owner. Articles will be periodically removed from the lost and found area and donated to the Thrift Shop for repurposing. If articles are lost at school, report that loss to office personnel.

### **Section 11 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the School Nurse.

### **Section 12 Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

### **Section 13 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office.

### **Section 14 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's or Activities Director's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 15 Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Article 4 – Attendance**

### **Section 1                      Attendance Policy**

It is the philosophy of Ainsworth Community Schools to educate the total student and not merely to provide the academic or skills portion of the individual's education. Active attendance in class is a valuable and integral part of the student's formal education. Absence from class, for whatever reason, causes the student to miss a truly necessary part of learning, which can be only partially regained through make-up work. Attendance in school is the combined responsibility of the student and parents/guardians. The responsibility of the school is to provide instruction and to inform parents of absences from class.

### **Section 2                      Attendance and Absences**

#### **Parent/Guardian Responsibilities**

- Families should make certain accurate contact information (phone numbers, email addresses, etc.) are available in PowerSchool
- Depending on the type of absence, Parents should contact the school before the student is absent.
- Families should schedule vacations and appointments for students when school is not in session.
- Parents/guardians should, whenever possible, submit to the office all court and medical documentation for verification of absence.

#### **Release of Student During School Day**

Students may be released upon request from the lawful parent or custodian and whose identification is verified to the satisfaction of the principal or upon written request of a parent or lawful custodian.

Before releasing a student during the school day, the building principal or the Attendance Secretary shall be responsible for the verification of the identity of any parent or lawful custodian or anyone seeking release of a student. If the principal is not satisfied with the identification of the person seeking release of a student, he/she may refuse to grant the release.

Students leaving during the school day ***MUST SIGN OUT AT THE OFFICE*** before leaving the building and sign in at the office upon their return or when arriving at school after 8:00 a.m.

#### **Notification of Absences:**

- Absences, Not Planned or Due to Illness

A written note or telephone call from the parent/guardian stating the reason for the absence will be required for all student absences. Prior to returning to school, students who have been absent due to a communicable disease may be required to bring written permission from a doctor upon returning to school. Students who become ill during school will not be sent home until the school has determined that there will be

someone there. It is your responsibility, if both parents work, to let the school know where you can be reached on these occasions.

- **Absences, Planned or Requested**

There will be the rare instance where emergencies occur or a student must attend a professional appointment. In these rare instances, parent-approved activities may be requested and approved by the Principal. A note or telephone call from a parent or legal guardian concerning the expected absence must be presented prior to the requested absence and documentation from any professional appointments may be requested upon return to excuse the absence.

- Requests should be submitted to the attendance secretary at least three school days prior to the absence if possible.
- Approval may be denied if the student has excessive absenteeism or poor academic progress.
- ***Work-related absences will not be excused.***
- Any student of any religion shall be excused if his/her absence is for the purpose of observing a religious holiday consistent with his/her creed or belief.

**Student Procedure to approve absence:** (Failure to complete the procedure below may result in the absence being classified as unexcused)

- For an approved absence, the student will be issued a white slip to initiate make-up of his/her class work.
- This slip should be taken to each teacher for signature for periods 1-8 to assure the student has received all work and scheduled activities due upon return.
- This white slip will be returned to the attendance secretary prior to the absence..

**Types of Absences:**

School officials reserve the right to determine if an absence is School Excused, Self-Excused or Unexcused. Students whose absences are approved shall make up the work missed and receive full credit for the missed school work, within guidelines of the student handbook. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in or attend school-sponsored activities or practices must attend school for the full day on the day of the activity/practice unless permission has been given by the principal or his designee for the student to be absent **prior to the absence**.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

**School Approved Absences**

- Absences for school activities and school functions
- Shall count as days/hours in attendance for purposes of addressing excessive absenteeism.

## **Documented Excused Absences**

- **Documented** (by professional appointment) illness or professional appointment
- Shall count as days/hours in attendance for purposes of addressing excessive absenteeism.
- The student should provide professional documentation upon return to school for the time requested as documented absence including time and duration of appointment
- Administration may request further documentation or written verification of the student's reason for absence.
- **Professional appointment documentation must be submitted within three (3) days from the date of return from the absence if the absence is to be excused.** Absence for professional appointments may be broken down into partial days at the discretion of the administration. In cases where documentation is required to excuse the absence, after three days, the absence will be determined to be parental self-excused.

## **Parental Self-Excused Absence**

- Will be counted as days/hours of absence for purposes of addressing excessive absenteeism.
- Parents are encouraged to contact with the school as soon as possible prior to the absence.
- **Failure to report the absence upon return may result in an absence as being classified as unexcused.**

## **Unexcused Absences.**

- Will be counted as days/hours of absence for purposes of addressing excessive absenteeism
- All other absences or failure to follow procedures for absence may be considered unexcused unless previously approved by the building principal.
- Detention time or other remediation time may be assigned to make up time for unexcused absence.
- 7-12 students will be counted absent from the class if he/she misses over five (5) minutes of the class period.

## **Excessive Absences (Excused or Unexcused)**

Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism.

Students who accumulate five (5) self-excused or three (3) unexcused absences in a semester shall be deemed to have “excessive absences.” Such absences shall be determined per class basis for middle and high school students. When a student has excessive absences, the following procedures shall be implemented:

- After five (5) accumulated days of self-excused or any unexcused absences in a semester, verbal, written or digital communication by school officials will be given to the person or persons who have legal or actual charge or control of any child.
- After seven (7) accumulated days of self-excused and/or three (3) unexcused absences in a semester, one or more in-person meeting(s) between the school (a school attendance officer, a school administrator or his or her designee, and/or a school counselor), the child’s parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
  - (i) Illness related to physical or behavioral health of the child.
  - (ii) Educational counseling;
  - (iii) Educational evaluation;
  - (iv) Referral to community agencies for economic services;
  - (v) Family or individual counseling; and
  - (vi) Assisting the family in working with other community services.

From this meeting, a Student Attendance Plan will be developed and monitored by the principal or his designee to address any barriers determined exist for the student to be in attendance.

- After ten (10) accumulated days of self-excused absence or four (4) unexcused absences, an in-person meeting will be held including the school (a school attendance officer, a school administrator or his or her designee, and/or a school counselor), staff members selected by administration, the child’s parent or guardian, and the child, when appropriate. The purpose of this meeting is to review the Student Attendance Plan to address any new barriers to attendance.

If the parent/guardian refuses to participate in such meetings and process, the principal shall place documentation of such refusal in the child’s attendance records and may result in loss of credit or possible legal action as allowed by state statute.

### **Attendance and Credit**

Self-excused and unexcused absences of seven (7) accumulated days of self-excused and/or three (3) unexcused absences in a semester from any class during a semester will place the student in an attendance review status as described above, regardless of the student's grade in class. The absence count will begin with the student's first day of the semester in the class and will be combined with previous attendance for any transfer student.

A seventh (7) accumulated days of self-excused and/or three (3) unexcused absences in a semester of will result in the automatic review of credit for the class by the principal. At the end of the semester, the principal review the cases of all students who have been placed on review status in a class(es).

The Principal will consider the following in determining if the student will require remediation due to absence:

1. Whether the student is passing or did pass the class.
2. Whether the student's attendance improved and the reasons for the student's absences.
3. Whether all make up work and make up tests for which the student was eligible have been completed.

The Principal, may reach one of the following decisions after considering a student's case:

1. Restore the student's credit for the semester, either outright or subject to specified conditions.
2. Not restore the student's loss of credit for the semester.

### **Tardies**

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

A student shall be marked tardy if they are not in the classroom unexcused when the bell to begin class rings or needs to leave immediately at the beginning of the class. The first offense in each semester in a class results in a warning for the teacher; 2<sup>nd</sup> offense – a teacher assigned detention; 3<sup>rd</sup> and subsequent offenses will be referred to the principal for disciplinary action.

### **College Visits**

Seniors (2 days) and juniors (1 day) in good standing may have an excused absence for an on-campus visit if the following criteria are met:

- Request must be made at least 3 days in advance of the visit
- All required paperwork be completed and turned into the guidance office **before** the scheduled visit day.
- If a student is not in good standing (ie. passing all classes and/or classified as excessively absent), the request for approval may be denied until the student has addressed the deficiencies.

### **Section 3 Absence Procedures**

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office. A conditional admit slip, good for two (2) days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip.

#### **Section 4      **Make-up Work****

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will coincide with two days for the first day of absence and one day for each day thereafter.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the office to aid in communication.

