

Ainsworth Community Schools
Board of Education
Regular Meeting
District Office
July 14, 2025 - 7:00 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.

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. Community Input on LB 140 related to student use of cell phones or electronic devices. The Board will allow for community input as well as hearing an update from the administration on input received through a public survey to satisfy stakeholder input requirements as required by LB 140.
 - 1.7. Consent Agenda
 - 1.7.1. Minutes of Previous Meeting(s) , attached
 - 1.7.2. Set the next regular meeting for August 11, 2025, at 7:00 p.m. in the District Office. The current agendas will be available for public inspection in the office of the superintendent.
 - 1.7.3. Payment of Claims, Authorization Report, attached
 - 1.7.4. Cash Flow & Financial Reports
2. Reports/Information to the Board
 - 2.1. Principals and Activities Director Reports
 - 2.2. Superintendent Report
3. Action Items
 - 3.1. Strategic Planning Service Proposal - NASB Board Leadership
 - 3.2. Corporate Certificate of Authority
 - 3.3. NASB Policy Updates - Second Reading (June/July 2025)
 - 3.4. Board Policy 411.01 - Substitute Teachers
 - 3.5. Certified Teacher Contract Approval
 - 3.6. Approval of Student-Parent Handbooks for 2025-26
 - 3.7. Approval of Teacher-Staff Handbooks for 2025-26
 - 3.8. Approval of Bus Routes for 2025-26
4. Adjourn

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.

June 9, 2025

The Board of Education of School District #10 held public hearings on Monday, June 9, 2025. Board members present were Frank Beel, Crystal Dailey, Bryan Doke, Jake Graff, Jessica Pozehl, and Brad Wilkins. Also present were Superintendent Dale Hafer, Principals Ben Wright and Steve Dike. There were a few guests in attendance.

The purpose of the hearing was to review fees and/or materials supplied by the students and to consider changes to the policy on Student Fees. The hearing was called to order by President Brad Wilkins at 7:10 p.m. A list of the 24-25 Fees was collected, and Policy 0504.19 Student Fees was reviewed. There were no comments from the public. President Brad Wilkins adjourned the Student Fees Hearing at 7:14 p.m.

The Parent/Family Involvement hearing began at 7:14 p.m. The purpose of the hearing was to review the District's Patron and Parental Involvement Policy 1005.03 and Title I Parent Involvement Policy 1005.12. No policy changes were suggested. There were no comments from the public. The District's Patron and Parental Involvement Policy 1005.03 and Title I Parent Involvement Policy 1005.12 hearing was adjourned by Board President Brad Wilkins at 7:17 p.m.

Board policy Bullying Prevention 0504.20 was reviewed by the Board. The Principals and Counselors discussed how bullying was addressed with parents and students. No changes were made to Bullying Prevention policy 0504.20.

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 is posted on the south wall of the District Office.

The regular meeting was called to order by Board President Brad Wilkins at 7:25 p.m. Board members present were Frank Beel, Crystal Dailey, Bryan Doke, Jake Graff, Jessica Pozehl, and Brad Wilkins. Also present were Superintendent Dale Hafer, Principals Ben Wright and Steve Dike. There were a few guests in attendance.

Motion was made by Jessica Pozehl and seconded by Bryan Doke to approve the agenda as published. Roll call vote: Unanimous. Motion carried.

Motion was made by Bryan Doke and seconded by Frank Beel to approve the following consent agenda items: Minutes of the May 12th meeting, claims in the amount of \$184,462.56 from General Fund, \$38,154.60 from the Hot Lunch Fund, and \$5,665.93 from Section 125. The Cash Flow Report for the month of May was given. The Treasurer's Report was given as follows: Cash Assets: May 31st \$4,074,207.64. The next regular board meeting will be July 14th at 7:00 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.

42706	1ST CLASS AUTO	446.61
42707	ACCO BRANDS USA LLC	354.06
42708	ACTIVITY ACCOUNT	728.00
42709	AINSWORTH MOTORS	6,611.00

42710	AINSWORTH STAR-JOURNAL	270.32
42711	STACEY ALBERTS	1,967.36
42712	AMAZON CAPITAL SERVICES	3,763.95
42713	AMAZON CAPITAL SERVICES	2,208.60
42714	AMAZON CAPITAL SERVICES	1,414.46
42715	APPEARA	60.30
42716	ASCD	357.00
42717	AT&T MOBILITY	345.18
42718	JENNIFER BEEL	1,875.70
42719	BJ'S INSTRUMENT REPAIR	520.00
42720	BLACK HILLS ENERGY	2,378.12
42721	BLICK ART MATERIALS	49.20
42722	BOMGAARS	1,521.27
42723	BREAKOUT EDU	99.00
42724	BROWN COUNTY HOSPITAL	124.20
42725	BUCKLES AUTOMOTIVE	279.03
42726	CDW GOVERNMENT LLC	1,063.70
42727	CENTRAL VALLEY AG	1,234.84
42728	CENTURY LUMBER CENTER	143.95
42729	CHADRON STATE COLLEGE	200.00
42730	CITY OF AINSWORTH	1,154.17
42731	COLONIAL RESEARCH CHEMICAL	2,380.00
42732	CONDITIONED AIR MECHANICAL	1,082.50
42733	LILA DERAAD	654.36
42734	STEVEN DIKE	255.00
42735	E S U #17-MAIN	62,274.00
42736	E S U #17-MAIN	20,229.08
42737	EAKES OFFICE SOLUTIONS	289.51
42738	EDUCATIONAL SERVICE UNIT #1	2,869.56
42739	JOSEPH FINLEY	25.90
42740	FLINN SCIENTIFIC INC	132.70
42741	MELISSA FREUDENBURG	418.95
42742	GENERAL FUND CLEARING ACCOUNT	742.80
42743	GOPHER	1,178.70
42744	GRIZZLY INDUSTRIAL INC	76.72
42745	INDUSTRIAL ARTS SUPPLY CO	252.03
42746	INSPIRE REHABILITATION AINSWORTH, LLC	976.20
42747	ISLAND SUPPLY WELDING CO	19.84
42748	JOURNEY ED.COM	2,242.08
42749	JUNIOR LIBRARY GUILD	174.00
42750	JW PEPPER	83.97
42751	KBRB AM FM	403.50
42752	TESSA KING	1,590.02
42753	KSB SCHOOL LAW	298.00
42754	LIBRARY WORLD INC	1,050.00
42755	MIDWEST CONNECT	271.00
42756	MIDWEST TECHNOLOGY PRODUCTS	191.61
42757	NASCO	325.46
42758	NASSP	865.00
42759	NE COUNCIL OF SCHOOL ADMIN	684.00
42760	NEBRASKA PUBLIC POWER DISTRICT	5,766.61
42761	NEBRASKA SCHOOL TRANSPORTATION ASSOC	150.00
42762	NIMCO	89.47
42763	OFFICE PRODUCTS CENTER	1,336.66
42764	ORIENTAL TRADING CO INC	101.84
42765	SUMMER ORTON	750.12
42766	PAM HOLLENBECK	5,773.53
42767	PITSCO EDUCATIONAL DIVISION	56.36
42768	POSTMASTER	246.00
42769	POWERSCHOOL GROUP LLC	7,719.95
42770	PROPIO LANGUAGE SERVICES	54.60
42771	QUADIENT	1,000.00
42772	RACK PERFORMANCE	1,000.00
42773	RAPIDS	1.89
42774	RENAISSANCE LEARNING INC	4,552.80

42775	JULIE RUHTER	359.10
42776	HANNAH SCHMITZ	448.88
42777	SCHOOL HEALTH CORPORATION	20.61
42778	SCHOOL SPECIALTY LLC	942.95
42779	SCHOOLARTS MAGAZINE	24.95
42780	SEVEN SPRINGS INC	46.50
42781	SIMPLIFASTER	2,199.00
42782	ASHLEY SMITH	458.85
42783	STAPLES ADVANTAGE	4,520.30
42784	SUPERIOR-SHOWBOARD CO.	276.00
42785	TEACHER DISCOVERY	34.96
42786	TEHRANI MOTOR CO.	357.90
42787	THREE RIVER TELCO	645.61
42788	TK ELEVATOR CORPORATION	602.61
42789	TRAVIS ELECTRIC INC	1,434.38
42790	US BANK	870.05
42791	VIRCO INC	541.30
42792	VOYAGER SOPRIS LEARNING	398.20
42793	WAGeworks	146.00
42794	ANGELA WELKE	1,287.63
42795	WEX BANK	1,401.52
42796	1ST CLASS AUTO	262.74
42797	AMAZON CAPITAL SERVICES	48.51
42798	BSN SPORTS	190.68
42799	CAROLINA BIOLOGICAL SUPPLY CO.	652.30
42800	MICHAEL FARBER	155.00
42801	FLOOR MAINTENANCE	147.32
42802	MORRISON UNDERGROUND SPRINKLERS	451.50
42803	OFFICE PRODUCTS CENTER	3,995.00
42804	OLSONS PEST TECHNICIANS	99.00
42805	PAULSON'S LAWN SERVICE	80.00
42806	REALLY GOOD STUFF	24.24
42807	RED & WHITE	574.93
42808	STANEK FIRE PROTECTION	304.00
42809	STAPLES ADVANTAGE	653.70
34	WAGeworks	5,665.93
78	LUNCHTIME SOLUTIONS	37,680.85
3603	CODY GOOCHEY	15.20
3604	PAM HOLLENBECK	43.65
3605	JESSICA POZEHL	13.25
3606	BOB BEATTY	69.45
3607	JAYME KINNEY	38.75
3608	PATRICIA SHOEMAKER	60.55
3609	MEGAN MASHBURN	232.90

Addilyn Doke performed her presentation for National FCCLA.

Elementary Principal Ben Wright reported on the following: May's monthly mission, "Finish Strong." Summer School and K-6 Enrollment.

Caden Frank & Ben Anderjaska, with NASB, were in attendance to discuss strategic plan next steps with the Board.

Wendy Allen and Amanda Ganser were in attendance to provide the Board with an update regarding our report from Cognia in response to our 5-year school improvement review.

The Nebraska Revised Statute (NRS) 79-11,157.01 data collection (previously titled Information Related to Learning Disabilities, Including Dyslexia) is to be completed by each public school building in each public district in the state. School building level data must be entered

individually within this data collection on the NDE Portal.

Scott Steinhauser leads the collection of this data for reporting as the district's Special Education Coordinator. A short update was provided to the board on how, what, and why this data is collected and reported.

High School Principal Steve Dike reported on the following: Enrollment, Summer School, and Summer In-Services.

Elementary School Principal Ben Wright May's Monthly Mission, Summer School, & Enrollment.

Activities Director Luke Wroblewski reported on the following: High School State Track, Middle School State Track, District Boys Golf, Summer Strength and Conditioning, Middle School Golf, Community Center & Gym Floor refinished.

Superintendent Dale Hafer reported on the following: Financial Report, Transportation, Buildings and Grounds, Board Policy Review, Personnel and Hiring Update, Cognia Review & Strategic Plan, and Professional Development Opportunities.

Motion was made by Jake Graff and seconded by Crystal Dailey to approve the certified teacher contract for Cory Friedrich for 2025-26. Roll Call vote: Unanimous. Motion carried.

Motion was made by Jessica Pozehl and seconded by Frank Beel to approve the first reading of the revision or adoption of policies as presented by the NASB Policy Review Service due to legislative action and legal requirements. Roll Call vote: Unanimous. Motion carried.

The next regular board meeting is scheduled for Monday, July 14, 2025, at 7:00 p.m. in the District Office. Current agendas and/or discussion topics will be available for public inspection in the office of the superintendent.

Dedra Stoner, Recording Secretary

Brad Wilkins, Board President

BOARD AUTHORIZATION REPORT
Posted - All; Batch Description 5 Records Selected

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
Checking	1	Fund: 01 GENERAL FUND		
1ST CLASS AUTO	32406	42827	469.14	STARTER & ASSEMBLY Vendor Total: 469.14
ACTIVITY ACCOUNT	TRANSFER2025	42828	50,000.00	TRANSFER 2025 Vendor Total: 50,000.00
AINSWORTH STAR-JOURNAL	ASJ-JUN2025	42829	376.76	MEETING NOTICES & MINUTES
AINSWORTH STAR-JOURNAL	SUPT	42829	48.00	SUPT SUBSCRIPTION Vendor Total: 424.76
AMAZON CAPITAL SERVICES	17RW-CK6F-1JLC	42830	31.99	PENCIL SHARPENER
AMAZON CAPITAL SERVICES	19KK-HJ11-761K	42830	899.93	SAMSUNG PORTABLE SSD DRIVE
AMAZON CAPITAL SERVICES	1HVR-4QT1-J9P6	42830	42.98	20 PACK RED PENCIL POUCH
AMAZON CAPITAL SERVICES	1LJ1-XVFH-RFF9	42830	59.98	PICKLEBALL PADDLES
AMAZON CAPITAL SERVICES	1N7J-F3TH-61XQ	42830	61.68	BLK&DECKER HANDHELD VAC; PENCIL SHARPE
AMAZON CAPITAL SERVICES	1NCF-C6YJ-7XYD	42830	117.45	BLACK PENCIL BINDER POUCHES
AMAZON CAPITAL SERVICES	1NGL-HHC7-1YM1	42830	58.90	EAR THERMOMETER PROBE COVERS; BANDAGES
AMAZON CAPITAL SERVICES	1PWD-FRK9-G1G4	42830	28.58	2025-2026 PLANNER
AMAZON CAPITAL SERVICES	1TGP-GRYW-MDJ3	42830	89.64	NOTE PADS/PAPER PLATES/SILVERWARE/PEN:
AMAZON CAPITAL SERVICES	1WKW-GG44-WGF1	42830	(12.99)	2026 WALL CALENDAR MAROON Vendor Total: 1,378.14
APPLE INC	PO 24-718	42831	569.05	STUDENT IPAD COVERS Vendor Total: 569.05
APPTEGY INC	NV29641	42832	7,638.48	THRILLSHARE MEDIA SUBSCRIPTION Vendor Total: 7,638.48
AT&T MOBILITY	FN-JUN2025	42833	345.18	MONTHLY SERVICE Vendor Total: 345.18
BJ'S INSTRUMENT REPAIR	013882	42834	40.00	INSTRUMENT REPAIR
BJ'S INSTRUMENT REPAIR	013894	42834	1,560.00	INSTRUMENT REPAIR Vendor Total: 1,600.00
BLACK HILLS ENERGY	BH89-JUN2025	42835	66.77	NATURAL GAS
BLACK HILLS ENERGY	BH90-JUNE2025	42835	303.64	NATURAL GAS & BUS BARN Vendor Total: 370.41
BOMGAARS	32967176- -----	42836	838.43	DRILLBITS;NO FLAT TIRE;SPRAYER;MOP;DR: Vendor Total: 838.43
BUCKLES AUTOMOTIVE	434036	42837	148.67	BATTERY, JB WELD Vendor Total: 148.67
CDW GOVERNMENT LLC	AE6Y45C	42838	7,488.25	MERAKI LICENSE 1 YEAR Vendor Total: 7,488.25
CENTRAL VALLEY AG	CVA-JUN2025	42839	122.13	FUEL Vendor Total: 122.13
CENTURY LUMBER CENTER	10971-19370	42840	1,659.64	PVC PIPE,BRUSH,PAINT,SCREWS,LUMBER Vendor Total: 1,659.64

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 Posted - All; Batch Description 5 Records Selected

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>	
CITY OF AINSWORTH	CA-JUN2025	42841	1,490.02	WATER & SEWER	
				Vendor Total:	1,490.02
COACH MASTER'S INC.	4917	42842	500.00	WINDSHIELD REPLACE	
				Vendor Total:	500.00
COBBLESTONE HOTEL - WAYNE	10749	42843	330.00	ROOMS	
				Vendor Total:	330.00
CONDITIONED AIR MECHAINICAL	42074	42844	23,696.00	TRIPLE DUTY VALVE,BEARING ASSEM,SEAL I	
				Vendor Total:	23,696.00
CORNHUSKER INTERNATIONAL	316487	42845	2,615.06	2018 INTERNATIONAL BUS REPAIRS	
				Vendor Total:	2,615.06
CROWNE PLAZA HOTEL	12148	42846	170.00	WILKINS ROOM	
				Vendor Total:	170.00
E S U #17-MAIN	ACS209-212	42847	54,213.85	SERVICES	
				Vendor Total:	54,213.85
EAKES OFFICE SOLUTIONS	9150763-0	42849	99.62	CLEANER, BOWL, GEL, HCL	
				Vendor Total:	99.62
EBSCO SUBSCRIPTION SERVICES	1759746	42850	1,048.90	MAGAZINES	
				Vendor Total:	1,048.90
EGAN SUPPLY CO	400427	42851	81.10	24X32 LINER; 36X60 LINER; 2 GAL ZIPLOC	
				Vendor Total:	81.10
EMBASSY SUITES HOTEL LINCOLN	1228433 A	42852	318.00	ROOM - HITCHCOCK & BOWER	
				Vendor Total:	318.00
ESU #10	26271	42853	750.00	POWERSCHOOL CONF	
				Vendor Total:	750.00
FAIRFIELD INN & SUITES	434C400013876	42854	550.00	CANVAS TRAINING	
				Vendor Total:	550.00
FRONTIER DIESEL	2714	42855	901.37	2009 BB BUS SERVICE & INSPECTION	
				Vendor Total:	901.37
GOODLOE, LAURIE	CUNNINGHAMS	42856	22.58	CUNNINGHAMS DRUNKEN CHICKEN; RANCH	
				Vendor Total:	22.58
HOLIDAY INN - KEARNEY	108555	42857	139.00	ROOM FOR POWERSCHOOL CONF	
HOLIDAY INN - KEARNEY	108556	42857	139.00	ROOM FOR POWERSCHOOL CONF	
				Vendor Total:	278.00
INSPIRE REHABILITATION	INV-13776	42858	877.65	PT SERVICES; MILEAGE	
				Vendor Total:	877.65
ISLAND SUPPLY WELDING CO	347341	42859	19.20	C25	