#### **Section 5      **Attendance is Required to Participate in Activities****

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

#### **Section 6      **Truancy****

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations. Illness that makes attendance impossible or impracticable as determined by the Principal shall not be the basis for referral to the county attorney.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

#### **Section 7      **Non-Public Students and Part-Time Enrollment****

Ainsworth Community Schools, in alignment with state statute and Policy 605.07, allows for the part-time attendance of home-school or private-school students under the following guiding principles:

1. The primary school for a non-public school student is the student's private, denominational, parochial or home school.
2. Enrollment of a non-public school student in Ainsworth Community Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
3. Non-public school students are not to be given priority over full-time students.
4. Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
5. Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

Part-time students will be subject to all applicable handbooks and policies while in attendance and may be subject to any disciplinary practices as other enrolled students. Part-time students and may be subject to limitations of opportunity and access of materials including, but not limited to:

- Part-time students may enroll in no more than four (4) hours of instruction / day
- Application should be received no later than August 1.
- Acceptance may be limited by class capacity
- Master schedules will not be changed to accommodate part-time students and families
- Placement and pre-requisite eligibility will be determined by administration or their designee
- Upon enrollment, students are not exempt from compulsory attendance laws and attendance procedures outlined in this handbook
- Part-time students will be provided access to computers while in class if determined necessary by the instructor and administration but a computer will not be "checked-out" to students to take home.
- Part-time students may participate in co-curricular and extra-curricular programming. However, the following limitations will apply:
  - will not be eligible to hold office or elected positions for clubs, classes or organizations,
  - will not be included in class rank or honor roll,
  - will not be allowed to attend school activities or dances as a member of the school (but may attend as the guest of an ACS student)
  - may not be selected as a member to the ACS Chapter of National Honor Society,
  - may not participate in graduation ceremonies or receive a diploma from ACS.

The above list is not all-inclusive. For further clarification, please review policy 605.07 on the district website or contact the ACS District Office for a hard copy of the formal policy.

## **Article 5 – Scholastic Achievement**

### **Section 1     Grading System**

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

A+ 99-100	B+ 91-92	C+ 84-85	D+ 76-77	F < 69
A 95-98	B 88-90	C 80-83	D 72-75	
A- 93-94	B- 86-87	C- 78-79	D- 70-71	

Each teacher will define the grading procedures to be used in their classes.

## Section 2 High School Yearly Course Requirements

High school students in all grade levels are required to register in the following courses: Math, Social Studies, Science, Health and Physical Education, and Language-Arts Core.

High school students are required to register in the following exploratory courses:

9th Grade	0-49 Credits
10th Grade	50-99 Credits
11th Grade	100-159 Credits
12th Grade	160 + Credits

All students are required to successfully complete six (6) semesters of exploratory courses. Students also have the option of taking band or a vocal music/study hall combination.

## Section 3 Graduation Requirements

In order to receive a signed diploma from AHS, each student must have earned a minimum of 240 credit hours. In addition, specific credits must be earned in English, Mathematics, Social Studies, Science and Physical Education. Students should check Board Policy 611.07 for an explanation of these requirements.

### Class of 2023 and Prior

<u>COURSE</u>	<u>HOURS</u>	<u>SPECIFIC COURSES REQUIRED</u>
English	40	English I, II, III
Mathematics	30	Algebra I, Geometry, an 11th grade math
Science	30	
Social Studies	30	American History (11), Government (12)
Physical Education*	10	*unless excused by a physician
<b>TOTAL HOURS REQUIRED FOR GRADUATION</b>	<b>=</b>	<b>240</b>

### Class of 2024 and After

<u>COURSE</u>	<u>HOURS</u>	<u>SPECIFIC COURSES REQUIRED</u>
English	40	English I, II, III
Mathematics	30	Algebra I, Geometry, an 11th grade math
Science	30	Physical Science (09), Biology (10)
Social Studies	40	Civics, World History, Amer. History (11), Govmt.(12)
Physical Education/Health	10	*unless excused by a physician

Communication	5	“Intro to Public Speaking”
Personal Finance	5	
Fine Arts	10	2 semesters of any Art or Music class.
Vocational	10	2 semesters of any introductory Vocational Class
<b>TOTAL HOURS REQUIRED FOR GRADUATION</b>		<b>= 240</b>

A total of 10 hours per year (5 per semester) will be awarded for the successful completion of each class taken.

**Middle School:**

Each Middle School student in grades five through eight shall be required to take the following classes each school year:

English	2 Semesters
Science	2 Semesters
Social Studies	2 Semesters
Mathematics	2 Semesters
Reading	2 Semesters
Health/Physical Education	As Scheduled

**Section 4 Promotion and Retention**

**Grades 7-8**

Requirement for promotion from grades 7 and 8 will be to pass six (6) of eight (8) semesters of core classes and four (4) quarters of exploratory classes. Students that fail two (2) of the same classes will be required to retake the class in summer school... The Middle School Principal will make the final decision for retention on an individual basis.

**Section 5 Schedule Changes**

Students may not drop, discontinue or add subjects without the permission of the Counselor **and** Principal. All schedule changes are to be done within the time allotted (by the end of the first week of the semester, five days) To drop or add a subject, the student should secure the proper form from the Counselor who will give the student directions on how to proceed with a schedule change including parent permission for any class changes. A student is to have no more than one study hall during their daily schedule at the high school level unless the counselor and principal determine that an exception should be made.

**Section 6 Interim Reports**

Middle School (7-8)

Grades for middle school students will be generated and reported on a quarterly basis. Progress reports will be made available to parents and students near the middle of each quarter and quarterly grades will be made available on Tuesday following the end of the each quarter. These will be generated by the office and distributed to students through their seminar teacher. These should be signed by at least one parent and returned to the seminar teacher by the last school day of the week. Parent use of PowerSchool is encouraged to check student progress on a regular

basis. Quarterly grade reports are made available to parents and students at the end of every nine weeks.

	<u>Begins</u>		<u>Ends</u>	<u>Progress Report</u>	<u>Grades Available</u>
Quarter 1	August 12	-	October 14	September 13	October 18
Quarter 2	October 17	-	December 21	November 15	January 5
Quarter 3	January 5	-	March 3	February 7	March 6
Quarter 4	March 6	-	May 18	April 4	May 19

### High School (9-12)

Grades for high school students will be generated and reported on a semester basis. Progress reports will be made available to parents and students approximately at the end of the 5<sup>th</sup>, 9<sup>th</sup> and 14<sup>th</sup> weeks of the semester and final grades will be made available at the end of each semester. These will be generated by the office and distributed to students through their seminar teacher. These should be signed by at least one parent and returned to the seminar teacher by the last school day of the week. Parent use of PowerSchool is encouraged to check student progress on a regular basis.

	<u>Begins</u>		<u>Ends</u>	<u>Grades Available</u>
Semester 1	August 12	-	December 21	January 5
Progress Report Dates	September 13		October 18	November 15
Semester 2	January 5	-	May 18	May 19
Progress Report Dates	February 7		March 6	April 4

### Section 7 Report Cards

Report cards are issued at the end of each quarter (7-8) and at the end of the semester (9-12). Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

### Section 8 Parent-Teacher Conferences

#### Grades 7-12

Parent/Teacher Conferences are scheduled according to the school calendar (Oct. 20 and Feb. 16). Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

## **Section 9 Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. The High School will publish a Roll of Excellence, GPA 4.0 and an Honor Roll, GPA 3.5 to 3.99 with no grade below a “B-”. Middle school honor rolls will be created for each quarter and semester. High school honor rolls will be generated only for each semester. Honor roll lists are published in school and community publications.

## **Section 10 National Honor Society and National Junior Honor Society**

The National Honor Society and Junior National Honor Society chapters of Ainsworth Community Schools is a duly chartered and affiliated chapter of this prestigious national organization.

### Admission to the National Honor Society

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council **consisting of certified staff members chosen by the advisor and approved by the principal:**

- a. **Such that:**
  - i. **Those that have first-hand knowledge of those seeking membership**
  - ii. **Those that fully appreciate the society and its ideals**

which bestows this honor upon qualified students on behalf of the faculty of our school during the spring semester each year.

Students in the 10th, 11th, or 12th grades are eligible for membership into the National Honor Society and students in the 7th, 8th and 9th grades are eligible for membership into the National Junior Honor Society. For the scholarship criterion, a student must have a cumulative grade point average of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate’s leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate’s character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate’s service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Mrs. Wendy Allen at 402-387-2082.

#### Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by a majority vote of the **Faculty Council** that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Faculty Council's decision to the Principal by giving written notice of appeal to the Principal within ten calendar days of receipt of the Faculty Council's removal decision. The appeal procedures shall be established in the discretion of the Principal such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Principal on the appeal shall be final.