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>	
				Vendor Total:	19.20
K-C KOLLISION LLC	6298	42862	875.12	2010 GMC MAINT	
				Vendor Total:	875.12
KANSAS CITY AUDIO-VISUAL	54316	42860	999.00	RISE VISION ANNUAL PLAN	
				Vendor Total:	999.00
KBRB AM FM	125678-125679	42861	180.00	SUMMER FOOD PROGRAM	
				Vendor Total:	180.00
KSB SCHOOL LAW	19113	42863	77.00	LEGAL SERVICES	
				Vendor Total:	77.00
NATIONAL RURAL EDUCATION	DH-25-26MEMBER	42864	75.00	2025-26 MEMBERSHIP HAFER	
				Vendor Total:	75.00
NE ASSOCIATION OF SCHOOL BOARD	N-53597-53598	42865	480.00	POZEHL,HAFER,WILKINS LEADERS & LAW COI	
				Vendor Total:	480.00
NEBRASKA PUBLIC POWER DISTRICT	NPPD 19974-	42866	49.44	ELECTRICITY	
NEBRASKA PUBLIC POWER DISTRICT	NPPD 19977-	42866	32.63	ELECTRICITY	
NEBRASKA PUBLIC POWER DISTRICT	NPPD 19980-	42866	108.02	ELECTRICITY	
NEBRASKA PUBLIC POWER DISTRICT	NPPD 19983-	42866	4,736.29	ELECTRICITY	
NEBRASKA PUBLIC POWER DISTRICT	NPPD 19986-	42866	94.42	ELECTRICITY	
				Vendor Total:	5,020.80
NORTHEAST COMMUNITY COLLEGE	70478	42867	12.00	HEARTSAVER CPR AED ACI	
				Vendor Total:	12.00
NRCSA	1002	42868	850.00	25-26 NRCSA MEMBERSHIP DUES	
NRCSA	NRCSA 5/20/2025	42868	90.00	NRCSA JOE TOCZEK GOLF TOURN	
				Vendor Total:	940.00
OFFICE PRODUCTS CENTER	01LD1063	42869	693.23	SERVICE CONTRACT	
				Vendor Total:	693.23
OLSONS PEST TECHNICIANS	455490	42870	99.00	MONTHLY SERVICE	
				Vendor Total:	99.00
ONE SOURCE	2022182836	42871	32.00	BACKGROUND CHECK	
				Vendor Total:	32.00
PERRY GUTHERY HAASE & GESSFORD	171	42872	150.00	LEGAL SERVICES	
				Vendor Total:	150.00
POWERSCHOOL GROUP LLC	INV453470	42873	787.83	UNIVERSAL ROSTERING CONNECTOR SUBSCR	
				Vendor Total:	787.83
PRECISION AUTOBODY	8352/8355	42874	990.91	WINDSHIELD + INSTALL; BUMPER REPAIR	
				Vendor Total:	990.91
PRINT XPRESS	4708	42875	250.00	GRADUATION PROGRAMS	
				Vendor Total:	250.00

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>	
PROPIO LANGUAGE SERVICES	0031380625	42876	92.30	LANGUAGE SERVICES	
				Vendor Total:	92.30
PYRAMID SCHOOL PRODUCTS	S1488158.001	42877	1,863.54	SUPPLIES	
				Vendor Total:	1,863.54
REALLY GOOD STUFF	8878729	42878	24.24	MYFRST PENCIL W/ERS	
				Vendor Total:	24.24
RED & WHITE	RW-JUN2025	42879	7.01	SUMMER SCHOOL SUPPLIES	
				Vendor Total:	7.01
S & S WORLDWIDE INC	IN101605370	42880	84.42	YELLOW CONSTR PAPER	
				Vendor Total:	84.42
SCHLUETER, LAVISA	CUNNINGHAM'S	42881	22.88	POWERSCHOOL CONF	
				Vendor Total:	22.88
SEVEN SPRINGS INC	0121514	42882	14.00	5 GAL BOTTLE; FUEL SURCHARGE	
SEVEN SPRINGS INC	0121621	42882	46.50	RENTAL	
				Vendor Total:	60.50
SOFTWARE UNLIMITED INC	20250628-043	42883	8,000.00	CENSUS, SAS, WEB LINK	
				Vendor Total:	8,000.00
STAPLES ADVANTAGE	6034310224	42884	275.64	MRSKTCR MARKER; COLORED PENCLS	
STAPLES ADVANTAGE	6034310225	42884	1,479.79	SUPPLIES	
STAPLES ADVANTAGE	6034374409	42884	57.36	LOGI WIRELESS PRESENTER	
STAPLES ADVANTAGE	6034441030	42884	9.16	STETRO GRIPS BAG OF 100	
STAPLES ADVANTAGE	6034742377	42884	378.06	BINDERS, BNRD RNGS, EARBUDS	
				Vendor Total:	2,200.01
TEACHER INNOVATIONS, INC.	1002899	42885	414.00	12 MONTH SUBSCRIPTION PLANBOOK.COM	
				Vendor Total:	414.00
THREE RIVER TELCO	10519570	42886	627.33	PHONE SERVICE	
				Vendor Total:	627.33
TOWER GARDEN	TG01-1271623	42887	135.00	MINERAL BLEND; NET POT/ROCKWOOL COMBO	
				Vendor Total:	135.00
US BANK	USBANK4445-	42888	274.12	NEGOV; DIRECTNIC; NE ALEWORKS; FUEL	
				Vendor Total:	274.12
WAGEWORKS	INV7972378	42889	146.00	MONTHLY ADMIN FEE	
				Vendor Total:	146.00
WEX BANK	105768664	42890	223.09	FUEL	
				Vendor Total:	223.09
WINTERS MILLWRIGHT LLC	1754	42891	405.00	DUMP FEE & TRAILER RENTAL	
				Vendor Total:	405.00

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<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>	
WM KROTTER CO-AINSWORTH	747301-748027	42892	1,709.56	CABINETS, PAINT	
				Vendor Total:	1,709.56
				Fund Total:	188,964.52
				Checking Account Total:	188,964.52
Checking	13	Fund: 13 SECTION 125			
WAGE WORKS INC	7881901-7977661	35	2,669.03	FUND TRANSFER	
				Vendor Total:	2,669.03
				Fund Total:	2,669.03
				Checking Account Total:	2,669.03
Checking	4	Fund: 06 SCHOOL NUTRITION			
LUNCHTIME SOLUTIONS	NE00001604	79	361.08	FFVP MAY 2025	
LUNCHTIME SOLUTIONS	NE00001731	79	17,200.18	MAY INVOICES	
				Vendor Total:	17,561.26
MIDWEST RESTAURANT SUPPLY CO	INV11941	3688	237.00	BUN/SHEET PAN	
				Vendor Total:	237.00
MISC VENDOR	06172025	80	1.00	EFUNDS CC REFUND	
				Vendor Total:	1.00
				Fund Total:	17,799.26
				Checking Account Total:	17,799.26
Checking	8	Fund: 08 SPECIAL BUILDING			
FIRST NATIONAL BANK OMAHA	AINSWORTH- ----	436	458,215.00	PRINCIPAL/INTEREST	
				Vendor Total:	458,215.00
				Fund Total:	458,215.00
				Checking Account Total:	458,215.00

Activity Fund Balance Report - Summary - Exclude Encumbrances

06/2025 - 06/2025

Regular; Beginning Month 06/2025; Processing Month 06/2025; 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	230,000.00	0.00	0.00	0.00	230,000.00
05 704 0101	A CLUB BALANCE	1,636.55	0.00	0.00	0.00	1,636.55
05 704 0105	ACTIVITY TICKET BALANCE	3,165.00	0.00	0.00	0.00	3,165.00
05 704 0110	ASAP BALANCE	2,420.00	0.00	0.00	0.00	2,420.00
05 704 0120	ATHLETICS BALANCE	(3,949.14)	402.99	0.00	0.00	(4,352.13)
05 704 0125	BAND BALANCE	8,325.31	0.00	0.00	0.00	8,325.31
05 704 0126	BAND FUND RAISER	2,692.85	0.00	0.00	0.00	2,692.85
05 704 0127	BBB FUNDRAISER BALANCE	1,657.69	250.00	0.00	0.00	1,407.69
05 704 0128	BACKPACK PROGRAM BALANCE	807.00	0.00	0.00	0.00	807.00
05 704 0132	BOYS GOLF FUNDRAISER	442.95	0.00	78.75	0.00	521.70
05 704 0136	CLAPPER CD BALANCE	128.82	0.00	196.16	0.00	324.98
05 704 0137	CARL PERKINS BALANCE	297.05	0.00	0.00	0.00	297.05
05 704 0140	CHEER FUNDRAISER BALANCE	2,987.32	500.00	0.00	0.00	2,487.32
05 704 0145	CHORUS BALANCE	2,356.45	0.00	0.00	0.00	2,356.45
05 704 0167	CONCESSIONS - BULLDOG BALANCE	6,753.98	0.00	0.00	0.00	6,753.98
05 704 0168	VB FUNDRAISER BALANCE	3,895.56	0.00	0.00	0.00	3,895.56
05 704 0169	COCA COLA PARTNERSHIP BALANCE	9,031.69	200.00	0.00	0.00	8,831.69
05 704 0175	DRILL TEAM FUNDRAISER BALANCE	3,905.24	0.00	0.00	0.00	3,905.24
05 704 0180	DRIVER EDUCATION BALANCE	(16,040.00)	40,950.00	35,200.00	0.00	(21,790.00)
05 704 0185	ELEMENTARY FACULTY BALANCE	5,663.78	910.00	0.00	0.00	4,753.78
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	1,281.98	0.00	0.00	0.00	1,281.98
05 704 0195	FFA BALANCE	21,143.14	(140.00)	0.00	0.00	21,283.14
05 704 0196	FFA SWEETCORN BALANCE	16,630.35	0.00	0.00	0.00	16,630.35
05 704 0200	FCCLA BALANCE	554.90	0.00	0.00	0.00	554.90
05 704 0201	FCCLA DIST 9 BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0205	FOREIGN LANGUAGE BALANCE	1,086.98	0.00	0.00	0.00	1,086.98
05 704 0210	GBB FUNDRAISER BALANCE	905.59	0.00	0.00	0.00	905.59
05 704 0215	GENERAL SHOP BALANCE	(8,072.89)	0.00	0.00	0.00	(8,072.89)
05 704 0221	GIRLS GOLF FUNDRAISER BALANCE	65.37	0.00	0.00	0.00	65.37
05 704 0223	MS TRACK FUNDRAISER BALANCE	157.27	0.00	0.00	0.00	157.27
05 704 0225	HIGH SCHOOL FACULTY BALANCE	2,410.01	0.00	0.00	0.00	2,410.01
05 704 0230	INTEREST BALANCE	19,219.89	0.00	1,444.77	0.00	20,664.66
05 704 0235	INVESTMENTS BALANCE	(50,000.00)	0.00	0.00	0.00	(50,000.00)

Activity Fund Balance Report - Summary - Exclude Encumbrances

06/2025 - 06/2025

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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 0240	ONE ACTS BALANCE	(1,333.86)	0.00	0.00	0.00	(1,333.86)
05 704 0244	FOOTBALL FUNDRAISER BALANCE	11,717.58	1,330.00	0.00	0.00	10,387.58
05 704 0245	LIBRARY BALANCE	12,648.38	0.00	0.00	0.00	12,648.38
05 704 0251	MID SCH STUDENT COUNCIL BALANCE	4,161.54	0.00	0.00	0.00	4,161.54
05 704 0255	MISCELLANEOUS BALANCE	5.01	110.00	110.00	0.00	5.01
05 704 0256	PLAYGROUND BALANCE	7,663.13	0.00	0.00	0.00	7,663.13
05 704 0257	DI GLOBAL FINALS BALANCE	4,830.84	0.00	0.00	0.00	4,830.84
05 704 0258	RENTALS BALANCE	1,972.50	0.00	75.00	0.00	2,047.50
05 704 0259	DISTRICT MUSIC BALANCE	1,270.29	0.00	0.00	0.00	1,270.29
05 704 0260	NATIONAL HISTORY DAY BALANCE	2,820.48	2,970.00	700.00	0.00	550.48
05 704 0261	MOCK TRIAL BALANCE	(299.59)	0.00	0.00	0.00	(299.59)
05 704 0262	QUIZ BOWL	104.08	0.00	0.00	0.00	104.08
05 704 0265	SPEECH TOURNAMENT BALANCE	(135.93)	0.00	0.00	0.00	(135.93)
05 704 0270	HS STUDENT COUNCIL BALANCE	199.12	0.00	0.00	0.00	199.12
05 704 0271	STUDENT WELLNESS BALANCE	1,204.04	0.00	0.00	0.00	1,204.04
05 704 0273	SUMMER INS BALANCE	3,696.10	2,072.86	2,119.84	0.00	3,743.08
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	2,122.31	0.00	0.00	0.00	2,122.31
05 704 0280	THESPIANS BALANCE	3,180.96	32.84	0.00	0.00	3,148.12
05 704 0282	TRACK FUNDRAISER BALANCE	178.10	59.20	0.00	0.00	118.90
05 704 0283	TANSY PITCHER MEM	1,737.93	0.00	0.00	0.00	1,737.93
05 704 0284	VIDEO BOARD	2,693.59	148.84	0.00	0.00	2,544.75
05 704 0285	VISUAL ARTS CLUB BALANCE	6,994.03	0.00	0.00	0.00	6,994.03
05 704 0286	YEARBOOK BALANCE	20,108.31	0.00	0.00	0.00	20,108.31
05 704 0288	XC FUNDRAISER BALANCE	161.86	0.00	0.00	0.00	161.86
05 704 0290	WR BOYS FUNDRAISER BALANCE	7,434.11	1,230.00	600.00	0.00	6,804.11
05 704 0291	WEICHMAN BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0292	WR GIRLS FUNDRAISER	4,766.85	0.00	0.00	0.00	4,766.85
05 704 1001	HS FOOTBALL BALANCE	(4,962.52)	371.37	398.00	0.00	(4,935.89)
05 704 1002	MS FOOTBALL BALANCE	36.25	0.00	0.00	0.00	36.25
05 704 1003	HS VOLLEYBALL BALANCE	801.76	347.40	0.00	0.00	454.36
05 704 1004	MS VOLLEYBALL BALANCE	887.09	0.00	0.00	0.00	887.09
05 704 1005	CROSS COUNTRY BALANCE	(339.82)	0.00	0.00	0.00	(339.82)
05 704 1006	HS WRESTLING BALANCE	(7,499.71)	0.00	0.00	0.00	(7,499.71)
05 704 1007	MS WRESTLING BALANCE	4,478.24	0.00	0.00	0.00	4,478.24
05 704 1008	HS TRACK BALANCE	(3,012.76)	2,999.00	50.00	0.00	(5,961.76)

Activity Fund Balance Report - Summary - Exclude Encumbrances

06/2025 - 06/2025

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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 1009	MS TRACK BALANCE	(2,013.09)	0.00	0.00	0.00	(2,013.09)
05 704 1010	HS BOYS BASKETBALL BALANCE	4,229.56	430.80	0.00	0.00	3,798.76
05 704 1011	MS BOYS BASKETBALL BALANCE	870.70	0.00	0.00	0.00	870.70
05 704 1012	HS GIRLS BASKETBALL BALANCE	113.96	430.80	0.00	0.00	(316.84)
05 704 1013	MS GIRLS BASKETBALL BALANCE	1,257.91	2,022.30	0.00	0.00	(764.39)
05 704 1014	BOYS GOLF BALANCE	(337.18)	439.95	150.00	0.00	(627.13)
05 704 1015	TRAINING SUPPLIES BALANCE	3,165.35	0.00	0.00	0.00	3,165.35
05 704 1016	GIRLS GOLF BALANCE	(1,813.20)	0.00	0.00	0.00	(1,813.20)
05 704 1017	CHEER BALANCE	327.37	0.00	0.00	0.00	327.37
05 704 1020	MS GOLF BALANCE	18.50	0.00	0.00	0.00	18.50
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	90.06	0.00	0.00	0.00	90.06
05 704 2023	CLASS OF 2023 BALANCE	517.58	0.00	0.00	0.00	517.58
05 704 2024	CLASS OF 2024 BALANCE	158.32	0.00	0.00	0.00	158.32
05 704 2025	CLASS OF 2025 BALANCE	773.56	0.00	0.00	0.00	773.56
05 704 2026	CLASS OF 2026 BALANCE	2,127.51	0.00	0.00	0.00	2,127.51
05 704 2027	CLASS OF 2027 BALANCE	4,706.25	0.00	0.00	0.00	4,706.25
05 704 2028	CLASS OF 2028 BALANCE	3,795.92	0.00	0.00	0.00	3,795.92
05 704 2029	CLASS OF 2029 BALANCE	2,466.67	0.00	0.00	0.00	2,466.67
05 704 2030	CLASS OF 2030	1,032.40	0.00	0.00	0.00	1,032.40
05 704 2031	CLASS OF 2031 BALANCE	381.40	0.00	0.00	0.00	381.40
05 704 5200	TRANSFER IN	(180,000.00)	0.00	0.00	0.00	(180,000.00)
Fund Total: 05		209,070.66	58,068.35	41,122.52	0.00	192,124.83

June 30, 2025

INVESTMENTS

CLAPPER

Week of	Amount	Term	Homestead	WPB	Number	Maturity
June 13, 2025	4,000	12 Mo	<u>3.94%</u>	3.75%		Jun 15, 2026

ACTIVITY ACCOUNT

Week of	Amount	Term	Homestead	WPB	Number	Maturity
Dec 20, 2024	25,000	12 Mo	3.70%	<u>3.66%</u>	26208125	Dec 15, 2025
Jun 14, 2025	25,000	12 Mo	<u>3.94%</u>	3.75%		Jun 15, 2026

GENERAL FUND

Week of	Amount	Term	Homestead	WPB	Number	Maturity
Oct 15, 2024	241,000	9 Mo	4.18%	3.61%	<u>NLAF 4.27%</u>	Jul 15, 2025
Feb 14, 2025	235,000	6 Mo	4.18%	4.10%	<u>NLAF 4.35%</u>	Aug 15, 2025
Feb 14, 2025	480,000	7 Mo	4.18%	4.10%	<u>NLAF 4.28%</u>	Sep 15, 2025
Mar 14, 2025	235,000	7 Mo	4.18%	4.00%	<u>NLAF 4.25%</u>	Oct 15, 2025
Apr 15, 2025	240,000	7 Mo	<u>4.15%</u>	3.96%	NLAF 3.95%	Nov 14, 2025
Apr 15, 2025	500,000	8 Mo	<u>4.15%</u>	3.96%	NLAF 4.075%	Dec 15, 2025
May 15, 2025	275,000	8 Mo	4.05%	<u>4.10%</u>	NLAF 4.05%	Jan 15, 2026
May 15, 2025	500,000	9 Mo	4.05%	<u>4.10%</u>	NLAF 4.05%	Feb 13, 2026
May 15, 2025	500,000	10 Mo	4.05%	<u>4.10%</u>	NLAF 4.10%	Mar 13, 2026

DEPRECIATION FUND

Week of	Amount	Term	Homestead	WPB	Number	Maturity
Feb 14, 2025	237,000	12 Mo	3.94%	3.90%	<u>NSDLAF4.35%</u>	Jan 15, 2026

BUILDING FUND

Week of	Amount	Term	Homestead	WPB	Number	Maturity
Aug 21, 2024	246,000	12 Mo	4.75%	3.33%	<u>NSDLAF4.95%</u>	Aug 20, 2025
Feb 14, 2025	238,000	12 Mo	3.94%	3.90%	<u>NSDLAF 4.25%</u>	Jan 15, 2026

EMPLOYEE BENEFIT FUND

Week of	Amount	Term	Homestead	WPB	Number	Maturity
Jan 15, 2025	100,000	12 Mo	3.94%	3.67%	<u>NSDLAF4.35%</u>	Jan 15, 2026

FUND BALANCES

6/30/2025

DEPRECIATION FUND

Account	<i>Checking</i>	<i>CD</i>	<i>NSDLAF</i>	<i>Total</i>
Band/Choir Uniforms	\$ -			\$ -
Vehicle	-			-
Desks	-			-
Interest	41,210.65	-		41,210.65
Ag Equipment	2,884.80			2,884.80
Undesignated	48,314.87	-	237,000.00	285,314.87
TOTALS	\$ 92,410.32	\$ -	\$ 237,000.00	\$ 329,410.32

BUILDING/SINKING FUND

Account	<i>Checking</i>	<i>CD</i>	<i>Total</i>
Track	\$ -		\$ -
Bleachers	-		-
Interest	32,874.34		32,874.34
Undesignated	105,689.53	-	484,000.00
TOTALS	\$ 138,563.87	\$ -	\$ 622,563.87

EMPLOYEE BENEFIT FUND

Account	<i>Checking</i>	<i>CD</i>	<i>Total</i>
Unemployment	\$ 5,846.61		\$ 5,846.61
Volunteer Retirement	9,074.49		9,074.49
Interest	2,744.97		100,000.00
TOTALS	\$ 17,666.07	\$ -	\$ 117,666.07

BOND FUND

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

STUDENT FEES

Account	<i>Checking</i>	<i>Total</i>
Fees	\$ -	\$ -



Report to the Board of Education July 2025



Summer School

Summer school wrapped up at the end of June. We were able to address four students' attendance deficiencies (2 middle school 2 high school) and three middle school students' academic credit recovery needs in order to keep these students on track to graduate. Thank you again to Ms.Wirth and Mrs. Williams for leading this process.