## **Article 6 - Support Services**

### **Section 1 Special Education Services**

#### What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

#### Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

#### How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

#### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

#### Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

#### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

### **Section 2      Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.

9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

### **Section 3 Guidance Services**

Counseling is available for every student in the school. Help with home, school and/or any question the student has can be discussed with the counselor. Typical guidance and counseling services include academic and personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting and the coordination of the school testing program.

### **Section 4 Health Services**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

#### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

### School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

### Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

**Summary of the School Immunization Rules and Regulations  
For 2022-2023 School Year**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: [http://dhhs.ne.gov/Pages/reg\\_t173.aspx](http://dhhs.ne.gov/Pages/reg_t173.aspx) (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

**Updated 01/26/2018**

**Birth Certificate Requirements**

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

\*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

## **Section 5      Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

### **Behavior on School Buses**

- I. General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.
- II. Special Conduct Rules for Riding School Buses.**

- A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

**III. Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**IV. Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

## **Article 7 – Drugs, Alcohol and Tobacco**

### **Section 1 Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### **Section 2 Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of federal law, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school

premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

### **Disciplinary Sanctions**

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

### **Intervention**

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

### **Administration**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

## Article 8 – Student Conduct Rules

### Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

### Section 2 Forms of School Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. 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:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.

- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
  - e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
  - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a)

interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
  - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
  - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
  - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it

occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student

obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

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

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

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be

considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or any underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that are not appropriate in length or that are too short and/or revealing.
- c. Shoes must be worn at all times.
- d. Ripped or frayed pants or jeans with rips or holes above mid-thigh.
- e. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- f. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- g. Head wear including hats, caps, bandannas, and scarves.
- h. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- i. Clothing or jewelry that is gang related.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval **prior to wearing the clothing in question**, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

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

On a first offense of the dress code, the student may call home for proper apparel or change into appropriate clothing if available. With parent’s permission, students may be allowed to leave campus to change clothes and any missed time will be made up through detention after school. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. 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 and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

- (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
- (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
- (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in 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.

3. **Electronic Devices**

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using **personal** electronic devices at school. The use of **unapproved** electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) **Personal** “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, “**earbuds**”, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another and **are not owned or distributed by the school for instructional purposes.**

(2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time ~~or during passing time~~ except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, **during passing periods** and after school hours, provided that the student does not commit any abusive use of the device (see paragraph (d)(1)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) **School owned and issued** electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use **any** electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the

student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a

“sexting” message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

- 1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
- 2. Students in the hallway during class time must have a pass with them.
- 3. The pop machine is closed until after school and pop is to be drunk outside.
- 4. Students are expected to bring all books and necessary materials to class.
- 5. Assignments for all classes are due as assigned by the teacher. Teachers will be responsible for working with students to gather late assignments in the most timely manner as possible.
- 6. Students are not to operate the mini-blinds or the windows.
- 7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class. Students should not line up at the door prior to the end of the class period.
- 8. Students are to be in their seats and ready for class on the tardy bell.

9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

H. Anti-Bullying Policy:

One of the missions of the District is to provide safe and secure environments for all students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. 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.

The school district shall review the anti-bullying policy annually.

Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race (including skin color, hair texture and protective hairstyles), or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

(4) Initiations, Hazing, Secret Clubs and Outside Organizations (Policy No. 6284)

(a) Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

- (b) Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.
  - (c) Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.
  - (d) Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.
- (7) Network, E-Mail, Internet and Other Computer Use Rules:
- (a) General Rules:
    - (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right. **Students may not attempt to access servers or network information that is not open to the public.**
    - (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules.

- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
  - (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
  - (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
  - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
  - (iii) Users shall not use or try to discover another user's account or password.
  - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
  - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
  - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
  - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

- (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
  - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
  - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
  - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
  - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
  - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
  - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
  - (v) All communications and information accessible via the network should be assumed to be private property of others.
  - (vi) Do not place unlawful information on any network system.
  - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
  - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
  - (ix) Other rules may be established by the network administrators or teachers from time to time.
- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the

burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Email, chat, or other electronic communication for purposes unrelated to education	14 days Laptop & Internet Suspension	45 days Laptop & Internet Suspension	90 days Laptop & Internet Suspension
Noncompliance with supervisor instructions for use of computer during school	14 days Laptop & Internet Suspension	45 days Laptop & internet Suspension	90 days Laptop & Internet Suspension
Leaving laptop unattended in non-secure area	14 days Laptop Suspension	45 days Laptop Suspension	90 days Laptop Suspension
Allowing someone else to use your computer or use your login	14 days Laptop Suspension	45 days Laptop Suspension	90 Days Laptop Suspension
Marking or altering the labels on the computer and case	14 days Laptop Suspension	45 days Laptop Suspension	90 days Laptop Suspension
Attempting to erase user online history on the laptop	14 days Laptop Suspension	45 days Laptop Suspension	90 days Laptop Suspension
Attempting to alter or add software to the laptop	45 days Laptop Suspension	90 Days Laptop Suspension	Permanent Laptop Suspension
Any attempt to access or distribute any obscene or pornographic material	90 Days Internet and Laptop Suspension	Permanent Internet and Laptop Suspension	

Harassing, making threats, using obscenities, or defamation using the laptop	45 Days Internet and Laptop Suspension	90 Days Internet and Laptop Suspension	Permanent Internet and Laptop Suspension
Any illegal activities on the laptop	Permanent Internet & Laptop Suspension		
Hacking or any attempt to compromise any computer or network system's security (including the use of a VPN on the school network)	Permanent Internet & Laptop Suspension		

Note: These are examples of what consequences may be incurred for any violations of the policies. Actual consequences may vary depending on the severity of the infraction and the circumstances under which it occurs. Days are listed as SCHOOL days. All possible violations cannot be listed and will be dealt with accordingly.

- (e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.
- (a) Google's G Suite for Education (GSFE)
  - 1). Our Middle and High school students and all staff will be using a suite of free productivity tools for classroom collaboration called "G Suite for Education (GSFE)." This is a closed system that is only open to Ainsworth Middle & High School students and staff. GSFE includes several applications that enable students to create class projects, collaborate with the classmates, and send email to classmates and teachers.
    - (a) Students cannot send or receive email on the account from or to anyone outside of the school system.
    - (b) The classroom teacher will moderate this collaborative network where students can share ideas, publish their work, and learn how to communicate safely and effectively online.
    - (c) Students are responsible for their accounts and must not give access or reveal passwords to anyone.
  - (2) Student Expectations for G Suite for Education (GSFE):
    - (a) GSFE is intended for educationally enriching purposes only. Any inappropriate content will be deleted.
    - (b) Assignments can be posted by the teacher and students have the ability to submit work to the teacher through G Suite for Education (GSFE).
    - (c) The guidelines set by the district-wide acceptable use policy regarding educational technology will be expected to be followed by the students.

(d) Inappropriate use may result in cancellation of the student's technology use privileges and/or disciplinary action.

(8) Risks of Facebook and Similar Social Networking:

The purpose of this message is to give our students information about the risks of using Facebook and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on Facebook and similar social networking sites may affect you years later.

What you say now on Facebook and similar social networking sites may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on Facebook and similar social networking sites.

Here are some common sense guidelines that you should follow when using Facebook and similar social networking sites and the Internet in general:

Don't forget that your profile and Facebook and similar social networking sites forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).

Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.

People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new Facebook and similar social networking sites friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.

Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to Facebook and similar social networking sites or the authorities.

Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!

Don't mislead people into thinking that you're older or younger. If you lie about your age, Facebook and similar social networking sites will delete your profile.

We urge all students to following these common sense guidelines.

## **Article 9 – Extra-Curricular Activities - Rights, Conduct, Rules and Regulations**

### **Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

#### Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

#### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

### **Section 2 Extracurricular Activity Code of Conduct**

**Purpose of the Code of Conduct.** Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### **Scope of the Code of Conduct.**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, vocal music, instrumental music, speech, play production, A-Club, FFA, FBLA, FCCLA, Spanish Club, Art Club, Destination Imagination, Student Council, National Honor Society, Quiz Bowl, Mock Trial, Thespians, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins on the first day of NSAA determined fall practice for incoming freshmen or newly enrolled students and continues until the end of the last day of athletic competition for that student's high school career, even if that date extends past the last day of school. All freshmen and new students will begin with a clean record. This Code of Conduct applies to student conduct at all times and places, including conduct away from school grounds and away from school activities.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

**Grounds for Extracurricular Activity Discipline.** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for

other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
11. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
12. Repeated violation of any of the school rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. 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 (including skin color, hair texture and protective hairstyles), gender, national origin, or religion.
15. Using social media sites to engage in conduct or speech that constitutes bullying, harassment, threats, advocates or depicts illegal activity (e.g., illegal drug use, alcohol use, or nudity), or causes a substantial disruption to school activities (or reasonably forecasts a substantial disruption).
16. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
17. Willfully violating the behavioral expectations for those students riding Aisnwoth Public School buses or vehicles used for activity purposes.
18. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
19. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
20. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
21. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
22. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

### **Drug and Alcohol Violations.**

#### **Meaning of Terms.**

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it

includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance (alcohol, tobacco, narcotics, drugs, a controlled substance, an inhalant, or other substance deemed to be illegal for the student's age) and also includes being in the same area where the substance is present and no responsible adult is present and responsible for the substance. Possession includes situations where, for example:

- (1) The substance is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the substance is in the vehicle, even though the student has not touched or consumed the substance; and
- (2) The substance is present at a party/gathering attended by the student. The student is considered to be in possession if the student is aware that the substance is at the party/gathering and fails to immediately leave the party/gathering, even though the student has not touched or consumed the substance.