Handbooks

Parent-Student and Certified handbooks have been updated and are submitted for your review. These tend to be somewhat lengthy and are to serve as a reference document rather than light reading. 😊

All changes are highlighted in yellow and most updates are just that; updates in staffing, calendars, dates and additions of required legal statements. However, reflected in the Parent-Student Handbook are the issues discussed in our May work session including an adjustment to finals scheduling (p.11), attendance and restorative time recovery (p.19-23), and use of electronic devices (p.52-53).



Ainsworth Community Schools

520 East 2nd Street
Ainsworth, NE 69210
402-387-2083

Kelsey Riesen PK-6 Principal

Board of Education Meeting

July 14, 2025

I am very excited to take on my new role as elementary principal! There have been many things happening behind the scenes this summer including trainings, new hires, different room assignments, and more!

Summer School

Summer school is a great opportunity for more practice for our students. Students had opportunities for additional math, reading, social studies, and science practice. There were about 30 students who participated each day.

Canvas

We had eight teachers and myself attend the Canvas training in Kearney in June. Canvas is a Learning Management System used by our teachers to create, manage, and deliver digital learning content. It's an all-in-one platform that supports instruction, communication, assessment, and student engagement. We will be implementing Canvas in grades 2-12 this upcoming year though some high school staff have already been utilizing it. We will also have Shara Johnson from Canvas coming during our inservice at the beginning of the year to train all staff.

Kindergarten Round Up

Kindergarten Round Up will be August 7th from 9:00-11:00. We have approximately 30 kindergarteners joining us in August. Our new kindergarteners will have an opportunity to meet their teacher, see their classrooms, and then have a tour of the school.

Additional Trainings

We will have our administrator days July 23-25. I am looking forward to the opportunity to connect with other area principals and learn new things! New Teacher Academy at the ESU will be July 31st. That will be an opportunity for our new hires to get exposed to information from our ESU staff. We will also have an Amplify training for our new staff on August 8th with the ESU. This is a chance for them to get into the online system before the start of the school year.

Handbook

With the handbook, there have been minor changes including changing staff, updating lunch prices, and some more small adjustments. I also changed the immunizations and lice protocol to match the 7-12 handbook. There is also an additional section pertaining to PBIS to satisfy a requirement that we often get a lower score on when we evaluate ourselves even though it is a current practice. Let me know if you have any questions!

Go Bulldogs! *Kelsey Riesen*

Current Student Count

Kindergarten

M-14 F-15 Total-29

First Grade

M-15 F-15 Total-30

Second Grade

M-12 F-14 Total-26

Third Grade

M-6 F-22 Total-28

Fourth Grade

M-16 F-7 Total-23

Fifth Grade

M-19 F-12 Total-31

Sixth Grade

M-10 F-15 Total-25

AINSWORTH COMMUNITY SCHOOLS
ACTIVITIES DEPARTMENT

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



Luke Wroblewski – Activities Director

JULY 2025 ACTIVITIES REPORT

The High School gym floor was refinished on June 30.

We have nine coaches attending the Multi-Sport Clinic in Lincoln on Tuesday, July 22, and Wednesday, July 23.

Our summer strength and conditioning program will continue through July. Several programs have and will continue to conduct summer workouts and camps. The fall sports teams are gearing up for the start of conditioning week on August 4th.

We will be hosting a presentation titled "*The Role of Parents in Education-Based Athletics*" from the Nebraska Coaches Association on Wednesday, August 13, at 7:00 PM in the



Ainsworth Community Schools

520 East 2nd Street, PO Box 65
Ainsworth NE 69210
402-387-2333
Fax 402-387-0525

Dale Hafer
Superintendent

Dedra Stoner
Business Manager

Bailie Kovarik
Administrative Assistant

July 14, 2025

TO: Board Members

FROM: Dale

SUBJECT: Superintendent's Report for the July 2025 Regular Meeting

1) Financial Report

It is budget time! We are setting in a nice position to build our 2025-26 budget. We will visit about your overall thoughts on what types of options you would like me to prepare for your consideration.

By the end of July, I will have the working draft of the budget completed. Then, it is a matter of fine tuning, so we have appropriate options to consider at our annual budget retreat in late August. The purpose of the retreat is to get input from the public and therefore final direction as to what option you wish for me to publish and bring for approval/consideration in September.

I will have more specific updates related to the budget process at the meeting.

2) Transportation, Buildings and Grounds

Summer cleaning and maintenance continues to go well. The custodians have done well and are on track to have the building ready in plenty of time, teachers, and staff. The epoxy flooring in the kitchen is being done this week with the kitchen shortly after.

Please see Joe's report provided with my report materials.

Transportation wise Joey is busy with the coordination of repairs and maintenance of our bus and vehicle fleet. Nothing major report, other than we need to begin preparations for replacing vans and/or other vehicles. This will be part of our discussion and budget efforts in terms of how much we move to the depreciation fund this year.

3) Board Policy Review

We will have the second reading of the first round of summer policy updates from NASB at the July 14th meeting. Jim Luebbe passed away on July 9th. Jim will certainly be missed, and our thoughts and prayers go out to his family. We will be working with

Colby Coash of NASB regarding policy updates to round off the updates for the rest of summer.

In addition, I have placed policy 411.01 on the agenda for review and some revision. This is our substitute teacher policy, and we typically review and revise at this time of year regarding setting sub teacher pay. The average sub pay for our region is about \$140 and we are currently at \$145. We are above average, but I have recently learned area schools are increasing their rates. We can discuss that at the meeting. Further, we have some clarifying language added to the policy regarding the hiring of subs and what their duties consist of for a day of subbing.

4) Personnel and Hiring Update

We were able to hire/fill our second language arts vacancy with Brady Baker. Brady has experience as an English teacher, and we look forward to having him on staff.

We are still looking for 1 to 2 paras for the 2025-26 school year. If you know someone, please send them our way.

5) Strategic Plan

We got a good start on our strategic planning process last month prior to the June meeting. Caden Frank and Ben Anderjaska met with administrators and MTSS/CIP leadership team members to begin the process. Please see the “correspondence” PDF from Caden that outlines the plan and next steps. This was developed after I met with Caden and Ben after last month’s board meeting. Please let me know if you have concerns as we can certainly make adjustments.

Caden and Ben will be joining us via video conference to present the proposal for the strategic planning process.

6) Professional Development Opportunities

Brad and I are heading for the NASB Leadership Seminar that will be held on July 29th in Kearney.

The annual area membership meeting for NASB will be held in Valentine on August 19th and we hope to have the entire board attend as usual.

7) Other

Please let me know if you have any questions or need. Thank you!

Update for June/July

Kitchen/Cafeteria project is coming along well. As of Wednesday, they have the epoxy down. They are putting the last clear coat on it on Thursday. The crew will be in Monday to begin working in the cafeteria.

We sheet rocked the wall in the cafeteria by the main entrance, so the committee can decide what color they would like to paint that wall. The base paint (dark grey) is painted along the bottom of the cafeteria. There will be a red stripe separating the red and grey, that will be done towards the end of the project. The door trim is painted in the cafeteria and am working to finish the trim and doors throughout the kitchen.

We replaced the floor outlets and installed recessed outlets in the floor. Will be doing the two in the cafeteria also.

So far it is going well and should be completed by the 20th of July.

The gym floor is refinished. Once the cafeteria project is finished will be doing some work on the shot clocks. Heartland Bleacher company is working with an engineer to make a recess area for our score table. They also have bleacher covers for the sides, which I hope to have some quotes before the board meeting for you to review.

We will be starting to strip the elementary hallway floor. The plan is to get down to bare tile, and get it cleaned up nice. After working on the art room, I found there is an abundance of wax that has built up over the years, and it was quite a job to get through it all.

Before Jeff leaves, I'm going to have him measure the elementary hallway and get an idea of cost to get that redone. We can look at different options and see what would be the best.

There are also a few middle school rooms that might need carpet soon. The worst area to start with would be the hallway I the MS area and then from the elevator to the commons.

The stage flooring got moved to the end of the list, but am still looking at ideas to install a non-slip floor over those tiles. We can get some quotes and work on that in the fall.

AC wiring is complete in the elementary and the mini splits are in. Dan and the crew are planning to be up next week (week of the 14th) and get them turned on. They will also do the filter changes.

We have been busy with the cafeteria project, so I pushed the concrete repairs back. Joey is planning to work on a few areas, and we will fix a few bad areas the first part of August so we can see how they hold up over the winter.

All the new fire escape and tornado signs are completed for all the rooms. I have relocated some fire extinguishers and am working to finish the map for those. We can plan to do a walkthrough in August and get all the escape routes posted.

AC is working well. No issues there.



Certificate of Accreditation

The Nebraska Department of Education

Recognizes

Ainsworth Community Schools

AS AN ACCREDITED SCHOOL
FOR THE SCHOOL YEAR 2025-2026

BY THE OFFICIAL ACTION OF THE STATE BOARD OF EDUCATION

A handwritten signature in cursive script that reads "Brian L. Maher".

Brian L. Maher, Ed.D.
Commissioner of Education

A handwritten signature in cursive script that reads "Deborah A. Frison".

Deborah A. Frison, Ed.D.
Deputy Commissioner of Education

DR. BRIAN L. MAHER, COMMISSIONER



TEL 402.471.2295
FAX 402.471.0117



P.O. Box 94987
Lincoln, NE 68509-4987



education.ne.gov



June 9, 2025

Administrator
Ainsworth Community Schools
520 E 2nd St
Ainsworth, NE 69210

RE: 2025/2026 Accreditation

Dear Administrator,

On June 6, 2025, the State Board of Education voted to grant accreditation to Ainsworth Community Schools for the period July 1, 2025, through June 30, 2026. This action is based upon records indicating that Ainsworth Community Schools operated in compliance with Title 92, *Nebraska Administrative Code*, Chapter 10 (Rule 10), *Regulations and Procedures for the Accreditation of Schools*. This action confers upon your school system the legal right to fulfill provisions of the compulsory education law.

We have appreciated the cooperation you have extended to us during the past year in the continued efforts to provide a quality education to Nebraska students.

Sincerely,

Decua Jean-Baptiste Ed. D.
Director of Accreditation
Office of Accreditation, Certification, & Approval
Nebraska Department of Education



--YOUR ANNUAL MEMBERSHIP PROVIDES SUPPORT FOR --
Nebraska Rural Community Schools Association

<p><u>STATE LEGISLATIVE ADVOCACY</u> NRCSA is active in representing rural public schools in the Unicameral. The Executive Director is the main spokesperson for NRCSA, but is also represented by the lobbying firm of Nowka and Edwards. NRCSA's Legislative Committee includes 20 Superintendents/ESU Administrators and 6 Board of Education members from member schools/ESUs. Former NRCSA Presidents serve as ex officio members.</p>	<p><u>RURAL ADVOCACY</u> NRCSA is the only organization that speaks solely on behalf of public rural schools in the State of Nebraska. Other groups do a great job of representing their members, but at times cannot take a stand as they represent both very large and smaller districts. NRCSA is not necessarily tied down along those lines.</p>	<p><u>SUPERINTENDENT / PRINCIPAL SEARCHES</u> NRCSA's Superintendent and Principal Search Services are conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska. The service is available to all Nebraska school districts, with member districts paying a lower rate than non-member districts. A professional cost effective proposal and fee structure is available upon request.</p>
<p><u>PLANNING WORKSHOPS</u> The NRCSA Planning Support Service is an elective service that assists districts in planning and goal-setting. The service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska.</p>	<p><u>NATIONAL ADVOCACY</u> NRCSA is a member of the National Rural Education Advocacy Consortium (NREAC), which represents the interests of rural public schools in national forums where education issues are decided.</p>	<p><u>DISTRICT MEETINGS</u> Each fall NRCSA conducts a meeting in each of the six membership districts. These meetings provide an opportunity for rural schools to connect with NRCSA leadership on a face-to-face basis.</p>
<p><u>COMMUNICATIONS</u> NRCSA provides regular updates from the Executive Director to member schools. A more in-depth update is provided to all members just prior to monthly Board of Education meetings. The NRCSA webpage is www.nrcsa.net. NRCSA also has a social media presence on Twitter (@NRCSA1980) and on Facebook (www.facebook.com/nrcsahome).</p>	<p><u>SPRING CONFERENCE</u> NRCSA offers an annual conference in Kearney in March. The conference targets issues and interests of rural schools. An opportunity is created to network with other rural school districts and to interact directly with policymakers and NRCSA leaders.</p>	<p><u>TEACHER SCHOLARSHIPS</u> New for this year, NRCSA provides six \$1,000 scholarship to employees of member districts/ESUs who are working to attain teacher certification either through a recognized "para to teacher" program such as offered by the state colleges or a transitional program such as offered by UNK.</p>
<p><u>DIGITAL CITIZENSHIP</u> NRCSA recently partnered with <i>a-plum creative</i> to provide an opportunity for rural districts to provide monthly digital citizenship materials to their students, parents, and staff. This is a purchased service.</p>	<p><u>US BANK ONE CARD PROGRAM</u> NRCSA has partnered with US Bank to provide this unique purchase card program for school districts. Individual school districts decide which staff members receive purchase cards. The district has control over where purchases can be made and for what amounts. This can be especially helpful when sending sponsors out with student groups.</p>	<p><u>NRCSA AWARDS</u> NRCSA annually recognizes individuals who are outstanding at serving member districts. At the Spring Conference each year NRCSA recognizes an Outstanding Elementary Teacher, Secondary Teacher, Classified Staff Member, ESU Staff Member, Music Teacher, Principal, Board of Education Member, and Superintendent/ESU Administrator.</p>
<p><u>NRCSA EXECUTIVE BOARD</u> The 10-member Executive Board provides leadership and direction for the organization. Each of the six NRCSA districts is represented by at least one Superintendent from a district within the district.</p>	<p><u>NRCSA SCHOLARSHIPS</u> NRCSA annually awards 20 \$2,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the goal of becoming school teachers. NRCSA also presents two \$2,000 Gary Fisher Scholarships to high school seniors going into the fine arts</p>	<p><u>EXCESS EQUIPMENT CLEARINGHOUSE</u> A free service to member districts and ESUs is the opportunity to post items for sale to all other members. Items such as vehicles, scoreboards, weight equipment, school furniture, and text books have been posted on behalf of members.</p>
<p><u>NEBRASKANS UNITED</u> NRCSA is a strong member of this group which includes most education and ag-related organizations in the State. The purpose is to work to provide property tax relief, as well as to protect and promote funding to public education.</p>	<p><u>NEW LEAF TELE THERAPY</u> Beginning with the 2023-24 school year, NRCSA has partnered with New Leaf to provide another tool in helping to provide cost effective Mental Health teletherapy services for their staff and students.</p>	<p><u>LEADERSHIP OPPORTUNITIES</u> Each year there are over 70 leadership positions on the Executive Committee or other NRCSA committees that provide opportunities for member Superintendents/ESU Administrators.</p>
<p><u>EDUCATION ASSOCIATIONS COALITION</u> NRCSA is an active member of this group that is comprised of all of the major education associations in the state. The purpose of the group is to work together on legislative issues facing public education.</p>	<p><u>NATIONAL RURAL EDUCATION ASSOCIATION</u> NRCSA is a strong member of the NREA. The NREA provides leadership on issues facing rural education on the national level.</p>	<p><u>RURAL TEACHER SHORTAGE</u> NRCSA has started a Rural Teacher Committee that was established to find ways to address the shortage of teachers in rural schools. Twelve member Superintendents work with representatives from Chadron State College, Wayne State College, and Peru State College in this work.</p>

"QUALITY RURAL SCHOOLS"

Nebraska Rural Community Schools Association 440 S. 13th St, Suite B, Lincoln, NE 68508

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

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 402-423-4951 for assistance. All Dates & Locations Tentative & Subject to Change

JOIN US!

LEARN MORE!

Events & Networking - <https://members.nasbonline.org/events>

Where Will NASBe This Month?*



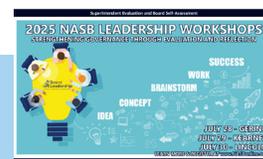
- Centennial
- Doniphan-Trumbull
- Gering
- Kearney
- Keya Paha
- Lewiston
- Lincoln
- Meridian
- Millard
- Nashville, TN
- Omaha
- Raymond Central
- Rock County
- Salt Lake City, UT
- Traverse City, MI
- Wayne
- Wilber-Clatonia

For ... Advocacy, Board Retreats, Engagement, Events, National Meetings, Strategic Planning, and more!

*Items currently scheduled

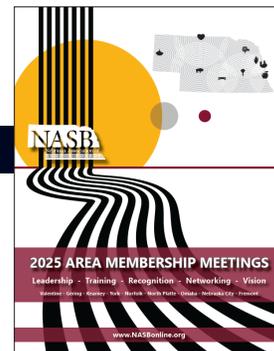


- Leadership Workshop - Monday, July 28 - Gering
- Leadership Workshop - Tuesday, July 29 - Kearney
- Leadership Workshop - Wednesday, July 30 - Lincoln



Area Membership Meetings begin August 19

- Tuesday, August 19 - Valentine
- Wednesday, August 20 - Gering
- Thursday, August 21 - Kearney
- Tuesday, August 26 - York
- Wednesday, August 27 - Norfolk



Sparq Tailgate @ Arrowhead Stadium - Thursday, August 28 - 4:00 to 8:00 PM



Area Membership Meetings run through September 24

- Wednesday, September 3 - North Platte
- Tuesday, September 9 - Omaha
- Wednesday, September 10 - Nebraska City
- Wednesday, September 24 - Fremont

Continued on Page 2

Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

PAGE 2



Thriving Children, Families, and Communities Conference - September 16 - Kearney



Labor Relations - State Education Conference - New Board Member Workshop
And more ...

YOUR 2025 PLATINUM AFFILIATES

If your business would like to become an Affiliate Member of NASB, please visit: <https://members.nasbonline.org/about-us/affiliate-members>

Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere

*Correspondence from Caden Frank of NASB

Dale,

Thanks for your time Thursday. To ensure you have some of the dates we spoke about, here is a schedule outline for most of the engagement events we will be accomplishing throughout the fall:

July 14th Board Meeting – NASB will Present the final proposal and agreement via video call for questions and approval by the board, and signature by board president and Superintendent.

August 4th-15th – Administrator Surveys will open and be available to complete.

August 11th-22nd – Board Member Surveys will be distributed at the beginning of the August board meeting and be available to complete.