In these situations, a violation would not exist if the substance is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the substance. A violation would also not exist if the student did not know or have a reasonable basis to know that the substance would be present, and the student leaves the location where the substance is present as soon as the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who is under the influence just to get away from the substance immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the substance).

### **Consequences.**

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

The following procedures regarding substance abuse and activity suspension are supported by board policies 504.03, 504.15, and 506.01.

This prohibition begins on the first day of NSAA determined fall practice for incoming freshmen or newly enrolled students and continues until the end of the last day of athletic competition for

that student's high school career, even if that date extends past the last day of school. All freshmen and new students will begin with a clean record. This prohibition applies to student conduct at all times and places, including conduct away from school grounds and away from school activities.

Substance Abuse Violations (violations will be cumulative throughout a student's high school career):

First Offense: Suspension of 30 school days from the date the violation is reported or discovered.

Second Offense: Suspension of 60 school days from the date violation is reported or discovered.

Third Offense: Offender is suspended from all activities for the remainder of his/her high school career. a. After one calendar year of suspension the student may appeal for reinstatement. i. An appeals committee will evaluate the student for reinstatement. This committee will be comprised at the discretion of the Superintendent and may include coaches, teachers, activities director, and principal.

Subsequent Violations: Any violation beyond three will terminate the student's eligibility for all activities at Ainsworth Community Schools, with no appeals process.

Summertime Violations:

Summertime violations before the freshman year do not count toward the total violations. Summertime violations following a student's freshman, sophomore, and junior year will be counted toward the total violations.

Self-Reporting:

During the school year: A student has until noon of the first school day following the violation to report the violation to the Activities Director or his/her designee.

During the summer: A student has until noon of the first day of NSAA determined fall practice to report any summertime violation to the Activities Director or his/her designee

Failure to Self-Report:

In circumstances where a student chooses not to self-report a violation of this policy, the consequence shall be as follows:

First Offense: Suspension of 60 school days from the date the violation is discovered.

Second Offense: The offender is suspended from all activities for one calendar year from the date the violation is discovered.

Activities/Athletic Program is defined in AR-5300. Students on suspension may do the following:

1. Attend games, meetings, etc., but may not be an active participant (i.e. may attend FBLA meetings but not be actively involved in an assigned or elected position). Sports team members can attend games and may sit behind the team's bench.
2. Attend dances, including homecoming and Prom.
3. Attend awards banquet and programs.
4. Attend a classroom field trip.
5. Perform in a regularly scheduled band and/or chorus concert.

6. Take part in activities related to the yearbook and journalism class (i.e. taking pictures as a basketball game for the yearbook).

Students on suspension may not do the following:

1. Be a royalty candidate for homecoming, prom, or other similar school functions.
2. Perform the duties of an organizational officer at any meeting of a student organization or function.
3. Participate in the homecoming parade.
4. Receive any non-academic award or recognition for any award at an awards banquet or program.
5. Be recognized at a Parent's Night introduction.
6. Participate in the grand march at Prom.

**More Serious Violations:** In the event of more serious drug, alcohol or steroid/illegal performance enhancing drugs (PEDs) violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

**Self-Reporting.** A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

**Determining a Violation Has Occurred.** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without

limitation, a conviction, a plea of no contest and an adjudication of delinquency by a juvenile court.

3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

**Procedures for Extracurricular Discipline.** The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within three (3) school days (three (3) business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Activities Director or the Activities Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Activities Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
  - a. The parent or guardian may request a hearing by contacting the Principal's office in order to make the request. At that time, the Principal will advise the parent or guardian regarding the process to request a hearing in writing.
  - b. The request for a hearing must be received by the Superintendent's office within five (5) days of receipt of the notice letter.

- c. If a hearing is requested:
  - i. The hearing will be held within ten (10) calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
  - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
  - iii. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten (10) calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
  - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
- 5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.
- 6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3                      Attendance**

Student participants are expected to meet the following attendance expectations:

- 1. Attend school regularly.
  - 2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
  - 3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Activities Director or Principal.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest for a contest will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

### **Section 4                      Academic Standards**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence

of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least 10 credit hours at Ainsworth Community Schools in the semester of participation. (Current minimum NSAA guideline)  
To be eligible during the 1<sup>st</sup> semester, students shall have had passing grades in a minimum of 20 credits the preceding semester. To be eligible during the 2<sup>nd</sup> semester, students shall have had passing grades in a minimum of 20 credits for the 1<sup>st</sup> semester.
2. MS and HS students who have failing grades for two consecutive weeks in two or more subjects will be ineligible for all interschool competitive activities the next week.  
The Ineligibility list will be compiled every Monday and go in effect the next day (Tuesday) through the next Monday night. Students that are on the Ineligibility list will be notified by the respective coach or sponsor. This list will be first compiled after two full weeks of school and will take place on the third Monday of the new semester/quarter.
3. The MS/HS student must be in school for all scheduled periods, the day of an activity/event in order to participate. The only exception is by parent request approved by the Principal /Activities Director.
4. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) Activities or events which are considered in determining the student's grade.
  - (C) A student who is academically ineligible is not allowed to leave school early or miss class time to attend a contest.

### **Section 5 "Team Selection" and "Playing Time"**

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the

student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

3. No Cut Policy. There will not be a pre-season cut policy for any program. Any student who chooses to participate in an activity program sponsored by the district will be allowed to do so as long as they are in good standing according to this handbook and the guidelines established by the coach/sponsor of the program.

## **Section 6 Pre-Practice Regulations**

All students must meet the following requirements and have on file in the activities director's office before they start practice.

1. Physician Clearance (Physical)
2. Parent/Guardian Consent Release
3. NSAA Student/Parent Consent
4. Substance Abuse Policy Abuse Check-out
5. Baseline Concussion Testing\*

\*It is recommended that all athletes receive baseline concussion assessments prior to the beginning of practice. Testing dates will be scheduled by the Activities Director's office and will be updated for each athlete every two years or has been recommended by health professionals.

## **Section 7 Practice Regulations**

The coaches will designate all starting times of practice with no practice beginning before school is dismissed. There shall be no organized or unorganized practices without a coach or sponsor present. This includes the weight room. Any student using school facilities must be supervised.

Students may not drive to the football field/track for football, cross-country, or track practices.

School activities for the purpose of meetings, performances, practices, rehearsals, etc., are not to be scheduled on Sundays. All practices are to be organized so that athletes are in the locker room by 6:00 p.m. on Wednesdays. Special events may be scheduled when necessary and essential by prior approval of the Superintendent of Schools.

## **Section 8 Equipment**

All equipment will be checked out to individuals at the beginning of the season by the head coach in charge. The student will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition.

It is the responsibility of the student to check in the equipment at the end of the season or immediately, should he or she quit a sport/activity. If a student fails to check in his or her equipment, he or she will pay for the cost of replacement.

At no time should a student wear equipment checked out to him or her except for practice or contests. Any student found to be wearing school equipment can expect to be treated as

possessing property not belonging to him or her.

## **Section 9 Team Travel**

Ainsworth athletic teams, activities groups, and staff members travel to and from athletic events and activities by the school bus or school vehicles. All members of a team or group will return from a contest or activity by the same school transportation provided for taking them to the contest or activity. EXCEPTION: A student may continue on a trip with his or her parents or return home with them by using an Activities Travel Release Form. This form must be completed and personally handed to the Coach/Sponsor after the event is completed and upon departure with the student. Failure to do so will result in the student riding school-provided transportation from the activity. This does not in any way permit a friend of the student to ride home with parents.