EITHER August 14th or 28th – 1st SOC Meeting including MTSS/CIP Leadership Team and other invited members. Should include the students, community entities we plan to work with to engage community and business leaders, and representation from other stakeholder groups. This meeting will review the district Mission and Vision statements and identify 3-4 areas of interest to guide our community surveys and meetings.

September 1st-October 10th – Parent Surveys will be distributed and available to complete. While NASB will be distributing surveys via email, Parent Teacher conferences should also be a time to remind parents to complete their survey. We will send a reminder email the day of conferences to ensure it is in their inbox.

September 15th-26th – Students (grades 5-12) Surveys will be open and available to complete. There will be allocated time during Bulldog time/Seminar period for students to complete their surveys.

Sept. 26th-Oct. 10th – Certified and Classified Staff surveys will open and be available to complete. Allocated time for staff to complete the survey will be provided during the In-Service day on September 26th.

EITHER Dec. 2nd or 4th – SOC committee reconvene for presentation from students on how community data was collected, summary of community data, and discussion of priority considerations to be carried forward into the framework.

December-January 2026 – NASB will compile and analyze all data collected, and draft the Needs Analysis, Executive Summary, and Strategic Plan Framework.

February 2026 Board Meeting – NASB will present the drafted documents to the board and administration.

February 9th-27th – Ainsworth Administration will provide any feedback or additions to the framework to ensure language and scope meets expectations.

March 2026 Board Meeting – Ainsworth Board will adopt the final Strategic Plan Framework

March 2026 – June 2031 – Plan Implementation. NASB will provide ongoing support to provide clarity for yearly priorities, accountability towards progress, and other support as needed.

The only major items we still need at this point are the exact dates for SOC meetings, and your preferred dates for community meetings. I would like to have those dates, times, and locations in place as soon as possible. Those community meetings should take place between September 1st and November 1st to ensure we have ample time to put together the data collected. I have also attached the final proposal and agreement with the price and fee schedule included. Following the signing of the agreement by you and Brad at your July meeting, please scan us a copy and we will return an official signed agreement for your records. If you have any questions, please do not hesitate to let me know!



NASB Strategic Planning Service Agreement

This Strategic Planning Service Agreement (the “Agreement”) is made this 23rd day of June 2025 (the “Effective Date”), by and between the Nebraska Association of School Boards (“NASB”), a non-profit corporation organized and existing under the laws of Nebraska, and Ainsworth Community Schools (the “Client”), a Nebraska Political Subdivision.

WHEREAS, NASB, provides services to Nebraska school boards to strengthen public education and offers a Strategic Planning Service in which to engage internal and external stakeholders in the development of the district’s mission, vision, and goals to support student learning; and

WHEREAS, the Client desires that NASB provide this Strategic Planning Service to the Client; and

WHEREAS, NASB desires to provide such service to the Client under the terms and conditions of this Agreement;

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions contained in this Agreement, the parties agree as follows:

1. Services. Subject to the terms and conditions of this Agreement, the Client hereby retains NASB to provide Strategic Planning Services (the “Service”), and NASB agrees, subject to the terms and conditions of this Agreement, to render such Services during the term of this Agreement. Such Services shall be limited to those described in Exhibit A, as amended, by mutual agreement, in writing from time to time. NASB shall render Services hereunder at such times and places as shall be mutually agreed upon by Client and NASB.

2. Fees.

- a. In consideration of the Services to be provided by NASB, subject to the terms and conditions of this Agreement, the Client shall, within 30 days of NASB’s invoice, pay to NASB the applicable Service Fees for the Services as described in Exhibit A, in addition to reasonable travel and other expenses NASB incurs in connection with performing the Services.
- b. All fees are exclusive of any applicable taxes. Client shall be responsible for payment of such taxes of any kind.
- c. To obtain payment, NASB shall submit to the Client, an invoice describing services rendered and expenses incurred under this Agreement. The Client shall pay to NASB invoiced amounts within thirty (30) days after the date of invoice.

3. Term. This Agreement shall commence on the Effective Date above, and shall continue for a period of one year, unless extended by agreement of the parties.

4. Cancellation Policy. If the Client cancels any of the Services described in Exhibit A less than 36 hours before the start of the scheduled Services, the Client will be billed for any travel or other expenses actually incurred by NASB in connection with this Agreement, which may include the purchase of nonrefundable airline tickets. If the Client cancels any of the Services described in Exhibit A within 36 hours of the start of the scheduled Services, the Client will be charged a Cancellation Fee equal to the total cost of the applicable Service Fee(s), as described in Exhibit A and Paragraph 2 above, plus any actual travel or other expenses actually incurred by NASB in connect with this Agreement. If the Client reschedules the Services, within two weeks of cancellation, for a later time mutually agreed upon and available by both parties, the Client will be charged the Service Fees as described in Paragraph 2 above, minus half of the Cancellation Fee charged to the Client in accordance with this Paragraph.

5. Termination. NASB may terminate this Agreement if Client is in default of any of the terms and conditions of this Agreement and fails to correct such default within ten (10) days after written notice from NASB. Any provision of this Agreement, which imposes an obligation after termination, or expiration of this Agreement shall survive the termination, cancellation, or expiration of this Agreement.

6. Intellectual Property. Except as described below, the work products, which are first produced or created for Client by NASB, under this Agreement, shall be the property of the Client and shall be considered works made for hire under this Agreement. Notwithstanding the foregoing, any developed technology, including patentable and unpatentable ideas, know-how, trade secrets, confidential information, technical data, or techniques, and all intellectual property rights appurtenant thereto which may be developed by NASB under this Agreement or in the delivery of any services hereunder that derive from, improve, enhance, or modify NASB's product(s) and services, or pre-existing intellectual property will be the property of NASB.

7. Confidential Information Defined. For the purposes of this Agreement "Confidential Information" shall mean all nonpublic information relating to or in any way connected with the business, operational, technical and/or financial affairs of NASB, its members, the results of its or their operations and/or any and all nonpublic information relating to the Services provided or performed by NASB pursuant to this Agreement including, without limitation, all policies, practices, research, protocols, specifications, characteristics, means, methods, processes, routines, trade secrets, and know-how used or developed by NASB. Anything herein to the contrary notwithstanding, Confidential Information does not include information that Client can prove through written or electronic records or other physical evidence: (a) to have been or become generally known to the public through no fault of Client or its agents or representatives; (b) to have been already in the possession of Client at the time of the disclosure and was obtained from NASB; or (c) to have been later obtained by Client from a third party not under any obligation of confidentiality to NASB.

Client agrees that it shall not use for any purpose or disclose to any third party any of NASB's Confidential Information without NASB's prior express written consent. Client agrees to safeguard the Confidential Information against use or disclosure other than as authorized by or pursuant to this Agreement through measures, and exercising a degree of care, which are at least as protective as Client exercises in safeguarding the confidentiality of its own Confidential Information, but no less than a reasonable degree of care under the circumstances.

Client shall not use the name, logos, trademarks, or depictions of NASB, or any officer, director, employee, appointee, or any adaptation thereof, in any promotional, advertising, or marketing literature, or in any other way without the prior express written consent of NASB.

8. Data. As part of Service provided by the NASB, surveys will be conducted with Stakeholder groups that may include, but not be limited to; the Board of Education, School Administration, Certified Staff, Classified Staff, Students, Parents, Community Members, and Business Leaders. The NASB shall be the custodian of all raw data collected from these surveys and shall be responsible for housing and maintaining all data. The raw data collected will not be accessible by the Client without the permission of the NASB.

The NASB will make available to Client a thematic report, which is a summarized report of the data. This thematic report shall be provided to the Client in the Needs Analysis.

9. Limited Warranties and Limited Liabilities. NASB warrants that the Services provided hereunder will be performed in a professional manner consistent with the quality of NASB's performance of services for similarly situated customers and in accordance with generally accepted industry standards. NASB makes no guarantees or assurances that the Services will achieve Client's specific goals or provide additional functionality to Client.

NASB EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES EXPRESS OR IMPLIED INCLUDING ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. EXCEPT FOR DAMAGES OR LOSSES ARISING FROM A PARTY'S INDEMNIFICATION OBLIGATIONS OR INFRINGEMENT OR MISAPPROPRIATION OF A PARTY'S INTELLECTUAL PROPERTY, IN NO EVENT SHALL NASB BE LIABLE FOR ANY SPECIAL, CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE OR EXEMPLARY DAMAGES, HOWEVER CAUSED, WHETHER FOR BREACH OF WARRANTY, CONTRACT, TORT NEGLIGENCE, STRICT LIABILITY, LOSS OF DATA, LOSS OF USE, OR OTHERWISE, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NASB'S MAXIMUM LIABILITY FOR ANY BREACH OF WARRANTY HEREUNDER SHALL BE A REFUND OF THE SERVICES FEES PAID UNDER THIS AGREEMENT.

10. Indemnification. Notwithstanding any other term of this Agreement, Client shall indemnify, defend and hold harmless NASB, its corporate affiliates, current or future directors, trustees, officers, employees, and agents and their respective successors, heirs and assigns against any claim, liability,

cost, damage, deficiency, loss, expense or obligation of any kind or nature (including without limitation reasonable attorneys' fees and other costs and expenses of litigation) incurred by or imposed upon any one of them in connection with any claims, suits, actions, demands or judgments arising out of this Agreement (including, but not limited to, actions in the form of tort, warranty, or strict liability).

11. Governing Law. This Agreement shall be governed and interpreted by the laws of the State of Nebraska. Any action under or concerning this Agreement shall be brought exclusively in the District Court of Lancaster County, Nebraska. Both parties hereby consent to such personal and exclusive jurisdiction.

12. Severability. In the event any provision of this Agreement is determined to be illegal, void, or unenforceable, the remainder of this Agreement shall remain in full force and effect.

13. No Partnership or Agency. No agency, partnership, joint venture, or employment relationship is created by this Agreement and neither party shall have the authority to act in the name or on behalf of or otherwise bind the other in any way.

14. Force Majeure. NASB will not be held responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay is caused by events or circumstances beyond NASB's reasonable control, including but not limited to fire, flood, storm, act of God, war, malicious damage, failure of a utility service or transport or telecommunications network.

15. Waiver. No delay or omission by a party in exercising any right under this Agreement shall operate as a waiver of that or any other right. A waiver or consent given by a party on any one occasion shall be effective only in that instance and shall not be construed as a bar or waiver of any right on any other occasion.

16. Entire Agreement. This Agreement sets forth the entire understandings between the parties with respect to the Services, and merges and supersedes all prior or contemporaneous understandings or agreements whether written or oral. No amendment or modification of this Agreement will be binding unless reduced to a writing signed by duly authorized representatives of the parties and such writing makes specific reference to this Agreement and its intention as an amendment hereto.

Exhibit A

The following is a description of Services to be provided by NASB:

DEVELOPMENT PERIOD:

Engagement & SOC Meetings

NASB will engage the Client in stakeholder engagement and Strategic Overview Committee meetings as needed and mutually agreed upon, to be conducted by the NASB Board Leadership Department. Reasonable travel expenses will be assessed.

Stakeholder Engagement & Data Analysis

NASB will provide engagement via online surveys. The charge associated with the collection and analysis of data is based on school district enrollment, projected survey response rates, and the administrative management of survey responses.

Needs Analysis & Strategic Plan

NASB will provide analysis, drafting, and planning work including the construction and presentation of a comprehensive Needs Analysis and necessary support for the district to edit the final Strategic Plan document before adopting, as well as the following:

- Compile and analyze all data collected during engagement activities , along with extant data research, into a comprehensive Needs Analysis , providing an overall assessment of areas for growth in the district.
- Using the corresponding Needs Analysis, draft strategic recommendations to address priority needs in the district to build the Strategic Plan Framework.
- Present both the Needs Analysis and Strategic Plan Framework to Administration and the Board of Education.
- Collaboratively with administration, make essential edits and additions to ensure the Strategic Plan Framework meets the expectations of the district.

YEAR 1-4:

Progress Analysis

The NASB Strategic Planning process is facilitated as a cycle. After the adoption and implementation of the final strategic plan, a Progress Analysis is administered on an annual basis for the next four years. This yearly review provides the opportunity to recognize success and identify the remaining areas of need. Progress Analysis includes but is not limited to the following services:

- Providing necessary services to support the coordination of district efforts in accomplishing the objectives, strategies, and performance indicators.
- Access to Board Leadership Strategic Plan Prioritization and Progress Analysis Surveys

Total Estimated Cost: \$12,100* (Does not include reasonable travel expenses. Up to an additional 30% of the Strategic Planning Development Fee may be charged if the district fails to complete the process according to the timeline agreed upon.)

Cost Breakdown	Initial Deposit	Development	Year 1	Year 2	Year 3	Year 4
Strategic Planning Fee:	\$4,860	\$3,240*	-	-	-	-
Progress Analysis and Support Fee:	-	-	\$1,000	\$1,000	\$1,000	\$1,000

Sixty percent (60%) of the Strategic Planning Fee is due at the onset of the Strategic Planning process. The remaining forty percent (40%), plus applicable travel expenses, will be due following the adoption of the Strategic Planning Framework.

Optional components:

- Option 1:** SPARQ Meeting Integration Fee: \$250
- Option 2:** Marketing Materials Package Fee: \$2,250
 - (Please note that these items can also be purchased individually. There will be a limit of 3 revisions per item selected. District agrees to provide appropriate-quality logos and photos. For Annual Reports, content must be provided by district; NASB will provide copy editing and design services only. All costs reflect the electronic file only and NOT printing costs.)
 - Marketing Brochure Individual Fee: \$750
 - One-pager/Poster Individual Fee: \$500
 - 3-5 Press Releases Individual Fee: \$300
 - 3-5 Social Media Posts Individual Fee: \$300
 - Annual Report (*maximum 8 pages*) Individual Fee: \$1,000
- Option 3: The district DECLINES all options listed above.**

The above provisions are agreed to be effective as of the date written below.

Before signing, please make sure that you have selected one of the optional components above.

Ainsworth Community Schools

Superintendent Signature: _____

Superintendent Print Name: _____

Date: _____

Board President Signature: _____

Board President Print Name: _____

Date: _____

Nebraska Association of School Boards

Signature: _____

Print Name: _____

Title: _____

Date: _____

AINSWORTH COMMUNITY SCHOOLS

STRATEGIC PLANNING PROPOSAL

Ainsworth Community Schools

SUPERINTENDENT OF SCHOOLS

Mr. Dale Hafer

MEMBERS OF THE BOARD OF EDUCATION

Brad Wilkins

Bryan Doke

Frank Beel

Jessica Pozehl

Crystal Dailey

Jake Graff

MISSION

The mission of Ainsworth Community Schools is to provide a safe environment in which students acquire the knowledge, skills and attitudes necessary to be successful individuals in an ever-changing world.



STRATEGIC PLANNING PROPOSAL

STRATEGIC PLANNING CONSULTING SERVICES

PRESENTED BY THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

John Spatz, NASB Executive Director

Marcia Herring, NASB Director of Board Leadership

Katie Corfield, Online Survey Specialist

Caden Frank, Board Leadership Associate

Ben Anderjaska, Board Leadership Engagement Associate

Stacie Higgins, Board Leadership Associate

Stephanie Summers, Board Leadership Associate

Avary Pansing Brooks, Board Leadership Engagement Associate

Becky Erdkamp, Board Leadership Engagement Associate

MISSION STATEMENT

The Nebraska Association of School Boards provides programs, services, and advocacy to strengthen public education for all Nebraskans.



June 20, 2025

Superintendent Hafer and members of the Ainsworth Community Schools Board of Education,

It is a privilege to share the NASB Strategic Plan Proposal with the ACS Administrators and Board of Education. The NASB Board Leadership Department is pleased to provide a multitude of programs and services to our members, including the following strategic planning process.

The Association adopted protocol and procedures that are characteristic of a comprehensive planning process. The proposal outlines the scope and sequence that includes engagement of both internal and external stakeholders through online surveys, and purposeful focus group discussion. Our unique process ensures open and continuous communication with our staff, and a personalized strategic plan design that will meet the vision and expectations of administration and the Board of Education.

The NASB Board Leadership team represents a collective commitment to the time, resources, and values necessary to provide the optimum service needed to meet the defined timeline and to support the creation of a purposeful three-five-year plan to guide the district, align resources, and improve instruction and learning.

It would be our honor to partner with Ainsworth Community Schools on this most important endeavor. I look forward to the opportunity to address questions and points of clarification as needed. Please feel free to contact me at 402-817-0296 at your convenience.

Respectfully submitted,

Marcia R. Herring

Marcia R. Herring
NASB Director of Board Leadership



DESCRIPTION OF SERVICES

NASB Will...

Year 1:

Timeline and Process - Administration

- Collaboratively with administration, establish a clear timeline for all engagement activities, data analysis, final product delivery, and ongoing support.
- Proactively communicate deadlines and necessary information to ensure efficient facilitation of the outlined activities.

Stakeholder Engagement - In-Person and Survey Engagement

- Engage the following groups via online survey:
 - Board Members
 - Administrators
 - Certified Staff
 - Classified Staff
 - Students (Grades 5-12)
 - Parents
 - Community Members
 - Business Leaders
- Design and facilitate the following in-person engagements:
 - Strategic Overview Committee Meeting(s)
 - Review of the District Mission and Vision statements.
 - Identify priority areas/questions where the district would like feedback from the community.
 - Identify priority considerations to inform the drafting of the Framework.
 - Community Focus Group Meeting(s)
 - Facilitate focus group discussion around 3-4 selected questions.
- Provide the necessary support to the board and administration in communicating and building participation for engagement activities.
- Collaboratively with administration, partner with students and community partners to enhance participation in engagement activities.

Needs Analysis and Framework

- Compile and analyze all data collected during engagement activities, along with extant data research, into a comprehensive Needs Analysis, providing an overall assessment of areas for growth in the district.
- Using the corresponding Needs Analysis, draft strategic recommendations to address priority needs in the district to build the Strategic Plan Framework.
- Present both the Needs Analysis and Strategic Plan Framework to Administration and the Board of Education.
- Collaboratively with administration, make essential edits and additions to ensure the Strategic Plan Framework meets the expectations of the district.

Prioritization and Plan Rollout

- Following the formal adoption of the Strategic Plan Framework by the Board of Education, support the identification of clear district goals or priorities.
- Provide materials identified by the district to support the communication of the plan internally and externally.

Implementation Support

- Facilitate, at minimum, yearly checks for progress and any necessary support.

AINSWORTH COMMUNITY SCHOOLS STRATEGIC PLANNING PROJECTED FEE

STRATEGIC PLANNING PROJECTED FEE						
	Deposit	Development	Year 1	Year 2	Year 3	Year 4
Strategic Planning Projected Fee:	\$4,860	\$3,240	-	-	-	-
Progress Analysis and Support Fee:	-	Marketing Costs	\$1,000	\$1,000	\$1,000	\$1,000

Ainsworth Community Schools Enrollment: 383
5 Year Total Fee: \$12,100*

*Note: The estimated cost does not include reasonable travel expenses. Up to an additional 30% of the Strategic Planning Fee may be charged if the district fails to complete the process according to the timeline agreed upon.

This proposal is valid until September 23, 2025. If not accepted by Ainsworth Community Schools before the specific date, this proposal shall be deemed null and void, neither party shall have further obligations or liabilities arising from this proposal. If Ainsworth Community Schools desires to accept the proposal after the expiration date, the parties may negotiate new terms and conditions, but any proposal after the expiration date shall not be binding unless expressly agreed to in writing by both parties.



Dale Hafer <dhafer@ainsworthschools.org>

June 2, 2025 NASB Policy Update

2 messages

Jim Luebbe <jluebbe@nasbonline.org>

Mon, Jun 2, 2025 at 1:51 PM

To: "Aaron Plas (aplas@bennps.org)" <aplas@bennps.org>, "Cherie Van Dyke (vandykec@discoverers.org)" <vandykec@discoverers.org>, "Chip Kay - Columbus (kayc@discoverers.org)" <kayc@discoverers.org>, "Dale Hafer (dhafer@ainsworthschools.org)" <dhafer@ainsworthschools.org>, "David Patton (david.patton@apsbulldogs.org)" <david.patton@apsbulldogs.org>, "Evelyn Browne - Banner County (evelyn.browne@bcswildcats.org)" <evelyn.browne@bcswildcats.org>, "J. D. Furrow (jdfurrow@callawaypublicschools.org)" <jdfurrow@callawaypublicschools.org>, "Jeff Rippe (ripj@hotmail.com)" <ripj@hotmail.com>, "Jodi McCoy (jmccoy@bennps.org)" <jmccoy@bennps.org>, "Joe'l Ruybalid (JoelRuybalid@bluehillschools.org)" <JoelRuybalid@bluehillschools.org>, "Loren Engel (loren.engel@cvsstorm.com)" <loren.engel@cvsstorm.com>, "Rich Lemburg (rlemburg@clarkson.esu7.org)" <rlemburg@clarkson.esu7.org>, "Rodney Brown (rodney.brown@bpsne.net)" <rodney.brown@bpsne.net>, Rodney Olson <rodney.olson@bayardtigers.org>, "Samantha Wehenkel (samantha.wehenkel@apsbulldogs.org)" <samantha.wehenkel@apsbulldogs.org>

Policy Update Subscribers,

Another long session of the Unicameral is concluding and the statutory changes involve quite a few policies. Over the next month we may be sending out one more update to catch a few "cleanup" issues, but these will cover all the big items needed for the next school year. Redlined versions to follow.

Policy 502.01 Resident Students and Policy 502.02 Nonresident Students/Option Enrollment – LB 143 restated the Legislature's strong position that enrollment in a district should not be limited by a student's participation in a Section 504 plan, and IEP, or any similar special education provisions. We have put this language in policy 502.01 but also reference it in 502.02 for convenience.

Policy 504.06 Student Dress Code and Grooming (formerly Student Appearance) – NDE has created a model Dress Code policy and districts are required to adopt similar or stronger language in their policies. We've done some minor rewriting of NDE's version to make it clearer and more readable.

Policy 504.12 Cell Phones and Other Electronic Communication Devices – LB140 details the Legislature's requirements for limiting cell phone use in district facilities during instruction hours. We have updated our policy but it still leaves important decisions regarding cell phone usage rules to each school district.

Policy 506.01 Student Activity and Policy 506.10 Physicals – LB89, called the Stand With Women Act created statutory definitions for "male" and "female" and set certain limitations on participation in single-sex sports. Policy 506.01 includes mention of the requirement for a physical (which will include determination of the student's sex) prior to sports participation and the districts adherence to NSAA bylaws. We've added the legal reference to Policy 506.10.

Policy 507.05 Student Privacy Notice and Admin. Reg. 507.05R1 Approved Web-Based Educational Services and Programs – This policy is intended to help districts meet the guidelines of the Children's Online Privacy Protection Act

(COPPA).

Policy 508.12 Asthma and Allergic Reaction Protocol – LB 457 directs HHS and NDE to develop a model policy relating to allergies and anaphylaxis emergencies that districts may adopt or use as a guideline for their own policy by July 1, 2026. For now, policy 508.12 Asthma and Allergic Reaction Protocol remains in place with its associated Administrative Regulation and is not included here.

Policy 508.18 Administration of Naloxone (Narcan) – LB 195 more specifically sets forth immunity for persons administering Narcan or Naloxone for opioid related overdoses. This does not change policy 508.18 Administration of Naloxone (Narcan) since that provision was already mentioned in previous statutes and our policy. We've included it here for your use.

Policy 604.16 Behavioral Intervention and Classroom Management – NDE has created a model Behavioral Intervention policy and districts are required to adopt similar or stronger language in their policies. We have put the main language for Board expectations into Policy 604.16 but have put the detailed procedures for removal from the classroom and utilizing system supports into an Administrative Regulation 604.16R1. We've also done a moderate amount of rewriting of the policy portion of this, such as removing the instruction to "provide a structured approach for managing dysregulated behavior."

Policy 1005.03 Parental and Family Involvement in the Schools – LB 428 has added a great deal of detail specifying the kinds of information that must be available to all parents along with a general requirement that districts should tell parents how they can access that information. We think the "how" part of the requirement works best to be generally described in the Student Handbook, but the laundry list of all information that must be available will be described in the policy. Also Policy 605.05 Religious-Based Exclusion from a School Program will be referenced here since most boards have already adopted it. It is unchanged except for the addition of the cross reference.

Policy 1005.13 Parental Access to Library Materials – LB390 requires districts to provide thorough access to lists of the books in each school library, and if the parents wish, to monitor what books are being checked out by their students.

Thank you for your membership in the NASB Policy Update Service.

Jim

28 attachments



0502.01 - resident students.docx
19K



0502.02 - nonresident students, option enrollment.docx
28K



0504.06 - student dress code and grooming.docx
25K



0504.12 - cell phones and other electronic communication devices.docx
20K

-  **0506.01 - student activity eligibility.docx**
18K
 -  **0506.10 - physicals.docx**
17K
 -  **0507.05 - COPPA student privacy notice.doc**
26K
 -  **0507.05R1 - approved web-based educational programs and services.pdf**
637K
 -  **0508.18 - administration of naloxone.docx**
19K
 -  **0604.16 - behavior intervention and classroom management.docx**
22K
 -  **604.16R1 - NDE Standards for System of Supports.docx**
26K
 -  **0605.05 - religious based exclusion.docx**
19K
 -  **1005.03 - parental and family involvement.docx**
23K
 -  **1005.13 - parental access to library materials.docx**
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 -  **0502.01 - resident students.docx**
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Aaron Plas <apas@bennps.org>

Mon, Jun 2, 2025 at 2:30 PM

Reply-To: apas@bennps.org

To: Jim Luebbe <jluebbe@nasbonline.org>, Cherie Van Dyke <vandyke@discoverers.org>, Chip Kay - Columbus <kayc@discoverers.org>, Dale Hafer <dhafer@ainsworthschools.org>, David Patton <david.patton@apsbulldogs.org>, Evelyn Browne - Banner County <evelyn.browne@bcswildcats.org>, "J. D. Furrow" <jdfurrow@callawaypublicschools.org>, Jeff Rippe <ripj@hotmail.com>, Jodi McCoy <jmccoy@bennps.org>, Joe'l Ruybalid <JoelRuybalid@bluehillschools.org>, Loren Engel <loren.engel@cvsstorm.com>, Rich Lemburg <rlemburg@clarkson.esu7.org>, Rodney Brown <rodney.brown@bpsne.net>, Rodney Olson <rodney.olson@bayardtigers.org>, Samantha Wehenkel <samantha.wehenkel@apsbulldogs.org>

When will redlines be sent?

Aaron Plas

Superintendent

Bennington Public Schools

11620 N. 156th Street

Bennington, NE 68007

Twitter: @aaronplasBPS

[Quoted text hidden]

RESIDENT STUDENTS

Children who are residents of the school district community will attend the school district without paying tuition. Students whose residency in the district ceases during a school year may continue attending school for the remainder of the school year without payment of tuition.

The residence of a student means the place, abode, or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. However, a student may establish a dwelling with someone other than the parents and attend public school in the school district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining a free public education.

Any student who is a ward of the state or court, or who is residing in a residential setting in the district for reasons other than to receive an education shall be provided educational services in accordance with state statute 79-215 including such reimbursement to the district as may be due under the statute.

Children of military families may enroll preliminarily in the district if a parent presents evidence of military orders that the military family will be stationed in this state during the current or following school year. Such preliminary enrollment or advanced enrollment for a child of a military family shall also apply if such child has an individualized family service plan, has an IEP under the federal IDEA, receives special accommodations or services under section 504, or receives special education as defined in section 79-1125. A student of a military family shall be admitted to the school district without charge upon arrival in Nebraska.

When any person is on active duty as a member of the United States Army, Navy, Marine Corps, or Air Force in the State of Nebraska and is residing on federally owned property, any child of school age of that active duty member who also resides on that property shall be considered a resident of the school district where that property is located in accordance with the statutes. This also applies to children of parents employed by the federal government and residing with their parents on the property of national parks or national monuments within this state.

Each case involving the determination of residence of a student will be decided upon its individual merits by the superintendent. Payment of tuition will not be required in cases where the resident student would otherwise be denied free common school privileges. The burden of proof to supply the necessary documents to demonstrate legal residence shall rest with the person claiming legal residence in the district. The superintendent shall determine the specific documents required for collecting enrollment, admission, and related information needed for any student to attend and they may be provided through electronic means or other means specified by the Nebraska Department of Education.

Approved _____

Reviewed _____

Revised _____

Legal Reference: Neb. Statute 79-215
 Neb. Statute 79-1125
_____ IDEA, 20 U.S.C. 1400 et seq.
_____ Section 504, Rehabilitation Act of 1973, 29 U.S.C. 794

Cross Reference: 101 District Organization and Basic Commitments
 503 Student Attendance
 801 Transportation

NONRESIDENT STUDENTS/OPTION ENROLLMENT

Students who are eligible to attend a Nebraska public school but who are not legal residents of the school district may be admitted into the school district in accordance with the option enrollment program authorized by state statutes. Option enrollment students shall be accepted without charge. The option shall be available once during elementary school, once during middle school or junior high school, and once during high school for a total of three times.

Applications: Application for option enrollment should be made between September 1 and March 15 for enrollment during the following and subsequent school years. Upon agreement of the school boards of the resident district and the option (receiving) district, deadlines for application and approval of the option may be waived. Following the March 15 deadline, applications requesting admittance must contain a release approval from the resident school district, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application. See policy 502.01 for preliminary enrollment of children of military families.

When No Release Approval is Required: The application for option enrollment does not require a release from the resident district or the option school district the student is attending at the time of such application, and the receiving district the student is applying to attend has forty-five days to issue acceptance or rejection if:

1. after February 1 the student relocated to a different resident district; or
2. the student's option district merged with another district effective after February 1, and;
3. the student's attendance would occur during the next immediate and subsequent school years.

Initial Decision for Acceptance or Rejection: The option school district the student is applying to attend shall provide the resident school district, and if applicable, the option school district the student is attending at the time of such application, with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission. If the district rejects an application for a student to option in or out, the district will provide notification by certified mail to the parent/guardian of the specific reasons for rejection including a description of services and accommodations required that the district does not have the capacity to provide, and the process for appealing the decision to the State Board of Education.

Attendance at Option District: In general, the option student shall attend the option district until graduation unless the student relocates in a different resident school district, transfers to a private or parochial school, or chooses to return to the resident school

Approved _____ Reviewed _____ Revised _____

district, or options into a subsequent option school district, except that no student may use the enrollment option program other than as provided in state statutes.

No option student shall attend an option school for less than one year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end of his or her senior year, transfers to a private or parochial school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district or the previous option school district the student was attending immediately prior.

Setting Standards for Acceptance or Rejection of an Option Request: The board shall adopt a resolution and publish its specific standards for acceptance and rejection of applications as an option school prior to October 15 of each school year for the next school year. Standards will conform to those set forth by state statute. These may include the capacity of a program, class, grade level, or school building.

The board shall also adopt standards and conditions for acceptance or rejection of a request for release of a resident student submitting an option application after March 15. Such standards shall not include the failure to meet the March 15 deadline.

Capacity for the district's special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee. If the district receives an option enrollment application indicating the student has an individualized education program under the Individuals with Disabilities Education Act or may be eligible to receive special education or related services, it shall be evaluated to determine if the appropriate class, grade level, or school building in the district has the capacity to provide the student with the appropriate services and accommodations.

The standards shall not include previous academic achievement, athletic or other extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings except as allowed by law.

Option Priorities: An option district shall give first priority for enrollment to siblings of option students within the requirements of state statutes. The board shall follow statutes regarding the application of a student who relocates in a different district but wants to continue attending his or her original resident district or current option district.

Acceptance or Rejection Procedures: The option district shall notify the parent/guardian and the resident district whether the application is accepted or rejected within sixty days after submission. False or substantively misleading information submitted by a parent/guardian on an application to an option district may be cause for the option district to reject a previously accepted application prior to the student's attendance.

If an application is rejected by the option school district or if the resident school district rejects a request for release, the rejecting school district shall provide written notification to the parent or guardian stating (a) the specific reasons for the rejection including, for students with an individualized education program under the Individuals with Disabilities Education Act,, or with a diagnosed disability as defined in section 79-1118.01, a description of services and accommodations required that the school district does not have the capacity to provide, and (b) the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

The parent or legal guardian may appeal a rejection to the State Board of Education by filing a written request, together with a copy of the rejection notice, with the State Board of Education. Such request and copy of the notice must be received by the board within thirty days after the date the notification of the rejection was received by the parent or legal guardian. The hearing shall be held in accordance with the Administrative Procedure Act and shall determine whether the procedures of sections 79-234 to 79-241 have been followed. Any rejection based upon capacity limitations established under section 79-238 shall be the responsibility of the school district to prove in any appeal filed with the state board.

Reporting to the Department of Education: The district shall provide to NDE required information relating to all applications rejected by the option school district. Such information shall include, but not be limited to, (a) the number of applications rejected in each public school in such district, (b) an explanation why each application was rejected, and (c) whether each application for option enrollment indicated that the student had an individualized education program under the Individuals with Disabilities Education Act or had been identified as a student with a disability as defined in section 79-1118.01.

Nonresident Students: Nonresident students not going through option enrollment may also be admitted under a contract with the student's resident district at the discretion of the superintendent upon application and payment of tuition as stated in the contract. The tuition rate shall be the current per-pupil cost of the school district as computed by the superintendent.

Students whose residency in the district ceases during a school year may continue attending school for the remainder of the school year without payment of tuition.

Transportation: The district may choose to provide transportation to the option student in the same manner as for resident students and may choose whether or not to charge the parents of those option students a fee to recover the district's costs for the transportation. All option students who qualify for free lunches are eligible for either free transportation or the reimbursement of transportation costs from the school district as provided by state statute. Students receiving special education services shall receive transportation services as provided in the student's Individualized Education Plan.

Legal Reference: Neb. Statute 79-215
 79-232 to 246
 NDE Rule 19.008

Cross Reference: 503 Student Attendance
 801 Transportation

STUDENT APPEARANCE DRESS CODE AND GROOMING

The Board believes ~~inappropriate student appearance~~ dress or grooming that causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees ~~and~~ visitors:

~~is not appropriate. Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a good~~ positive learning environment. ~~The standards will be those generally acceptable to the community as appropriate in a school setting.~~

The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. ~~Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.~~

~~A student~~ The Board respects the diverse racial and religious backgrounds of our students. The District's students have the right to visibly express themselves through their attire when associated with race, religion, sex, disability, or national origin, including tribal regalia, natural and protective hairstyles, or adornments. The District will facilitate and encourage a positive learning environment for all students while complying with any applicable health and safety law, rule, regulations or ordinance.

"Caregiver" in this policy shall include any parent, guardian or other adult caregiver who is a member of an indigenous tribe on record with the District as one of the United States or another country may student's official custodians.

GENERAL PRINCIPLES/STANDARDS:

1. Non-Discrimination: The District dress code and grooming policy prohibits discrimination against students based on race, religion, sex, disability, or national origin. Bullying Prevention and Harassment policies are also referenced below.
2. Respect for Individuality: Students are allowed to wear tribal regalia in any public or private location on the religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students' hair should not be permanently or temporarily altered by school grounds or at any personnel. Altering a student's appearance or removing or altering a student's attire without consent from their caregiver is not allowed. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

3. Cultural and Religious Attire: Students are allowed to wear religious attire and tribal regalia in accordance with their race, national origin, or religion and will be protected from bullying and harassment according to district policies.
4. Prohibited Attire: Attire should not promote violence, drugs, alcohol, profanity, or hate speech. The District reserves the right to request immediate attire changes from students.

HEALTH AND SAFETY CONSIDERATIONS:

In school function environments where the use of certain chemicals or equipment poses a direct safety hazard, students may be required to wear protective gear, such as lab coats and safety goggles. Similarly, in physical education classes or during sports activities, students may need to modify their attire or secure their hair to ensure the safety of themselves and others. A good faith effort applied equally and without discrimination will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance.

1. Proven Need: Any health and safety standard based on characteristics associated with race, religion, sex, disability, or national origin must demonstrate that such standard is necessary for the health and safety of the student or other individual.
2. Least Restrictive Means: Health and safety standards addressing such concerns should use the least restrictive means necessary. Measures that do not discriminate with respect to race, religion, sex, disability, or national origin should be pursued.

ENFORCEMENT:

Enforcement of this policy will be consistent with the district's code of conduct and discipline policies. Enforcement of this policy shall not target, disproportionately impact, discriminate, or be applied in a discriminatory manner against any students on the basis of race, religion, sex, disability, or national origin.

TRAINING AND AWARENESS:

The district will communicate this policy with students and families in their preferred language(s). Feedback from diverse students, caregivers, staff, and administrators will be considered when adopting and revising this policy. The District will provide appropriate staff training about this policy for its effective implementation with caregivers.

CONFIDENTIALITY:

The school will handle all information related to students' race, sex, disability, national origin, or religious characteristics in accordance with the Family Educational Rights and Privacy Act (FERPA). Parental consent must be obtained before sharing confidential student information with school staff or outside parties.

PARENTAL CONSENT:

The District shall make a good faith effort to obtain informed consent from a student's caregivers in their preferred language for any health and safety standard accommodation

needed. To respect individual identity and parental authority, our process includes the following steps:

1. Initiate Contact: Make a good faith effort to contact the caregiver using their preferred communication method (phone, email, or in person-is otherwise authorized), explaining why adjustments to be as long as the tribal regalia does not interfere student's attire or grooming are needed to meet health and safety standards.
- 1-2. Collaborative Solutions: Work with the student and caregiver to find accommodation options to meet health and safety standards. Discuss the potential results of each option on the student's well-being and educational process and is not detrimental to the health or safety of the student or another person experience.
3. Parental Consideration: Allow the caregiver time to privately discuss the situation with their student or family members to make an informed decision.
4. Obtain Consent: Once an accommodation is agreed upon, obtain written consent through a signed document or email exchange, stating the accommodation and health and safety standard that required the accommodation. A copy of this written consent should be provided to the caregiver.
5. Documentation & Follow-up: Communication and decisions made with the parent/guardian/caregiver shall be documented as below. These records are subject to the Family Educational Rights and Privacy Act (FERPA) and shall be maintained accordingly. Follow up with the caregiver within 1-2 weeks to ensure the accommodation was implemented in a satisfactory manner.