Coaches/Sponsors will file this release with the Activities Director upon return to Ainsworth. These forms will be provided to students/parents at each competition and also in the main secondary office. The respective coaches and sponsors will determine traveling squads.

## **Section 10 School Dances**

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

**General Rules of Student Conduct at Dances.** In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Ainsworth Community Schools and their guests may attend.
  - a. Students currently attending Ainsworth High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Ainsworth High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specified grades levels at Ainsworth Community Schools. For any dances at the middle school level, only students attending Ainsworth Community Schools in the grade(s) for which the dance is being held may attend.
  - d. Students who are currently suspended from school or from extracurricular activities may not attend.
  - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.

- g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
  - h. Guest Permission Forms for non-Ainsworth Community Schools students may be required for dances.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

**Eligibility for Selection as Royalty.** Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

1. Achievement, Citizenship and Conduct Qualifications:
- a. The student may not, starting with their first day of school their junior year, including summer/vacation time for Homecoming and Prom Royalty Candidates, first day of school their sophomore year for prom servers, have violated the Substance Abuse/Activity Suspension Policy 5555.
  - b. Students who have received more than one out of school suspension during the school year in which they are eligible to be a Homecoming and Prom Candidate or Prom Server will not be eligible to be a Homecoming or Prom Candidate or Prom Server.
  - c. Students who move into the district will be held to the requirements beginning their first day of school at Ainsworth Community Schools in which the Qualifications would apply to them.

- d. The student must be enrolled as a full time student at Ainsworth Community Schools.
2. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student's eligibility for the honor of being nominated for or awarded dance royalty.
  3. Specific Dance Eligibility and Selection Requirements:
    - a. Homecoming Royalty (Queen, King, Princess, Prince):
      - Only a senior girl shall be eligible to be Queen/Princess and only a Senior boy shall be eligible to be King/Prince.
      - To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
      - The royalty will be chosen from the qualified nominees by secret vote of the student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.
    - b. Prom Royalty (Queen, King, Princess, Prince):
      - Only a Senior girl shall be eligible to be Queen/Princess and a Senior boy shall be eligible to be King/Prince. The candidates may not have been previously selected as royalty at another school sponsored dance.
      - To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
      - The royalty will be chosen from the qualified nominees by secret vote of the student body.
      - Only sophomore students will be chosen to be Prom Servers.

## **Section 11 Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

### Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

#### Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two (2) different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

#### Communicating with the Coach

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally and physically
  - Ways to help your child improve
  - Concerns about your child's behavior
  - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.

- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

## **Section 12 Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

### Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noise makers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.

10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

### **Section 13 Student Fees Policy**

The Board of Education of Ainsworth Community Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. 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 which 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 the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the current 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 & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) 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 items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

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

(iii) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value 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 will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without

charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

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

(3) Extracurricular Activities–Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical 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. Any fees for participation in extra-curricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

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

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent,

guardian or student who requests 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 (1) 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.

(8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten 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. Students may be required to bring money or food for field trip lunches and similar activities.

(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 United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or within the School Board Policies. The Handbook and policy shall be provided to the public via the school district website. Parents may request a hard copy of the handbook by contacting their student's respective office.

(13) Student Fee Fund. The School Board hereby establishes a fund where student fees are accounted for under guidance and direction of district audit professionals. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in

extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

**\*Parents or Guardians who have questions regarding the student fee policy, fees and eligibility, and assistance with the waiver process are encouraged to contact the District Office by calling 402-387-2333.**

**Article 10 – State and Federal Programs**

**Section 1 Notice of Nondiscrimination**

The Ainsworth Community Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

**Section 2 Designation of Coordinators**

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Elementary Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at: [Address], [Name], Nebraska [Zip Code], telephone number ([Area Code]) [Telephone Number].

**Section 3 Anti-discrimination & Harassment Policy**

Elimination of Discrimination. The Ainsworth Community Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

### Preventing Harassment and Discrimination of Students.

Purpose: Ainsworth Community Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Ainsworth Community Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene

printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

#### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Ainsworth Community Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4      Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

#### **Section 5      Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education

- programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
  3. Receive notice with respect to identification, evaluation or placement of your child.
  4. Have your child receive a free appropriate public education.
  5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
  6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
  7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
  8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
  9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
  10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
  11. File a local grievance.

### **Section 6 Notification of Rights Under FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

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

hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

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

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

### **Notice Concerning Directory Information**

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

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

9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Ainsworth Community Schools.

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to 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.

Notice Concerning Designation of Law Enforcement Unit:

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

**Section 7 Military Recruiters**

The District will provide military recruiters with access to routine directory information of each high school student, unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the District will provide a military recruiter with the student's routine directory information.

**Section 8 Combined District and School Title I Parent and Family Involvement (Policy No. )1005.03 and 1005.12)**

[Name] Public School District intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA (Every Student Succeeds Act) of 2015.

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child’s school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children’s academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of

parents, how to reach out to, communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

## **Section 9 Student Privacy Protection Policy**

It is the policy of Ainsworth Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights

under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting

parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family

relationships;

6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **Section 10 Parental Involvement**

### **A. General - Parental/Community Involvement in Schools:**

Ainsworth Community Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

## **Section 11 Homeless Students**

### **A. General Policy Statement**

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

### **B. Definitions**

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

### **C. School Stability**

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the

impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

#### D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

#### E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
2. Receive appropriate time and training in order to carry out the duties required by law and this policy;

3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
  - a. Are enrolled in school which includes attending classes and participating fully in school activities;
  - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
  - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code

19-005.02.

3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with the Nebraska Commissioner of Education and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the

placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Ainsworth Community Schools based on it being the school of origin, the new school and Ainsworth Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

## **Section 12 Pregnant and Parenting Students**

Ainsworth Community Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

### Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

#### Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

#### Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

#### Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a stepthree rating pursuant to the Step Up to Quality Child

Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

#### Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

#### Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

#### Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

#### Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

### **Section 13 Married Students**

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

## AVAILABILITY OF HANDBOOKS

The 2022-2023 Student-Parent Handbook of Ainsworth Community Schools is available on the internet at [www.ainsworthschools.org](http://www.ainsworthschools.org). This allows the public continuous access to the handbooks and policies of the district by linking them to the district website.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2022-2023 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **August 19, 2022**. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

- Thank you for providing the 2022-2023 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**
  
- I prefer a paper copy of the Handbook.**

\_\_\_\_\_  
Name

## RECEIPT OF 2022-2023 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2022-2023 Student-Parent Handbook of Ainsworth Community Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature



**FULL SCOPE AND SEQUENCE**

# Second Step® Elementary and Second Step® Middle School Digital Programs

## Kindergarten

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### Unit 1: Growth Mindset & Goal-Setting

**CASEL Core Competencies:** Self-Awareness, Self-Management, Relationship Skills

Lesson Title	Objectives Students will be able to:
<b>Lesson 1</b> We Watch. We Listen. We Think.	Demonstrate they know ways to pay attention
<b>Lesson 2</b> Why We Pay Attention	Identify reasons to pay attention
<b>Lesson 3</b> Mistakes Are Okay!	Recognize mistakes are a part of learning by encouraging themselves and others when they make mistakes
<b>Lesson 4</b> Practice Makes Better	Name two ways they can get better at a skill
<b>Lesson 5—Performance Task</b> Let's Practice and Learn!	Demonstrate paying attention and using kind words to encourage themselves and others while learning something new together

Kindergarten

## Unit 2: Emotion Management

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness, Relationship Skills

Lesson Title	Objectives Students will be able to:
<b>Lesson 6</b> Sometimes We Feel Happy	Give at least one reason why they think someone is feeling happy
<b>Lesson 7</b> Sometimes We Feel Sad	Give at least one reason why they think someone is feeling sad
<b>Lesson 8</b> Sometimes We Feel Mad	Give at least one reason why they think someone is feeling mad
<b>Lesson 9</b> We Can Feel Calm	Practice asking for help and slow breathing as ways to feel calm
<b>Lesson 10—Performance Task</b> What Are They Feeling?	Label feelings using behavioral and contextual clues and demonstrate a way to feel calm

## Unit 3: Empathy & Kindness

**CASEL Core Competencies:** Self-Awareness, Social Awareness, Relationship Skills

Lesson Title	Objectives Students will be able to:
<b>Lesson 11</b> We Can Be Kind	Give an example of a kind act
<b>Lesson 12</b> Why Kindness?	Give a reason why they think kind acts are important
<b>Lesson 13</b> Showing Kindness	Demonstrate two kind acts: asking "Would you like to share?" and "Would you like a hug?"
<b>Lesson 14</b> Kindness at School	Give at least one example of a kind act they could do in a given situation
<b>Lesson 15—Performance Task</b> Demonstrating Kindness	Give at least one example of a kind act they have done or someone has done for them