RECORD KEEPING:

The District will establish and maintain records for any efforts made to accommodate a student's appearance or grooming of any kind. Each record must include:

1. the student's name,
2. federally identified demographic characteristics,
3. date of the occurrence,
4. the health and safety standard relating to the accommodation,
5. nature of the accommodation requested,
6. staff involved,
7. communication with parents/guardians/caregivers, and
8. the outcome of the effort.

The district will regularly review and analyse these records to identify areas that may require revisions of policies. It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

DEFINITIONS:

Grooming: the care of a body and its physical appearance, such as the personal hygiene routine of brushing one's teeth or combing one's hair.

National origin: includes characteristics associated with actual or perceived place of birth, ancestry, or ethnicity including, but not limited to, skin color, natural and protective hairstyles, headdress, tribal regalia, and attire.

Natural and protective hairstyles: include, but are not limited to, braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Race: includes characteristics associated with actual or perceived race, ancestry, or ethnicity including, but not limited to, skin color, natural and protective hairstyles, tribal regalia, and attire.

Religious attire and characteristics associated with religion: includes, but is not limited to, natural and protective hairstyles, tribal regalia, burkas, hijabs, head wraps, yamaka, cross or other headdress, adornments, and clothing garments used to express or observe one's religious beliefs.

Tribal regalia: includes natural and protective hairstyles and traditional garments, jewelry, or other adornments or similar objects of cultural significance worn by members of an indigenous tribe of the United States or another country. Tribal regalia does not include any dangerous weapon or, except in compliance with an appropriate federal permit, any object that is otherwise prohibited by federal law.

Legal Reference: Hines v. Caston Sch. Corp. 651 N.E.2D 330 (1995)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethal School District v. Fraser, 478 U.S. 675 (1986).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Neb. Statute 79-526
Neb. Statute 79-2,158

Cross Reference: 501 Objectives for Equal Educational Opportunities for
Students
504.18 Harassment
504.20 Bullying Prevention

Approved _____ Reviewed _____ Revised _____

REGULATED CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

~~Carrying a cellphone/~~The District prohibits the use of cell phones or other electronic communication devices by students while on school property or attending a school instructional function except as provided otherwise below. Violation of this policy may include disciplinary measures under the district's student conduct policies up to and including suspension or expulsion.

~~Other electronic communication device in the school building is~~means any device which transmits by electronic means any writing, sound, visual image, or data of any nature to another electronic communication device. This includes personally owned electronic tablets, "smart" watches, earbuds, headphones, and gaming devices. The term "electronic communication device" includes a privilege, cell phone.

~~Students are not prohibited from using an electronic communication device while on school property or attending a right. Cellphones (including ear buds or other communication accessories) may be not used~~school instructional function under any of the following circumstances:

1. When required by a student's individualized education program developed under the Special Education Act and its rules and regulations or a plan developed under section 504 of federal statutes;
- ~~1-2.~~When authorized by the District for educational purposes during class instructional time except when approved by the teacher as part of a specific class activity or school project.;

~~Any prohibited items or devices brought to school or school events may be confiscated by district staff. Prohibited items will be turned over to the student's parents or guardian on request unless the object seized is dangerous, contrary to law, or has been turned over to legal authorities.~~

~~Prohibited devices shall include any item which is sufficiently annoying, offensive, unpleasant, or obnoxious that it substantially interferes with or materially disrupts the educational process. Students shall be advised annually through the Student Handbook of items that are prohibited on school grounds or at school activities.~~

3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or
5. When appropriate under District policies or otherwise allowed by an appropriate school employee.

~~In addition to any prohibitions on electronic communication devices defined in the student handbook stated above,~~ students shall not use ~~electronics~~such devices for recording or transmitting photographs, images or sounds of other persons without direct administrative approval and consent of all person(s) being recorded, other than the recording of persons participating in school activities that are open to the public. Students

shall not use electronic devices at any time where there is an expectation of privacy-
~~Violations of this policy may result in disciplinary action, including, but not limited to, suspension and expulsion from school.~~

This policy does not authorize monitoring, collecting, or otherwise accessing any information on an electronic communication device not owned by or provided for academic use by the school district.

Rules for confiscation of prohibited devices, returning of confiscated devices, and disciplinary measures will be published in the student handbook.

The development of this policy shall include stakeholder participation from students, parents, and educators in each community. It shall be the responsibility of the superintendent, in conjunction with the principal, to implement this policy.

Legal Reference: Rehabilitation Act of 1973, 29 U.S.C. 794
 2025 Neb. Legislative session LB140

Cross Reference: 504.03 Student Conduct
 505 Student Discipline

Approved _____ Reviewed _____ Revised _____

STUDENT ACTIVITY ELIGIBILITY

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilityabilities in the students during their school years and for their lifetime.

However, students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity and must conduct themselves in accordance with student conduct policies. Violations of district policies may result in the loss of some or all extracurricular eligibility.

Student activity events must be approved by the superintendent unless they involve unusual travel expense, in which case the board also will take action. The events must not disrupt the education program or other school district operations.

Participation in interscholastic sports designated as male or female only shall be limited according to statutes. Eligibility requirements as published by the Nebraska School Activities Association (NSAA) shall be observed by all students. Participating students shall follow Policy 506.10 Student Physicals for Athletes. Additional eligibility requirements may be imposed by the school district at the board's discretion.

Such eligibility requirements shall include good citizenship, acceptable academic standing, parental permission and good health (sports only). All eligibility requirements shall be published in applicable student/parent handbooks.

~~*{The student must maintain satisfactory conduct, as determined by the building principal. (In any event, if the student is convicted of, or is found to have committed, a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether actual court judgment is withheld, the student should be disqualified from participation in interscholastic extracurricular activities.)}*~~

Any student who is sanctioned or is found by the school district or NSAA to be ineligible to participate in any extra curricular activity may appeal the sanction or finding in accordance with the student ~~due process policy~~ conduct policy. Visitors attending these activities must follow Policy 1005.08 Public Conduct on School Premises.

It shall be the responsibility of the superintendent to implement this policy.

Legal Reference: 20 U.S.C. Sect.1681-1683; 1685-1686 (1994).
 34 C.F.R. Pt. 106.41 (1993)
 Neb Statute 79-296
 79-443

Approved _____ Reviewed _____ Revised _____

_____ 2025 Neb. Legislature LB89
Cross Reference: 502 Student Attendance
504 Student Rights and Responsibilities
505 Student Discipline
_____ 506.10 Student Physicals for Athletes
508 Student Health and Well-Being
_____ 1005.08 Public Conduct

STUDENT PHYSICALS FOR ATHLETICS

All boys or girls that participate in any athletics or practices must have a physical examination signed by a physician. The results of the examination and the physician's signature must appear on all local and state forms where it is required. All such examination results must be on file in the school where the student is to participate in athletics. In all cases, these forms should be signed first by parents to signify their permission and then by the physician. Only proper forms are to be used in all cases.

Legal Reference: NSAA Athletic Bylaws sect. 3.4
 2025 Neb. Legislature LB89

Approved _____ Reviewed _____ Revised _____

COPPA STUDENT PRIVACY NOTICE

The District may contract with publishers or online providers to offer online curriculum that aligns with school standards or other services that support the teaching and learning process of the students. These applications or websites are offered for the benefit of the students and our school. Online providers give our school full notice of their collection, use, and disclosure practices.

In order for our students to use these educational programs and services, certain personal identifying information, which may consist of the student's name, username, email address, grade level, age and/or date of birth, may be provided to the website operator strictly for educational purposes. Under the federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit:

<https://www.ftc.gov/business-guidance/privacy-security/childrens-privacy>

The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students strictly for educational purposes, thereby eliminating the need for individual parental consent given directly to the website operator. By acknowledging receipt of the Student/Family Handbook, you consent for our school to provide personal identifying information to operators of approved web-based educational programs and services strictly for educational purposes.

Approved _____ Reviewed _____ Revised _____

BEHAVIORAL INTERVENTION AND CLASSROOM MANAGEMENT

In order to create and maintain a quality educational environment, the district will employ a system of supports for encouraging positive behavior, addressing challenges in a caring and constructive way, and fostering safe and supportive school and classroom environments. These support actions are intended to develop a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success. Disruptive or unsafe actions sometimes characterized by depression, anxiety, moodiness, anger, extended frustration or conflict with others will be addressed by these support actions to develop self-regulation skills and re-integration into the classroom.

The district will employ the procedures in the accompanying administrative regulation as appropriate, engaging families to address student behavior and communicating with them about student behavioral incidents where needed, plans for remediation and resources for behavior improvement. Collaboration, as appropriate, between educational staff, school psychologists, behavioral specialists, school counselors, and social workers will work to position supports with the student's needs and strengths.

Training

The District or its local ESU will provide training to employees with behavioral management responsibilities. Training must be consistent with the NDE System of Supports in this policy.

The Superintendent will recommend, and the board will approve the hours of training to be provided.

- A. Behavioral awareness training must include, but not be limited to, evidence-based training on a continuum that includes:
1. Recognition of detrimental factors impacting student behavior, including, but not limited to, signs of trauma.
 2. Positive behavior supports and proactive teaching strategies, including, but not limited to, expectations and boundaries.
 3. Verbal intervention and de-escalation techniques.
 4. Access to a registry of local mental health and counseling resources.
 5. Incorporation of all the requirements for the Behavioral Awareness Point of Contact (BAPC) in accordance with Policy 508.19 Behavioral Points of Contact.

Review

The school district will regularly review and update this policy to confirm its effectiveness and compliance with state statute. Feedback from students, parents, staff, and administrators will be considered in the review process. This policy must be included with any notifications required under the Student Discipline Act.

Legal Reference: Neb. Statute 79-262.01

Cross Reference: 504.03 Student Conduct
 505.03 Suspension and Expulsion of Students
 508.19 Behavioral Points of Contact
 612 Special Education Services
 1005.03 Parental and Family Involvement in the Schools
 1005.12 Title 1 Parent and Family Member Engagement

Approved _____ Reviewed _____ Revised _____

USE OF ARTIFICIAL INTELLIGENCE IN THE SCHOOL

The board recognizes the potential benefits of Artificial Intelligence (AI) in enhancing educational outcomes and requiring innovative teaching practices, in part because this technology is already available to many students at home. This policy aims to ensure the responsible use of AI technologies within the school district along with teaching and homework strategies that consider the probability that students can easily access AI outside the school.

Artificial Intelligence Definition:

AI involves the operation of computer systems that process natural language to perform tasks that normally require human intelligence, such as the construction of complex responses to inquiries, visual perception in images or videos, speech recognition, decision-making, and translation between languages. It can generally expand, modify, and clarify its responses through repeated requests or additional specific directions. Commonly used AI systems include ChatGPT, Bard, Cohere Generate, DALL-E, Claude, and Synthesia but many AI systems are available for specific purposes and it is the administrators' responsibility to choose those suitable for an educational environment.

Ethical Considerations:

Any use of AI as part of the district's instructional program should prioritize its educational value, while avoiding discrimination and minimizing unwanted outcomes. Only AI platforms approved by the district with appropriate filters for preventing the use of discriminatory, hateful or otherwise inappropriate responses shall be used by the district. The use of AI by students to complete homework or assessments shall only be allowed to the extent stated by the teacher for the individual assignment or entirety of the course. The use of AI systems when allowed shall not violate computer use, copyright, plagiarism and intellectual property policies of the district when properly cited.

As always, students are expected to cite original sources for quotations, facts, information, statistics, dates, or the paraphrased statements of others. An AI system should be cited when its generated content is quoted, paraphrased or otherwise used in a student's work. The lack of such citations shall imply the assignment or assessment is entirely the work of the student, free of any AI system's writing, organization, direction, or modification of the student's work.

Student Privacy and Data Protection:

Prior informed consent from parents/guardians should be obtained before allowing student use of AI systems. The district will prevent or strongly discourage any collecting, storing, or analyzing of student data using AI platforms. Measures should be in place to prevent students from using AI to cheat on homework or assessments, including regular monitoring of student use of school computers, and planning homework and assessments to minimize the opportunity to complete them using AI systems. The administrators and staff are cautioned that the use of detection software as a means of monitoring AI use is fallible, difficult to prove, easily subject to claims of harassment, destructive of trust when false accusations are made, and unlikely to be successful with AI systems that are constantly improving.

Approved _____ Reviewed _____ Revised _____

Equity and Accessibility:

Use of AI systems shall comply with district Equal Educational Opportunity policies. AI-based instructional resources should be tailored to address individual student needs, allowing for personalized learning experiences and accommodating diverse learning styles when possible and appropriate.

Transparency and Rationale:

Students, parents/guardians, and educators should be provided with understandable information about the purpose, limitations, and potential benefits of AI technologies. Clear guidelines should be established to ensure that students are aware of the district's intended appropriate use of AI tools for homework and assessments. Consideration should be taken by the teaching staff that AI availability on district networks for its use as a business tool does not facilitate the misuse of AI in completing homework or compromising academic integrity.

Educator Training and Professional Development:

Educators should receive comprehensive training and ongoing professional development opportunities to understand the benefits and limitations of AI technologies, enabling them to both effectively incorporate and appropriately limit AI in their teaching practices. Educators should be equipped with the knowledge and skills necessary to evaluate and monitor student inputs to AI systems, AI responses to those inputs, and ensuring they are both appropriate.

Ongoing Evaluation and Accountability:

Administrators, network supervisors, and teaching staff will establish processes for ongoing evaluation and monitoring of AI technologies used within the school district, including periodic assessments of their impact on student learning. Procedures for reporting concerns, incidents, or breaches related to AI use should be established, ensuring accountability and addressing issues promptly.

Community Engagement and Communication:

The school board will engage with the community, including students, parents/guardians, educators, and relevant stakeholders, to foster understanding, gather comments, and address concerns related to the use of AI in education. Clear and regular communication channels including the district's website should be established to inform the community about the educational purpose, use, and benefits of AI technologies in the school district, along with measures taken to prevent inappropriate use of AI systems.

Implementation:

Administrators will provide procedures and professional development resources to assist with instructional changes that use the best features of AI while reducing the misuse of AI in completing homework and assessments. These procedures will emphasize the use of AI to enhance student education and address the ways traditional homework might be reshaped or redirected by AI's skillful use. Regular reviews will be conducted to ensure this policy's effectiveness, alignment with emerging best practices, and adaptations to address evolving challenges in AI usage.

Cross Reference	102	Educational Philosophy of the District
	501	Objectives for Equal Educational Opportunities for Students
	606.06	Acceptable Use of Computers, Tech. and the Internet
	606.08	Reproduction of Copyrighted Materials

RELIGIOUS-BASED EXCLUSION FROM A SCHOOL PROGRAM

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the principal. The board authorizes the administration to allow the exclusion if it is not disruptive to the education program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations.

In notifying the principal, the parents shall abide by the following:

1. The notice shall be in writing;
2. The objection shall be based on religious beliefs;
3. The objection shall state which activities or studies violate their religious beliefs;
4. The objection shall state why these activities or studies violate their religious beliefs;
and
5. The objection shall state a proposed alternate activity or study.

The principal shall have discretion to make this determination. The factors the principal shall consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to, staff available to supervise a student who wishes to be excluded, space to house the student while the student is excluded, available principal-approved alternative course of study or activity while the student is excluded, number of students who wish to be excluded, whether allowing the exclusion places the school in a position of supporting a particular religion, and whether the program or activity is required for promotion to the next grade level or for graduation.

Students who are allowed to be excluded from a program or activity which violates their religious beliefs may be required to do an alternate supervised activity or study.

Cross Reference: 604 Instructional Curriculum
 607.02 School Ceremonies and Observances
 1005.03 Parental and Family Involvement in the Schools

Approved _____ Reviewed _____ Revised _____

PARENTAL AND FAMILY INVOLVEMENT IN THE SCHOOLS

It is the policy of the District to provide full access to the ~~parent~~parents, guardians and family members~~educational decisionmakers of any student~~students of the district to review:

1. textbooks;
2. tests, curriculum and instructional materials;
3. their students' records of a student of any such parent, unless otherwise prohibited by law;
4. activities information;
5. digital materials, websites or applications used for learning;
6. training materials for teachers, administrators, and staff;
7. procedures for the review and to approval of training materials, learning materials, and activities;
8. other curriculum materials used in the school district; and
9. 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.

The District will provide guidelines in the student handbook regarding how the District will provide access to parents, guardians, or educational decisionmakers other than by specific request for the information above, how it will provide access to records of students, and about the school district's testing policy.

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. See Policy 605.05 Religious-Based Exclusion from a School Program.

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, guardians and family members educational decisionmakers of students electronically or by mail at least fifteen days prior to the administration of any survey which may be scheduled that includes:

1. sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature; or
2. a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use.

Such notice shall describe the nature and to conduct types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. Such surveys will be judiciously conducted, with full consideration of the fact that parents and family members may find items of the survey objectionable.

Parents, guardians, and educational decisionmakers have the right to request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, review the survey in person at the school, and exempt their child from participating in the survey.

Unless required by federal or state law or regulation, school personnel administering any such survey shall not disclose personally identifiable information of a child. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

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 _____ 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. Nothing in this policy shall require the violation of student privacy statutes as referenced below.

This policy shall be adopted annually following a public hearing to receive public comments and suggestions.

Legal Reference: Neb. Statute 79-530 to 533
 Every Student Succeeds Act, (ESSA), 20 U.S.C. §1000 et. seq.
 Family Educational Rights and Privacy Act (FERPA) of 1974, as
 amended, 20 U.S.C. 1232g,
 Protection of Pupil Rights Amendment of 1978, 20 U.S.C.,
 Children's Online Privacy Protection Act (COPPA) of 1998, 15
 U.S.C. 6501 et seq.
 Children's Internet Protection Act (CIPA), 47 C.F.R. 54.520

Cross Reference: 507.01 Student Records Access
 605.05 Religious-Based Exclusion from a School Program
 606.03 Objection to Instructional Materials
 610.01 Test or Assessment Selection
 610.02 Test or Assessment Administration
 611.01 Student Progress Reports
 611.04 Parent Conferences
 1002. District Annual Report
 1005.01 Public Complaints

PARENTAL ACCESS TO LIBRARY MATERIALS

The Board directs that parents, guardians and persons designated by a court to make educational decisions for a student shall have access to library materials of their student's school.

The District will:

1. Require the creation of a catalog of all books for each school's library which may be viewed at the request of the parent, guardian or educational decisionmaker; and
2. Provide the opportunity for such persons to be notified by means of a website or other electronic verification when their student checks out a book from the library. Such notification shall include:
 - a. The title of the book checked out by the student;
 - b. The name of the author of the book checked out by the student; and
 - c. The date the book checked out by the student is due to be returned to the school library.

This shall only apply to a school library that is located on District property and shall not apply to any other public library regardless if a library contracts with the District for use by students.