Kindergarten

## Unit 4: Problem-Solving

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 16</b> We Can Say the Problem	Repeat a clearly stated problem
<b>Lesson 17</b> Ready to Solve Problems	Name "feeling calm" as a helpful first step for problem-solving
<b>Lesson 18</b> Apologizing Can Help	Demonstrate apologizing as a problem-solving strategy
<b>Lesson 19</b> Taking Turns and Sharing	Demonstrate offering to share or taking turns as problem-solving strategies
<b>Lesson 20—Performance Task</b> We Can Solve Problems	Demonstrate a problem-solving process

## Grade 1

### Unit 1: Growth Mindset & Goal-Setting

**CASEL Core Competencies:** Self-Awareness, Self-Management

Lesson Title	Objectives Students will be able to:
<b>Lesson 1</b> Time to Pay Attention	Demonstrate how they pay attention
<b>Lesson 2</b> Everyone Gets Distracted	Name behaviors that would help them pay attention when distracted
<b>Lesson 3</b> You Did It!	Describe how they have gotten better at one skill they've learned
<b>Lesson 4</b> Helpful Thoughts	Suggest helpful thoughts to encourage themselves to keep trying
<b>Lesson 5—Performance Task</b> We Can Do It!	Demonstrate practicing and paying attention—despite mistakes and distractions—to learn something new

Grade 1

## Unit 2: Emotion Management

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness

Lesson Title	Objectives Students will be able to:
<b>Lesson 6</b> Noticing Feelings	Name one way they can guess how someone feels
<b>Lesson 7</b> Sometimes We Feel Worried	Name a reason for why they think someone feels worried
<b>Lesson 8</b> Feeling Calm	Name a reason for why they think someone feels calm
<b>Lesson 9</b> Feeling Frustrated	Name a reason for why they think someone feels frustrated
<b>Lesson 10—Performance Task</b> Noticing Clues	Label feelings using behavioral and contextual clues and demonstrate a way to feel calm

## Unit 3: Empathy & Kindness

**CASEL Core Competencies:** Self-Awareness, Social Awareness, Relationship Skills

Lesson Title	Objectives Students will be able to:
<b>Lesson 11</b> The Power of Kind Acts	Describe how kind acts can help people feel good
<b>Lesson 12</b> Ways to Be Kind	Demonstrate two kind acts: asking "Are you okay?" and offering their company
<b>Lesson 13</b> Offering Kind Acts	Demonstrate two kind acts: offering to help and inviting to join
<b>Lesson 14</b> Practicing Kind Acts	With adult support, demonstrate at least one kind act they could do for others
<b>Lesson 15—Performance Task</b> Demonstrating Kind Acts	Demonstrate at least one kind act they could do for others

Grade 1

## Unit 4: Problem-Solving

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 16</b> How to Say the Problem	State a problem respectfully
<b>Lesson 17</b> Was It an Accident?	Identify problems caused by accidents and demonstrate an appropriate response
<b>Lesson 18</b> Ask for What You Need	Describe what they would want and need to solve a problem
<b>Lesson 19</b> We Can Make It Better	Identify ways to make amends to solve a problem
<b>Lesson 20—Performance Task</b> Solving Problems	Suggest one way to solve a problem

## Grade 2

### Unit 1: Growth Mindset & Goal-Setting

**CASEL Core Competencies:** Self-Awareness, Self-Management, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 1</b> How to Get Good at Something	Identify things they've done to get good at something
<b>Lesson 2</b> What Mistakes Tell Us	Give at least one example of things they can do to keep going when they get stuck or make mistakes
<b>Lesson 3</b> Helpful and Unhelpful Thoughts	Identify the likely outcomes of a character's helpful or unhelpful thoughts
<b>Lesson 4</b> We Can Change Our Thoughts	Replace unhelpful thoughts with helpful thoughts
<b>Lesson 5—Performance Task</b> Learn and Get Better	Apply what they've learned to give advice to someone having a hard time acquiring a new skill

Grade 2

## Unit 2: Emotion Management

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness, Relationship Skills

Lesson Title	Objectives Students will be able to:
<b>Lesson 6</b> Feeling Proud	Identify reasons for feeling proud
<b>Lesson 7</b> Feeling Disappointed	Identify reasons for feeling disappointed
<b>Lesson 8</b> Help Yourself Feel Better	Generate helpful thoughts as a strategy to regulate strong feelings
<b>Lesson 9</b> Different Feelings	Recognize that people can have different feelings about the same situation because of their experiences
<b>Lesson 10—Performance Task</b> How Do You Feel?	Explain why different people can have different feelings in the same situation

## Unit 3: Empathy & Kindness

**CASEL Core Competencies:** Self-Awareness, Social Awareness, Relationship Skills

Lesson Title	Objectives Students will be able to:
<b>Lesson 11</b> What's Empathy?	Describe how empathy leads to an act of kindness
<b>Lesson 12</b> Empathy in Action	Describe how empathy has led them to show kindness to others
<b>Lesson 13</b> Having Empathy	Identify a kind act they could do for someone
<b>Lesson 14</b> Empathy at School	Use empathy to identify a kind act they could do for a person in their school community
<b>Lesson 15—Performance Task</b> Empathy and Kindness	Use empathy to identify a kind act they could do for a person of their choosing

Grade 2

## Unit 4: Problem-Solving

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 16</b> The Way to Say a Problem	State the problem without blame
<b>Lesson 17</b> Thinking of Solutions	Generate multiple solutions to a problem
<b>Lesson 18</b> Which Solution?	Explain why one solution is better than another for solving a given problem
<b>Lesson 19</b> What Would I Want?	Generate ways to make amends to solve a problem
<b>Lesson 20—Performance Task</b> Be a Problem-Solver	Generate possible solutions and select the solution that makes sense

## Grade 3

### Unit 1: Growth Mindset & Goal-Setting

**CASEL Core Competencies:** Self-Awareness, Self-Management, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 1</b> Changing Your Brain	State what happens in their brain when they learn a new skill
<b>Lesson 2</b> Getting Better with Practice	Describe the connection between their own practice and effort and the changes that happened in their brain
<b>Lesson 3</b> More Than Practice	Name two additional actions they can take to improve a skill
<b>Lesson 4</b> Planning for Practice	Make a practice plan with a partner
<b>Lesson 5—Performance Task</b> Make a Practice Plan	Use a handout to make a practice plan for a skill they want to get better at

Grade 3

## Unit 2: Emotion Management

**CASEL Core Competencies:** Self-Awareness, Self-Management, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 6</b> Why Emotions?	Suggest an example of information that emotions give them
<b>Lesson 7</b> How Angry?	Differentiate feeling annoyed, angry, and furious through contextual and behavioral clues
<b>Lesson 8</b> Take a Break	Recognize when and how to take a break to regulate a strong emotion
<b>Lesson 9</b> How Happy?	Differentiate feeling content, happy, and excited through contextual and behavioral clues
<b>Lesson 10—Performance Task</b> Strength of Feelings	Recognize differences between levels of intensity of similar emotions

## Unit 3: Empathy & Kindness

**CASEL Core Competencies:** Self-Awareness, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 11</b> Kindness and Friendship	Identify kind acts that can build a new friendship
<b>Lesson 12</b> Building a Friendship	Identify kind acts that can make existing friendships stronger
<b>Lesson 13</b> My Kind of Kindness	Describe different ways people prefer to be shown kindness
<b>Lesson 14</b> Asking Questions	Ask questions to determine how someone else feels and identify a kind act they might want
<b>Lesson 15—Performance Task</b> Do Something Kind	Generate kind acts they can do to build a friendship

Grade 3

## Unit 4: Problem-Solving

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 16</b> STEP by Step	Recall a process they can use to solve problems (STEP)
<b>Lesson 17</b> S: Say the Problem	Restate the wants and needs of each person involved in a given problem
<b>Lesson 18</b> T: Think and E: Explore	Identify whose wants and needs are met by possible solutions
<b>Lesson 19</b> P: Pick a Solution	Pick a solution for a given problem and explain why they chose it
<b>Lesson 20—Performance Task</b> Solving a Problem	Solve a given problem using the STEP process

## Grade 4

### Unit 1: Growth Mindset & Goal-Setting

**CASEL Core Competencies:** Self-Awareness, Self-Management, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 1</b> Setting a Good Goal	Use criteria to identify a class goal
<b>Lesson 2</b> Making a Plan	Make an effective plan to reach a class goal
<b>Lesson 3</b> Checking Our Progress	Evaluate progress toward a class goal so they can make adjustments if needed
<b>Lesson 4</b> Reflecting On Our Journey	Reflect on the goal-setting process
<b>Lesson 5—Performance Task</b> Ready, Set, Goal!	Apply the goal-setting process to a new group goal and reflect on how it went

Grade 4

## Unit 2: Emotion Management

**CASEL Core Competencies:** Self-Awareness, Self-Management, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 6</b> The Balanced Brain	Explain why it is important to manage strong emotions
<b>Lesson 7</b> What Is Rethinking?	Describe the benefits of rethinking a situation
<b>Lesson 8</b> How to Rethink	Use questions to help them rethink given situations
<b>Lesson 9</b> Take Another Look	Rethink a situation they have personally experienced
<b>Lesson 10—Performance Task</b> Rethink It!	Rethink a variety of situations

## Unit 3: Empathy & Kindness

**CASEL Core Competencies:** Self-Awareness, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 11</b> The Same, But Different	Explain different points of view in a given situation
<b>Lesson 12</b> Ask, Listen, Learn	Generate questions a person could ask to better understand someone's point of view
<b>Lesson 13</b> Seeing It Differently	Ask questions to better understand someone's point of view
<b>Lesson 14</b> Changing Your Mind	Explain how understanding someone's point of view could change their own thinking or actions
<b>Lesson 15—Performance Task</b> A New Point of View	Demonstrate taking another person's point of view

Grade 4

## Unit 4: Problem-Solving

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 16</b> A Good Problem-Solver	Explain what they can do to be a better problem-solver
<b>Lesson 17</b> Saying It Respectfully	Describe a given problem from each person's point of view
<b>Lesson 18</b> Exploring Outcomes	Evaluate possible solutions to a given problem
<b>Lesson 19</b> A Good Solution	Evaluate which solution best solves a problem
<b>Lesson 20—Performance Task</b> STEP into Problem-Solving	Apply the STEP process to solve a problem from each person's point of view

## Grade 5

### Unit 1: Growth Mindset & Goal-Setting

**CASEL Core Competencies:** Self-Awareness, Self-Management, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 1</b> The Right Goal for Me	Identify a personal goal and explain why it is right for them
<b>Lesson 2</b> My Plan	Make an effective plan to reach a personal goal
<b>Lesson 3</b> Changing My Plan	Evaluate their progress toward a personal goal so they can adjust their plan if needed
<b>Lesson 4</b> Time to Reflect	Reflect on their experience of working toward a personal goal
<b>Lesson 5—Performance Task</b> My 10-Minute Goal	Apply the goal-setting process to a new personal goal and reflect on how it went

Grade 5

## Unit 2: Emotion Management

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 6</b> Strong Emotions	Give an example of a recurring situation that causes them to feel strong emotions
<b>Lesson 7</b> What Is Stress?	Identify signs and causes of stress in themselves
<b>Lesson 8</b> Planning for Change	Identify what a person can think or do differently to manage their strong emotion in a recurring situation
<b>Lesson 9</b> What Can I Change?	Identify what they can think or do differently to manage strong emotions in a recurring situation
<b>Lesson 10—Performance Task</b> Making a Change	Identify two things they can change in a recurring personal situation to preemptively manage strong emotions

## Unit 3: Empathy & Kindness

**CASEL Core Competencies:** Self-Awareness, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 11</b> Empathy in the Community	Describe how people used empathy to identify and address a community problem
<b>Lesson 12</b> What's the Problem?	Identify problems in their community and the people affected
<b>Lesson 13</b> A Different Point of View	Describe different points of view to build empathy for the people affected by a community problem
<b>Lesson 14</b> Community Solutions	Evaluate possible solutions to a community problem
<b>Lesson 15—Performance Task</b> Your Solution	Explain how their solution meets the wants and needs of the people affected by a community problem

Grade 5

## Unit 4: Problem-Solving

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 16</b> Beginning to STEP	Explain how to begin the STEP problem-solving process
<b>Lesson 17</b> When? Where? Who?	Identify when, where, and with whom to work on different problems
<b>Lesson 18</b> Solutions Web	Predict whether a potential solution will be successful based on the points of view of everyone involved
<b>Lesson 19</b> Let's Reflect	Evaluate the outcome of a solution based on how it affected everyone involved
<b>Lesson 20—Performance Task</b> Putting It All Together	Apply the STEP process and consider the context in which they might best solve the problem

# Grade 6

## Unit 1: Mindsets & Goals

**Program Themes:** Academic Success, Belonging, Growth Mindset, Helping Others, Planning Ahead, Perspective-Taking, Resilience, Starting Right

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 1A</b> Starting Middle School	Describe challenges they might face as they start middle school and identify resources where they can get help
<b>Lesson 1B</b> Helping New Students	Use empathy skills to identify ways they can help new students feel welcome and comfortable at school
<b>Lesson 2</b> How to Grow Your Brain	Describe what happens in their brains when they try something new and how their brains change with experience and practice
<b>Lesson 3</b> Trying New Strategies	Name new strategies they can try when they're having trouble learning something new
<b>Lesson 4</b> Making Goals Specific	Write a specific goal
<b>Lesson 5</b> Breaking Down Your Goals	Break a big, long-term goal down into smaller, short-term goals
<b>Lesson 6</b> Monitoring Your Progress	Set progress markers for their goal, determine when their goal has been achieved, and determine if they need to try a new strategy to reach their goal
<b>Lesson 7—Performance Task</b> Bringing It All Together	Create an action plan for achieving a goal

Grade 6

## Unit 2: Recognizing Bullying & Harassment

**Program Themes:** Bullying and Harassment, Conflicts, Helping Others

**CASEL Core Competencies:** Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 8</b> Common Types of Bullying	Describe the three most common types of in-person bullying (physical, relational, and verbal)
<b>Lesson 9</b> Recognizing Bullying	Describe the effects of being bullied and recognize the difference between bullying and joking around
<b>Lesson 10</b> Responding to Cyberbullying	Describe what cyberbullying is and its effects and identify strategies for responding to cyberbullying
<b>Lesson 11</b> How to Be an Upstander	Explain how to use three upstander strategies
<b>Lesson 12</b> Standing Up and Staying Safe	Describe the challenges of being an upstander and choose appropriate strategies for responding to bullying while staying safe
<b>Lesson 13—Performance Task</b> Raising Awareness About Bullying	Apply their knowledge from the unit to promote awareness about bullying prevention at school

## Unit 3: Thoughts, Emotions & Decisions

**Program Themes:** Conflicts, Resilience, Staying Calm, Thoughts and Emotions

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 14</b> What Emotions Tell You	Describe why emotions matter in their lives
<b>Lesson 15</b> Emotions and Your Brain	Describe what happens in their brains when they feel a strong emotion
<b>Lesson 16</b> How Emotions Affect Your Decisions	Describe how strong emotions can influence the decisions they make
<b>Lesson 17</b> Managing Your Emotions	Demonstrate and evaluate strategies for managing their emotions

Grade 6

Lesson Title	Objectives Students will be able to:
<b>Lesson 18</b> What Works Best for You?	Determine the emotion-management strategies that work best for them and choose the best strategy to use in a situation, given the context
<b>Lesson 19—Performance Task</b> Raising Awareness About Managing Emotions	Apply their knowledge from the unit to promote awareness about emotion-management strategies at school

## Unit 4: Managing Relationships & Social Conflict

**Program Themes:** Conflicts, Growth Mindset, Perspective-Taking, Relationships

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 20</b> We're Changing	Describe the changes they've gone through in the past, the change(s) they're currently going through, and how those changes affect their relationships
<b>Lesson 21</b> Why Conflicts Escalate	Identify actions that escalate conflicts and determine ways to prevent conflicts from becoming more serious
<b>Lesson 22</b> Considering Multiple Perspectives	Examine a social conflict from multiple perspectives so they can resolve minor conflicts
<b>Lesson 23</b> Respectful Communication	Demonstrate how to use respectful, non-defensive language to prevent conflicts from getting worse
<b>Lesson 24</b> Resolving Challenging Conflicts	Identify and evaluate various solutions to a conflict in order to find the best solution
<b>Lesson 25</b> Making Amends	Demonstrate how to make amends in meaningful and restorative ways
<b>Lesson 26—Performance Task</b> Conflict Solvers	Demonstrate resolving a social conflict

# Grade 7

## Unit 1: Mindsets & Goals

**Program Themes:** Academic Success, Belonging, Growth Mindset, Helping Others, Perspective-Taking, Planning Ahead, Resilience, Starting Right