Cross Reference: 606.05 Media Centers

Approved _____ Reviewed _____ Revised _____

Ainsworth Community Schools

Grades 7-12 Student-Parent Handbook

2025-2026

**Approved by the Board of Education -*



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 (electronic or paper) by **8/18/25.**

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

2025-2026

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Ainsworth Community Schools Student-Parent Handbook
2025-2026 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
Brad Wilkins, President	bwilkins@ainsworthschools.org
Bryan Doke- Vice President	bdoke@ainsworthschools.org
Frank Beel - Secretary	fbeel@ainsworthschools.org
Jessica Pozehl	jpozehl@ainsworthschools.org
Jake Graff	jgraff@ainsworthschools.org
Crystal Dailey	cdailey@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
Luke Wroblewski	Activities Director	Ainsworth 7-12	402-387-2082
Kelsey Riesen	PK-6 Principal	Ainsworth PK-6	402-387-2083

Section 4 Teaching Staff - 7-12 MS/HS

Wade Alberts	Amanda Evans	Emily Jackman	Todd Pollock
Wendy Allen	Amanda Finney	Jessica Kempcke	Erin Rathe
Brady Baker	Nichole Flynn	Hailey McBride	Lisa Schlueter
Pam Barrow	Cory Friedrich	Juli Murphy	Scott Steinhauser
Betty Bower	Amanda Ganser	Jake Nelson	Kara Welch
Ronda Davis	Josie Ganser	Sandi Nelson	Rachel Williams
Roberta Denny	Laurie Goodloe	Kayla Nilson	Amanda Wirth
Brandy Dowdy	Jennifer Hitchcock	Jessi Owen	

Amy Dike-Secretary

Zoe Shankland-Secretary

Section 6 School Calendar

Ainsworth Community Schools 2025-2026 School Calendar

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**Number of
Student Days**
Aug 12
Sept 20
Oct 21
Nov 17
Dec 15
Jan 18
Feb 18
Mar 19
Apr 20
May 15

**Number of
Teacher Days**
Aug 15
Sept 21
Oct 22
Nov 17
Dec 15
Jan 20
Feb 19
Mar 20
Apr 20
May 16

Total 175

Total 185

Early Out Days for Students

Dec 19 (2:00)
May 21 (2:00)

Teacher In-Service / Work Days

Aug 11,12,13
Sept 26
Oct 23
Jan 5, 30
Feb 9
Mar 27
May 22

Purple – PT Conference
Red – Teacher In-Service/Work Time
Yellow – No School
Green – Semester Tests/Finals

Approved 2/10/2025
Subject to changes as needed

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

2:00 Dismissal

Warning Bell			7:55
Period 1	8:00	–	8:44
Period 2	8:47	–	9:31
BULLDOG TIME	10:01	-	9:58
Period 3	10:06	--	10:45
Period 4	10:48	–	11:32
Period 5	11:35	–	12:19
Period 5	11:35	–	12:19
Lunch (6-12)	12:19	–	12:46
Period 6	12:49	–	1:33
Period 7	1:36	–	2:20
Seminar	2:23	–	2:47
Period 8	2:50	–	3:34

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
Lunch (6-12)	12:09	-	12:36
Period 7	12:39	–	1:18
Period 8	1:21	–	2:00

7-12 Finals Bell Schedule

4 Days

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
Lunch (6-12)	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

	Start	End
1	8:00 AM	8:33 PM
2	8:36 PM	9:09 AM
Core Testing	9:12 AM	10:12 AM
3	10:15 AM	10:48 PM
4	10:48 PM	11:21 AM
5	11:21 AM	11:54 PM
6	11:54 PM	12:27 PM
Lunch (6-12)	12:27 PM	12:57 AM
7	12:57 AM	1:30 PM
8	1:30 PM	2:03 AM
Remediation	2:03 AM	3:34 PM

All content areas will have final assessment with non-core assessments scheduled within the week of finals by the teacher and communicated to students.

Final Assessment Rotation

Day	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Day 1	Math	ELA	Science	Social Studies	Math	ELA
Day 2	ELA	Science	Social Studies	Math	ELA	Science
Day 3	Science	Social Studies	Math	ELA	Science	Social Studies
Day 4	Social Studies	Math	ELA	Science	Social Studies	Math

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 Apptegy 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 PARENT EXCUSED 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 or any other emergency event. **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 7th-8th 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 SOUTH entrance to the school unless eating breakfast or after 7:55 AM..***
 - 7th and 8th 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.
 - 9th-12th 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 either phone the appropriate office for each student or personally 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 7-8 will be assigned a hallway locker and each student 9-12 will be assigned a hallway locker upon request. Students 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 the office if they choose to use a key lock. Students who are assigned lockers 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.

Section 6 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 7 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. Violation of this expectation of privacy may lead to suspension of the recording device for the remainder of the school year.

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.

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 to include time and date of the professional appointment
- Shall count as days/hours of parental self-excused absence for purposes of addressing excessive absenteeism but extenuating circumstances may be taken into account when determining loss of credit or other remedial measures if appropriate, timely documentation is provided. However, these days will NOT be included when determining reporting truancy to the legal system.
- 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. for the sake of reporting for truancy.

Parental Self-Excused Absence

- Will be counted as days/hours of absence for purposes of addressing excessive absenteeism and truancy.
- Parents are encouraged to contact 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 and truancy.
- 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 (Parental Excused, Documented 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 eight (8) self-excused and documented-excused absences 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 four (4) accumulated days of self-excused, documented-excused and 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, documented absences 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:
 - Illness related to physical or behavioral health of the child.
 - Educational counseling;
 - Educational evaluation;
 - Referral to community agencies for economic services;
 - Family or individual counseling; and
 - Assisting the family in working with other community services.
 - Students with a 504 Plan or Individual Health Plan

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

- After eight (8) accumulated days of self-excused absence or three (3) 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, documented and unexcused absences of eight (8) accumulated days and/or three (3) unexcused absences in a semester will result in the automatic review of credit for the class by the principal, 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.

Restorative Time Recovery (RTR)

Students exceeding eight (8) absences must recover missed time to maintain credit. Recovery expectations include:

- After-school or other “in-service” recovery session as determined by the Attendance Review Committee
- Recovery time will be calculated at a rate of 4 hours = 1 day of instruction
- Each Recovery Plan will include completion of restorative work
- Attendance mentoring or contracts may be used as proactive tools to deter future absence
- Plans are created and communicated with families and staff to support re-engagement.
- Upon completion of restorative time, excused absence time will be converted to an R code and will be counted as a period of attendance.

At the end of the semester, the principal and guidance counselor will serve as the Attendance Review committee for the purpose of reviewing the cases of all students who have been placed on review status due to an excess of eight (8) absences in a class(es).

The Attendance Review Committee will consider the following in determining if the student will require remediation due to absence:

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

The Attendance Review Committee 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; 2nd offense – a teacher assigned detention; 3rd and subsequent offenses will be referred to the principal for disciplinary action.

Students will be counted absent from the class if he/she misses over five (5) minutes of any class period.

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
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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 2025, 2026, 2027

<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
TOTAL HOURS REQUIRED FOR GRADUATION	=	240

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

Class of 2028 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
Computer Science and Technology	5	Computer Science
Career Planning	5	Life and Career Readiness
Total Elective Hours	50 credit hours	
TOTAL HOURS REQUIRED FOR GRADUATION	=	240

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

FAFSA:

Each student shall complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduating unless the required opt-out form is submitted by either: (1) the parent or legal guardian; (2) the Principal, if the Principal determines good cause exists for not requiring the student to complete the FAFSA; or (3) an emancipated student or a student of at least 19 years of age.

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	2 Semesters

Section 4 Promotion and Retention

Grades 7-8

Requirements for promotion from grades 7 and 8 will be to pass eight (8) of ten (10) semesters of core classes (Reading, Math, ELA, Socials Studies and Science) and three (3) Trimesters of exploratory classes. Students that fail two (2) of the same classes OR 3 or more core classes will be required to retake the class in summer school for promotion... 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 after the first week of classes 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.

Section 6 Interim Progress 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 each quarter. These will be generated online and **a hard copy is available upon request through the ms/hs office.** 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 14	-	October 10	September 19	October 22
Quarter 2	October 13	-	December 19	November 14	January 6
Quarter 3	January 6	-	March 6	February 6	March 11
Quarter 4	March 9	-	May 21	April 10	May 22

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 5th, 9th and 14th 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 14	-	December 19	Jan 6, 2025
Progress Report Dates	September 19		October 22	November 14
Semester 2	January 6	-	May 21	May 22, 2025
Progress Report Dates	February 6		March 9	April 10

Section 7 Report Cards

Report cards are available online at the end of each quarter (7-8) and at the end of the semester (9-12). A hard copy of the report cards is also available upon request from the high school office. 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 (Sept. 26 and Feb. 9). 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 2024-2025 School Year**

Student Age Group	Required Vaccines
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 th 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 th 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 (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, hoods 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. These requirements must be in alignment with all other rules for appropriate dress.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to

be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in the Student Discipline Policy.

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 formula 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) Assistance from Electronic or Artificial intelligence programs: Having any software or artificial intelligence software 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 uses ChatGPT or any other artificial intelligence software to create a draft or final essay, and the essay is substantially re-written by the student. Assistance from digital sources is encouraged, but the work must remain the student's and the student must fully participate in the writing and review process.

(v) 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.

(vi) 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. (Also see point b(iv) above regarding use of artificial intelligence software.)
- (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 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, **smart watches**, 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) **Purpose:** This policy is established to create a focused and respectful learning environment that supports academic excellence and the social and emotional well-being of every student. By regulating electronic device usage, we strive to reduce distractions,

promote healthy face-to-face interactions, and uphold the integrity of the educational experience.

- (2) **Middle School Students (Grades 6-8)** : Prohibition on Personal Communication Devices. Middle school students are not permitted to possess or use cell phones or any other electronic communication devices during the school day or on school transportation. These devices must be turned in at the beginning of the school day when students check out their school-issued computers. Devices will be securely held and can be recovered at the end of the school day.

Any student who refuses to comply with or attempts to circumvent these expectations will have their phone confiscated and a parent may pick it up after school that day. The student may be subject to further disciplinary consequences as determined by the principal.

- (3) **High School Students (Grades 9-12)**: Students are not permitted to access or use any electronic devices and other personal communication devices during class time except as explicitly provided under this policy. The use of cell phones and other personal communication devices—including voice calls, digital imaging, smart watches and text messaging—is strictly prohibited during all class periods.

a) **Permitted Use Outside of Class:** 9-12 Students may possess and use electronic devices (excluding personal headphones or “ear buds”) before school, during lunch, passing periods, and after school hours, provided that their usage is not abusive or disruptive (refer to paragraph (d)(1)). Administrators reserve the right to further restrict device use on school grounds during these times if additional measures are deemed necessary; any such modifications will be announced.

b) **Use of School-Owned Devices for Authorized Activities:** School-owned and issued electronic devices may be used during class time when they are specifically approved by a teacher or school administrator for class or school-related activities (e.g., using a camera during a photography class or a laptop during a class presentation).

- (4) **Special Accommodations for Academic or Personal Needs:** Students may use electronic devices during class time if authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan.

d. Violations (9-12)

- (1) Prohibited Use of Electronic Devices: Students shall not use any electronic devices for: (a) activities at any time in compliance

with section c. above, or in any way 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 or, depending on the offense, may be banned from all school property and activities for an extended period of 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. 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: Students will be confronted and directed to cease.
- b. 2nd Offense: Students will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Students will be suspended from school for a minimum of 1 day, and parents and students 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 drank outside the school building.
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 are 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.

(e) PBIS Expectations

At ACS, we are committed to creating a safe, respectful, and supportive learning environment for all students. Through our Positive Behavioral Interventions and Supports (PBIS) framework, we establish clear expectations that promote positive behavior and academic success.

Students are expected to:

- **Be Respectful** – Treat peers, staff, and school property with kindness and consideration.
- **Be Responsible** – Take ownership of actions, complete assignments on time, and follow through on commitments.
- **Be Safe** – Keep yourself and others safe

PBIS encourages consistent behavior expectations across all settings—classrooms, hallways, cafeterias, and extracurricular activities—so that every student has the opportunity to thrive. Positive behaviors are recognized and reinforced, while interventions are provided to support students in meeting expectations. We use positive behavior intervention systems to provide expectations for and help guide the behaviors of our student body as the initial approach when dealing with discipline.

(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.

Violation	1st Offense	2nd Offense	3rd Offense
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	7 days Laptop Suspension	14 days Laptop Suspension	45 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 follow 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.

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 Ainsworth 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. This penalty may be reduced to 15 school days upon completion of the school approved education program.

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 composed 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

Diversion and Substance Education Classes:

If the student agrees to participate in the school approved evaluation and substance abuse awareness program, the student will have a further reduction of days from the suspension time from activities of **FIFTY (50%)** upon completion through the school. This option is available only on a student's first offense upon entering high school.

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. This penalty may be reduced to 30 school days upon completion of the school approved education

program.

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. The “rule of thumb” as to what students may and may not participate in is linked to whether the student is representing the school or representing themselves in the activity. The list of activities are not limited to the those listed below and administration will make the final decision as to whether the student will be allowed to participate.

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 at 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. Participate in the grand march at Prom.

Carry Over: Consequences for violations that occur when there are fewer days in the school year than the consequences call for will “carry over” to the next school year. For example, if the suspension is for 28 days but there are only 12 days left in the school year, the suspension will carry over for 16 days into the next school year. The count will resume with the first school day of the new school year.

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. Any student (7-12) participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Full time AMS/HS students must be enrolled in at least 20 credit hours at Ainsworth Community Schools in the semester of participation. (Current minimum NSAA guideline). Part time students must be enrolled in 20 credit hours with a minimum of 5 credit hours at Ainsworth MS/HS. To be eligible during the 1st semester, students shall have had passing grades in a minimum of 20 credits the preceding semester. To be eligible during the 2nd semester, students shall have had passing grades in a minimum of 20 credits for the 1st 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 and Parents that are on the Ineligibility list will be notified by the administration. 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 prior to absence.

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 approved dates may attend. The purpose of these activities is to allow students to attend with a date and ACS students in a formal setting, not to invite friends or family relatives from other schools.
 - 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 and law enforcement will be contacted.

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.

- o 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.

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, 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.

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	\$2.10	FREE	FREE
5-12 Lunch	\$3.75	\$0.40	FREE
Extra Lunch Entrée	\$2.85	\$2.85	\$2.85
Extra Pizza Hut Pizza	\$2.85	\$2.85	\$2.85
Extra Milk	\$0.65	\$0.65	\$0.65
Extra Fruit & Veggie Bar	FREE	FREE	FREE
Adult Guest Breakfast	\$2.95		
Adult Guest Lunch	\$4.90		
Adult ONLY Fruit & Veggie Bar	\$3.10		
Child Guest Breakfast	\$ 2.95		
Child Guest Lunch	\$ 4.90		

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 7:30 am. The menu will be published on the in-house television system, 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.

MYEFUNDS - EFUNDS for Schools is our online lunch payment. This program offers various options for parents/guardians wanting to make payments online for student meal fees, and it is extremely user friendly. You also have the flexibility to make a payment at any time through the school's website or on any mobile device. You are in full control of your account and can make payments at any time that is convenient for you. No payments will be processed without your knowledge and authorization. By providing your home or work email address, an email notification informing you of the student's name, purpose of the payment, and the amount of the item, will be sent to you each time payment is to be processed. The EFUNDS for Schools electronic payment service is provided to the school by a third-party service provider. The site is secure and uses industry standard data encryption. The district does not request or keep records of family credit card account information.

To get started, go to:

<https://payments.efundsforschools.com/v3/districts/56923>

(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)

Ainsworth Community 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 14 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 2025-2026 Student-Parent Handbook of Ainsworth Community Schools is available on the internet at www.ainsworthschools.org. This allows the public continuous access to the handbooks and policies of the district by linking them to the district website.

If you would prefer a paper copy of this handbook, please contact the high school office at 402-387-2082 and we would be happy to provide each family with a copy.

RECEIPT OF 2025-2026 STUDENT-PARENT HANDBOOK

This receipt below is available for digital signature on Powerschool and acknowledges receipt of the 2025-2026 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 students agree 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.

"THIS RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING THIS SCHOOL DISTRICT HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THE SCHOOL DISTRICT EXACTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN SCHOOL BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE SCHOOL DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS SCHOOL DISTRICT FULLY UNDERSTAND THE SCHOOL DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREINABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NONCOMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Student First Name

Student Last Name

Grade Level

(Parent/Guardian) I consent to an electronic signature. *

Parent/Guardian must be logged into their parent/guardian account to complete this portion of the form.

Yes

Parent/Guardian Signature *

I hereby acknowledge having reviewed a copy of the Ainsworth Community Schools Handbook for 2022-2023 school year available at www.ainsworthschools.org. I understand that I may request a hardcopy of the handbook at the Secondary Office. I understand that I will be responsible for knowing and following procedures and regulations.

Date

{{today}}

(Student) I consent to an electronic signature. *

Student must be logged into their student powerschool account to complete this portion of the form.

Yes

Student Signature *

I hereby acknowledge having reviewed a copy of the Ainsworth Community Schools Handbook for 2022-2023 school year available at www.ainsworthschools.org. I understand that I may request a hardcopy of the handbook at the Secondary Office. I understand that I will be responsible for knowing and following procedures and regulations.

Date

{{today}}

If you would prefer a paper copy of this signature form or have any difficulty accessing this form on power school, please contact the high school office at 402-387-2082.

McAndrew Elementary

Ainsworth Community Schools

Grades K-6

2025-26



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: Kelsey Riesen

Title: Elementary Principal

Address: 520 E 2nd Street, Ainsworth, NE 69210

Telephone: 402-387-2083

E-mail: kriesen@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.

2025-26 K-6 FACULTY & STAFF

ADMINISTRATION Dale Hafer Superintendent District Office Kelsey Riesen PK-6 Principal Elementary Office

BOARD OF EDUCATION Brad Wilkins President

Bryan Doke Vice President

Frank Beel Secretary / Treasurer

Jessica Pozehl Member

Jake Graff Member

Crystal Dailey Member

FACULTY & STAFF DeAnn Nilson K-6 Office Assistant Elementary Office

Lori Clapper School Nurse Elementary Office

Emily Jackman K-6 Guidance Counselor Room 20

Lori Pollock Kindergarten Room 13

Liz Arens Kindergarten Room 14

Brenda Konkoleski Grade One Room 10

Stacey Alberts Grade One Room 11

Britley Beck Grade Two Room 15

Neiley Arens Grade Two Room 16

Bobbie Jo Robinson Grade Three Room 18

Reagan Fairhead Grade Three Room 19

Alisha Strelow Grade Four Room 21

Julie Micheel Grade Four Room 17

Bailey Young Grade Five 109

Amanda Finney Grade Five Room 108

Jennifer Beel MS Room 107

Nichole Flynn MS Room 115

Cory Friedrich MS Room 114

Amanda Ganser Computers Room 9

Kayla Nilson Vocal Music Room 138

Jessica Kempke Physical Education Gym

Kara Welch Library / Media Room 9

Erin Rathe 5-6 Band HS

Joyce Eurit K-6 Resource Room 12

Tiara McGinley K-6 Resource Room 20

Scott Steinhauser School Psychologist Room 130

Christina Buckles Speech Therapy Room 6

Sandi Nelson Reading Coach / Title I Room 110

Amanda Evans ELL Teacher

Mindy Vansickle Paraprofessional

Stephen Pierce Paraprofessional

Connie Jackson Paraprofessional

Roni Daniels Paraprofessional

Karen Kackmeister Paraprofessional

Michaela Arens Paraprofessional

Savannah Willesden Paraprofessional

Hillary Baker Paraprofessionalp-'/

Janet Painter Paraprofessional / ELL

Laurie Goodloe IT Tech / Library

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
K	11:00-11:25	11:30-11:45
1	11:00-11:25	11:30-11:45
2	11:00-11:25	11:30-11:45
3	11:30-11:55	11:05-11:25
4	11:30-11:55	11:05-11:25
5	11:30-11:55	11:05-11:25
6	12:19-12:46	12:49-1:10

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 1st 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" and a phone call will be made to parents/guardians. 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 presides 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. 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.