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 1A</b> Starting Middle School	Describe challenges they might face as they start middle school and identify resources where they can get help
<b>Lesson 1B</b> Helping New Students	Use empathy skills to identify why some students feel nervous when they're starting middle school and ways they can help new students feel welcome and comfortable at school
<b>Lesson 2</b> Creating New Pathways in Your Brain	Explain how practicing something difficult helps the brain grow new neural pathways
<b>Lesson 3</b> Learning from Mistakes and Failure	Analyze simple and complex scenarios to determine what they can learn from making mistakes
<b>Lesson 4</b> Identifying Roadblocks	Distinguish between internal and external roadblocks
<b>Lesson 5</b> Overcoming Roadblocks 1	Think of and select appropriate strategies as part of If-Then Plans for overcoming roadblocks
<b>Lesson 6</b> Overcoming Roadblocks 2	Create an If-Then Plan to anticipate and get past a roadblock that could prevent them from achieving a goal
<b>Lesson 7—Performance Task</b> Advice on Roadblocks	Give advice to a sixth-grade student who's trying to learn something new and feels like giving up

Grade 7

## Unit 2: Recognizing Bullying & Harassment

**Program Themes:** Bullying and Harassment, Conflicts, Helping Others, Relationships

**CASEL Core Competencies:** Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 8</b> What Is Harassment?	Define harassment in their own words and distinguish between bullying and harassment
<b>Lesson 9</b> What Is Sexual Harassment?	Recognize and define sexual harassment and explain the difference between flirting and sexual harassment
<b>Lesson 10</b> The Effects of Sexual Harassment	Describe the effects of sexual harassment and identify sexual harassment support resources available at school
<b>Lesson 11</b> Gender-Based Harassment	Recognize gender-based harassment and the effects it can have on someone, as well as how stereotypes about gender contribute to gender-based harassment
<b>Lesson 12</b> Our Rights and Responsibilities	Describe their right to be protected from harassment at school, as well as the responsibilities they and their school have to create a harassment-free environment
<b>Lesson 13—Performance Task</b> Preventing Harassment	Describe their rights and responsibilities regarding harassment and the consequences of engaging in harassment to their peers

## Unit 3: Thoughts, Emotions & Decisions

**Program Themes:** Conflicts, Resilience, Staying Calm, Thoughts and Emotions

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 14</b> Emotions Matter	Explain the importance of emotions and describe how emotions can affect their thoughts and decisions
<b>Lesson 15</b> Feel, Think, Do	Explain how thoughts and emotions are connected and can affect their decisions
<b>Lesson 16</b> Unhelpful Thoughts	Distinguish helpful thoughts from unhelpful thoughts and analyze how unhelpful thoughts can negatively affect the decisions they make
<b>Lesson 17</b> Reframing Unhelpful Thoughts	Explain how to interrupt and reframe unhelpful thoughts

Grade 7

<b>Lesson Title</b>	<b>Objectives</b> Students will be able to:
<b>Lesson 18</b> Practicing Positive Self-Talk	Practice using positive self-talk to reframe unhelpful thoughts
<b>Lesson 19—Performance Task</b> Making Better Decisions	Demonstrate how strong emotions can prompt unhelpful thoughts and model strategies for managing their emotions and reframing unhelpful thoughts

## Unit 4: Managing Relationships & Social Conflict

**Program Themes:** Conflicts, Perspective-Taking, Planning Ahead, Relationships

**CASEL Core Competencies:** Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making

<b>Lesson Title</b>	<b>Objectives</b> Students will be able to:
<b>Lesson 20</b> What Makes a Conflict Escalate?	Identify common reasons why social conflicts escalate from minor to major
<b>Lesson 21</b> Keeping Your Cool in a Conflict	Describe how using emotion-management strategies can prevent the escalation of a conflict
<b>Lesson 22</b> Conflicts and Perspectives	Explain how to listen to and consider someone else's perspective during a conflict
<b>Lesson 23</b> Resolving Conflict Part 1	Describe the perspectives of everyone involved in a conflict in a nonjudgmental way
<b>Lesson 24</b> Resolving Conflict Part 2	Consider possible solutions and their consequences in order to find the best solution for resolving a conflict
<b>Lesson 25</b> Taking Responsibility for Your Actions	Explain what to do to take responsibility for their actions and make things as right as possible
<b>Lesson 26—Performance Task</b> Tips for Resolving Conflicts	Identify the key elements of resolving conflicts successfully

# Grade 8

## Unit 1: Mindsets & Goals

**Program Themes:** Academic Success, Belonging, Growth Mindset, Planning Ahead, Relationships, Resilience, Starting Right, Values

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 1</b> Welcome!	Describe how the Second Step® program can help them navigate physical, social, and emotional changes in adolescence
<b>Lesson 2</b> Who Am I? My Identity	Name unique and important aspects of their identities
<b>Lesson 3</b> My Interests and Strengths	Describe how they used their personal strengths to develop an interest, skill, or ability
<b>Lesson 4</b> Harnessing My Strengths	Explain how to use their strengths to get better at something new
<b>Lesson 5</b> Pursuing My Interests	Describe ways to make the most of positive factors and decrease the effects of negative factors while pursuing an interest or goal
<b>Lesson 6</b> My Future Self	Describe important aspects of their future identities
<b>Lesson 7—Performance Task</b> My Path Forward	Identify strengths and skills they already have and explain how they can use them to develop their interests

## Unit 2: Recognizing Bullying & Harassment

**Program Themes:** Bullying and Harassment, Conflicts, Helping Others

**CASEL Core Competencies:** Self-Awareness, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 8</b> Understanding Bullying	Recognize that most people believe bullying is harmful behavior, despite its prevalence in school culture
<b>Lesson 9</b> Social Factors that Contribute to Bullying	Recognize how social factors contribute to bullying and harassment

Grade 8

<b>Lesson Title</b>	<b>Objectives</b> Students will be able to:
<b>Lesson 10</b> Environmental Factors that Contribute to Bullying	Identify environmental factors that contribute to bullying and harassment
<b>Lesson 11</b> Speak Up and Start a Movement	Explain how to use strategies to disrupt factors that contribute to bullying and harassment
<b>Lesson 12</b> Be Inclusive and Change Policies	Explain how to use additional strategies to disrupt factors that contribute to bullying and harassment
<b>Lesson 13—Performance Task</b> Stand Up for Change!	Apply their knowledge from the unit to create a plan for disrupting factors that contribute to bullying and harassment at school

### Unit 3: Thoughts, Emotions & Decisions

**Program Themes:** Resilience, Staying Calm, Thoughts and Emotions

**CASEL Core Competencies:** Self-Awareness, Self-Management, Responsible Decision-Making

<b>Lesson Title</b>	<b>Objectives</b> Students will be able to:
<b>Lesson 14</b> Understanding Stress and Anxiety	Recognize how stress and anxiety affect their emotions, thoughts, and bodies
<b>Lesson 15</b> Where Does Stress Come From?	Categorize common sources of stress and explain the difference between controllable and uncontrollable stressors
<b>Lesson 16</b> Can Stress Help You Grow?	Reframe certain types of stress as opportunities for growth
<b>Lesson 17</b> Strategies for Managing Stress	Demonstrate how to choose strategies for managing stress
<b>Lesson 18</b> Changing Strategies and Getting Help	Analyze stressful situations, decide if they need to change strategies or get outside help to manage their stress, and identify people who can help them when they feel their stress is unmanageable
<b>Lesson 19—Performance Task</b> My Stress-Management Plan	Create an individual plan for managing their stress

Grade 8

## Unit 4: Managing Relationships & Social Conflict

**Program Themes:** Academic Success, Belonging, Growth Mindset, Planning Ahead, Resilience, Starting Right

**CASEL Core Competencies:** Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making

Lesson Title	Objectives Students will be able to:
<b>Lesson 20</b> My Values	Identify their core values and how their behaviors demonstrate these values
<b>Lesson 21</b> Values and Relationships	Describe the connection between their values and healthy behaviors in relationships
<b>Lesson 22</b> Recognizing Others' Perspectives	Analyze conflicts from multiple perspectives to help prevent them from escalating
<b>Lesson 23</b> Finding the Best Solution	Generate and evaluate solutions to conflicts that are mutually acceptable to everyone affected
<b>Lesson 24</b> Making Things Right	Identify a variety of ways for making amends to restore a relationship that's been damaged
<b>Lesson 25</b> Unhealthy Relationships	Distinguish between healthy and unhealthy relationships
<b>Lesson 26—Performance Task</b> Guide to Healthy Relationships	Describe the importance of choosing healthy relationships, tell if a relationship is healthy, and recognize and manage unhealthy relationships
<b>Lesson 27</b> High School Challenges	Identify challenges many students face starting high school and people they can go to for help with these challenges

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