PBIS Expectations

At ACS, we are committed to creating a safe, respectful, and supportive learning environment for all students. Through our Positive Behavioral Interventions and Supports (PBIS) framework, we establish clear expectations that promote positive behavior and academic success. Students are expected to:

- **Be Respectful** – Treat peers, staff, and school property with kindness and consideration.
- **Be Responsible** – Take ownership of actions, complete assignments on time, and follow through on commitments.
- **Be Safe** – Keep yourself and others safe

PBIS encourages consistent behavior expectations across all settings—classrooms, hallways, cafeteria, and extracurricular activities—so that every student has the opportunity to thrive. Positive behaviors are recognized and reinforced, while interventions are provided to support students in meeting expectations. We use positive behavior intervention systems to provide expectations for and help guide the behaviors of our student body as the initial approach when dealing with discipline.

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-2nd grade students will be dismissed from the east side of the elementary building, and 3rd-4th 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 allowed, 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. Please contact the school office if you are in need of assistance in getting the appropriate gear for your student.

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 needs. Referrals to the school counselor may be made directly by parents or through the child's classroom teacher, building principal, or directly to the school counselor. 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 by updating your contact information on PowerSchool. 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.

**Summary of the School Immunization Rules and Regulations
For 2025-2026 School Year**

Student Age Group	Required Vaccines
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 th 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 th 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.

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.

**Copied to match 7-12

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.

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, 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

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

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.

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- \$2.10-FREE

K-4 Lunch \$3.65- \$0.40 FREE

5-12 Lunch \$3.75- \$0.40 FREE

Extra Lunch Entrée \$2.85

Extra Pizza Hut Pizza \$2.85

Extra Milk \$0.65

Extra Fruit & Veggie Bar FREE

Adult Guest Breakfast \$2.95

Adult Guest Lunch \$4.90

Adult ONLY Fruit & Veggie Bar \$3.10

Child Guest Breakfast \$ 2.95

Child Guest Lunch \$ 4.90

Students in Kindergarten and 1st 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.** 1st semester: \$46.75 2nd semester: \$49.50 All Year: \$96.25

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 7:30 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.

MYEFUNDS

EFUNDS for Schools is our online lunch payment. This program offers various options for parents/guardians wanting to make payments online for student meal fees, and it is extremely user friendly. You also have the flexibility to make a payment at any time through the school's website or on any mobile device. You are in full control of your account and can make payments at any time that is convenient for you. No payments will be processed without your knowledge and authorization. By providing your home or work email address, an email notification informing you of the student's name, purpose of the payment, and the amount of the item, will be sent to you each time payment is to be processed. The EFUNDS for Schools electronic payment service is provided to the school by a third-party service provider. The site is secure and uses industry standard data encryption. The district does not request or keep records of family credit card account information.

To get started, go to:

<https://payments.efundsforschools.com/v3/districts/56923>

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.
8. Parents are more than welcome to come to school for Lunch or classroom activities but it must be approved by the office and the teacher. For lunch please try and be cognizant of how often you will join for lunch due to letting these students grow in social aspects of school. When it comes to the classroom you must clear it with the office and the teacher before joining activities.

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
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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 3rd and 4th grades have lunch account balances, attendance, *and* grades posted on PowerSchool. Kindergarten, 1st, and 2nd 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, smart watches, 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/SMART WATCHES

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.

Smart watches must be only used for the time. If students are caught using or utilizing the smart features of the watch throughout the school day it will be taken by the office and will need a parent or guardian to come pick it up. Also, if the issue persists the student will be asked to not bring the watch to school for the remainder of the year.

TESTING

Students in grades K through 6th 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
- Keep 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
- Cooperate with teachers and other students
- Practicing and develop good citizenship, character, and safety for themselves and others
- Complete assigned work
- Do work consistent with ability
- Be regular and punctual in attendance
- Walk 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.

Parent/Guardian Signature

- We require an online signature to our handbook via PowerSchool. If you have any questions or concerns about the online signature please contact the Elementary office.

Thanks

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. 2nd St., Ainsworth, NE 69210, 402-387-2333, 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 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Parent/Guardian Signature

- We require an online signature to our handbook via PowerSchool. If you have any questions or concerns about the online signature please contact the Elementary office.

Thanks

Middle and High School

Faculty Handbook



Ainsworth Community Schools
2025-2026

ACS CARES

Committed to **A**chieving **R**esults **E**veryone's **S**uccess

www.ainsworthschools.org

Ainsworth Middle/High School Directory

Administration

Dale Hafer – Superintendent	387-2333 (Office)
Steven Dike – 7-12 Principal	387-2082 (Office)
Kelsey Riesen – PreK-6 Principal	387-2083 (Office)
Luke Wroblewski - Activities Director	387-0535 (Office)

Sports

MS/HS Football	MS/HS Cross Country
HS Volleyball	MS Volleyball
Boys' & Girls' Golf	MS Girls' & Boys' BB
MS/HS Wrestling	HS Girls' & Boys' BB
MS Football	MS/HS Track

Activities

Speech	Mock Trial
F Clubs	Music
Play Production	Quiz Bowl
Cheerleading	Art
Pom	A-Club

Office

Zoe Shankland	387-2082 ext 4002
Amy Dike	387-2082 ext 4001

AMS/HS Faculty

Wade Alberts	Amanda Evans	Emily Jackman	Todd Pollock
Wendy Allen	Amanda Finney	Jessica Kempcke	Erin Rathe
Brady Baker	Nichole Flynn	Hailey McBride	Lisa Schlueter
Pam Barrow	Cory Friedrich	Juli Murphy	Scott Steinhauser
Betty Bower	Amanda Ganser	Jake Nelson	Kara Welch
Ronda Davis	Josie Ganser	Sandi Nelson	Rachel Williams
Roberta Denny	Laurie Goodloe	Kayla Nilson	Amanda Wirth
Brandy Dowdy	Jennifer Hitchcock	Jessi Owen	

Amy Dike-Secretary

Zoe Shankland-Secretary

Ainsworth Community School's Web 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. We are using our digital camera to take pictures of classes, groups, as well as students working on projects. We will not be mentioning any full name or addresses, just displaying student immersed in learning!

The school's website is found at <http://www.ainsworthschools.org>

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 any parent wishes to **NOT** have a student's picture displayed on the school's webpage.

Ainsworth Community Schools 2025-2026 School Calendar

11-13 In-Service / Work days
11 FB, VB, CC, GG practice
14 1st Day Students

AUGUST 2025						
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						

SEPTEMBER 2025						
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				

1 No School – Labor Day
26 No School PT Conferences & In-service/work day

10 End of 1st Qtr
23 No School – In-service
24 No School – Fall Break

OCTOBER 2025						
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	

NOVEMBER 2025						
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						

26, 27, 28 Thanksgiving Break

17-19 Semester Tests
19 2:00 Dismissal
End 2nd Qtr
22-31 Holiday Break
24-28 NSAA Moratorium

DECEMBER 2025						
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			

JANUARY 2026						
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

1,2 No School – Holiday Break
5 Teacher In-Service/Work Day
6 School Resumes for Students
30 No School – Teacher In-service HS Girls Wrestling Tour

9 No School- In-service & P/T Conferences
20 No School – Winter Break

FEBRUARY 2026						
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

MARCH 2026						
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				

6 End of 3rd Qtr
12,13 No School - Spring Break
27 No School – In-service and HS Track Meet

3-6 No School – Easter Break

APRIL 2026						
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		

MAY 2026						
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						

10 Graduation
19-21 Semester Tests
21 2:00 Dismissal Student's last day
End 4th Qtr
22 In-Service/Work Day

Number of Student Days	Number of Teacher Days
Aug 12	Aug 15
Sept 20	Sept 21
Oct 21	Oct 22
Nov 17	Nov 17
Dec 15	Dec 15
Jan 18	Jan 20
Feb 18	Feb 19
Mar 19	Mar 20
Apr 20	Apr 20
May 15	May 16
Total 175	Total 185

Early Out Days for Students
Dec 19 (2:00)
May 21 (2:00)

Teacher In-Service / Work Days
Aug 11,12,13
Sept 26
Oct 23
Jan 5, 30
Feb 9
Mar 27
May 22

Purple – PT Conference
Red – Teacher In-Service/Work Time
Yellow – No School
Green – Semester Tests/Finals

*Approved 2/10/2025
Subject to changes as needed*

AINSWORTH MIDDLE & HIGH SCHOOL BELL SCHEDULES

5th-6th & 9th-12th grade enter the building at the west entrance and report to the gym

7th-8th grade enter the building at the south entrance

7th-12th Grade Schedules

Regular Schedule

Warning Bell			7:55
Period 1	8:00	-	8:44
Period 2	8:47	-	9:31
BULLDOG TIME	10:01	-	9:58
Period 3	10:06	--	10:45
Period 4	10:48	-	11:32
Period 5	11:35	-	12:19
Period 5	11:35	-	12:19
Lunch (6-12)	12:19	-	12:46
Period 6	12:49	-	1:33
Period 7	1:36	-	2:20
Seminar	2:23	-	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
Lunch (6-12)	12:09	-	12:36
Period 7	12:39	-	1:18
Period 8	1:21	-	2:00

7-12 Finals Bell 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
Lunch (6-12)	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

4 Days

	Start	End
1	8:00 AM	8:33 PM
2	8:36 PM	9:09 AM
Core Testing	9:12 AM	10:12 AM
3	10:15 AM	10:48 PM
4	10:48 PM	11:21 AM
5	11:21 AM	11:54 PM
6	11:54 PM	12:27 PM
Lunch (6-12)	12:27 PM	12:57 AM
7	12:57 AM	1:30 PM
8	1:30 PM	2:03 AM
Remediation	2:03 AM	3:34 PM

All content areas will have final assessment with non-core assessments scheduled within the week of finals by the teacher and communicated to students.

Final Assessment Rotation

Day	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Day 1	Math	ELA	Science	Social Studies	Math	ELA
Day 2	ELA	Science	Social Studies	Math	ELA	Science
Day 3	Science	Social Studies	Math	ELA	Science	Social Studies
Day 4	Social Studies	Math	ELA	Science	Social Studies	Math

Certified Teaching Staff are required to be on duty, generally from 7:45 – 3:45.

This time may be adjusted to allow for coverage of supervisory rotations before and after school.

Middle School staff with coaching responsibilities may not be available after 2:40 p.m.

Faculty members may leave at 3:40 p.m. on Fridays.

*****If the need should arise to deviate from this schedule for any reason, adjusted schedules and procedures are posted on the district website and will be communicated in advance to staff.**

Notice

The sole purpose of this handbook is to serve as a reference for staff and clarify procedures used in the operations of Ainsworth Middle/High School. Significant effort has been made to guarantee alignment with all state statutes and all agreements negotiated by ACS and its employees. In the case of error or non-agreement, statute and negotiated agreement must supersede this handbook and the information in this handbook will be null and void. For the sake of accuracy, in the case of error or non-agreement, please notify Ainsworth Administration immediately.

For more information use the link below to visit the district website.

www.ainsworthschools.org

AINSWORTH COMMUNITY SCHOOLS NOTICE OF NON-DISCRIMINATION

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: Kelsey Riesen
Title: Elementary Principal
Address: 520 E 2nd Street, Ainsworth, NE 69210
Telephone: 402-387-2083
E-mail: kriesen@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.

Teacher Handbook General Information

ACTIVITIES

Activity Approvals, Scheduling and Facility Requests forms must be filled out by every event sponsor and submitted to the Activity Director or principal for approval. This includes all meetings regardless of the time or place of the activity.

Activities must be completed by 6:00 p.m. on Wednesday and are not allowed on Sunday. Special circumstances may arise but require the Superintendent's approval in advance.

ADMITTANCE PROCEDURES

Upon returning to school due to an unforeseen absence, it shall be the responsibility of the staff member to make a student aware of homework or other learning activities missed and the timeline to complete this work.

Pre-arranged absences require an Admit/Make-up slip (white slip) before the absence and staff should provide students with the learning activities and timeline for completion prior to leaving.

ASBESTOS

Federal regulations require schools to inventory asbestos containing materials and develop management plans to identify and control asbestos containing materials. The school has complied with these regulations, has conducted asbestos abatement projects, has properly identified and labeled all remaining materials containing asbestos, and has an appropriate management plan established. Records and further information concerning this requirement is available in the building offices and at the office of the Superintendent of Schools.

EMPLOYEE USE OF DISTRICT TECHNOLOGY

The Board of Education believes that the availability of computers and computer technology will enhance the learning opportunities of our students and allow the district to deliver educational services more efficiently. Employees are expected to conduct themselves within the guidelines of district computer use policy as stated in Policy 606.06, Acceptable Use of Computers, Technology and the Internet.

A written staff agreement form will be required for all employees having access to electronic media. Staff shall confine e-mail use to work-related purposes and a reasonable, appropriate and limited personal use that does not interfere with their district duties. Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

STUDENT ATTENDANCE POLICY

Due to changing laws it is very important that an accurate record of attendance is recorded. All teachers are required to take attendance during the first five minutes of EACH class period. If you are unable to use Power School during your class please call the office to report the absent student(s).

CLASSROOM MANAGEMENT

Most disciplinary/classroom management problems can be avoided if the teacher has a plan, comes to class prepared to teach and has appropriate classroom rules which have been explained to the student and which are fairly and consistently enforced.

Proximity has proven to be one of the greatest tools for classroom management. This requires consistent and continual movement around the room. Teachers are expected to move throughout the classroom regardless of class activity.

The best classroom managers/disciplinarians are the ones who have learned to be firm and consistent without being autocratic and confrontational. **A review of your classroom rules/expectations will be completed during the first week of the school year.**

COLLECTION OF MONIES

All class dues are to be paid by the end of the 1st Quarter. All money being collected by class sponsors, treasurers, students, etc. needs to be turned in to the office **daily**. All checks written to the organizations are to be cashed weekly. **Do not hold money long term.**

DAILY ANNOUNCEMENTS

The PowerSchool system will be used for compiling the daily bulletin. Each teacher, sponsor, coach or advisor is responsible for submitting bulletin information for his or her organization. Faculty and Student announcements may be entered into the daily bulletin form or may be sent to zshankland@ainsworthschools.org. **Hand written notes or phone calls will not be posted.** All announcements must be submitted by 7:00 a.m. the date of publication. The Pledge of Allegiance will be recited in each room at the beginning of first period.

STAFF DRESS CODE

You are an important role model to your students. Staff members should be professionally/appropriately dressed at all times. All attire should also meet the dress code we enforce for students. Footwear should be professional and provide for safety in the case of emergencies. It has been customary for teachers at the high school to wear jeans on **the last teaching day of the week** if worn with an "I Love Public Schools" shirt or a school shirt/or school colors. (This is not to be a "dress down" day with lowered academic or behavioral expectations, it is to be viewed as a "school spirit" day where staff can show support for school activities.)

DUPLICATING OR PHOTOCOPYING

We all have a busy schedule and copying is one of the many duties that a teacher must accept if they choose to use hard copies within the classroom. Classroom teachers will be expected to complete their own copying during their plan time or outside the school day. Please plan accordingly and make arrangements for copying at one of the several copiers available throughout the building. Copier representatives recommend that construction paper not be used in the copiers and color printing is not to be a substitute for copying.

EMERGENCY RESPONSE PACKETS

An Emergency Response Packet is located in each room and must be within reach at all times. Faculty members are to review packet contents periodically and be aware of procedures contained in the packet in case of various emergency situations. At the end of the school year all emergency buckets need to be turned in with your handbook so they can be restocked.

FACULTY MEETINGS

Faculty meetings will be scheduled on a regular basis to discuss specific school problems and other agenda items relating to the welfare of the school, students and staff. When called, all meetings will begin at 7:25 a.m. unless otherwise noted. **All** faculty members are expected to attend unless a member has been excused by the Principal. **Faculty meetings take precedence over all other activities-planned or not.** Teachers are expected to not schedule, cancel or reschedule other activities, meetings, etc. and to be in attendance at the faculty meetings.

August 27
September 24
October 29

November 19
December 10
January 28

February 25
March 25
April 29

May 13

FIRE DRILLS

Monthly fire drills are required by Nebraska law and are an important safety precaution. They are held to establish an evacuation procedure in case of an actual emergency. Maps and directions for exiting the room have been provided for each room and each staff member. These are to be kept clearly posted in the room. At the beginning of school and periodically throughout the year, whenever a new group of persons are using the room, this exit route should be explained.

When a fire alarm sounds, **everyone** is to obey orders promptly and clear the building in an orderly manner as quickly as possible. **All students in a specific class are to remain with their teacher once they have reached the indicated safety zone. Teachers are to take their Emergency Response Packets and grade/roll books with them and take roll upon reaching the designated area. Any students who are not with their class are to be reported immediately to the appropriate Principal. (An Emergency Response Packet is located in each room and must be within reach at all times.)**

As a safety measure all students, staff, teachers and other adults or children are to proceed to the grass area and not to stop in the street. Greater care needs to be taken by teachers to set a good example for students in this situation. Go up onto the grass. **Do not stop or stand in the street or parking area during a fire drill emergency exiting.**

A student or staff member who sets off the fire alarm in an intentionally false manner will be suspended from school and will face criminal charges. This has been upheld by the Supreme Court in the "clear and present danger" doctrine.

FOOD AND DRINKS

Food and drinks are not allowed in the classroom or in the hallways. Please follow the guidelines in the Student Handbooks. **If any class is planning a learning activity involving food, please discuss with the principal to make arrangements to limit any extra work for custodian PRIOR to the activity.** Water in clear (see through) plastic containers will be allowed.

GRADING

PowerSchool will be the district-wide management program for tracking grades and attendance. **Grades should be updated in PowerSchool no later than 8:30 am on Monday morning.** Some may still choose to keep a paper grade book. If you choose to, this record should be turned in at the end of the school year. Grade weighting is determined by the teacher in alignment with best practice. However, any weighting used to determine a student's cumulative grade should be communicated with all students prior to the beginning of the semester.

Grades are strictly the responsibility of the teacher. GRADES ARE TO BE BASED ONLY ON STUDENT ACADEMIC PROGRESS AND ACHIEVEMENT, NOT ON BEHAVIOR and extra-credit should be reserved for academic work done beyond the assigned coursework.

The following scale will be used to record student performance on the permanent student records:

A+99-100	B+91-92	C+84-85	D+76-77	F 69-below
A 95-98	B 88-90	C 80-83	D 72-75	
A-93-9 4	B-86-87	C-78-79	D-70-71	

HALL DUTY

All teachers are to supervise the hallways outside their classrooms (or distributed as needed) when classes are passing. Teachers **are not to tolerate** running, pushing, horseplay or teasing on the part of any student. Teachers are to assume responsibility for supervision of students at all times.

HOURS OF DUTY

Generally, staff members are to be on duty from 7:45 to 3:45 p.m, but start and ending time may be adjusted before or after school for staff meetings, supervisory responsibilities or other unforeseen events. On Fridays faculty members may leave at 3:40 p.m.

Teachers are expected to be in their respective classrooms or teaching locations by 7:55 a.m. each day. Teachers are expected to be in their classroom unless activity sponsorship would necessitate their absence.

LEAVING THE BUILDING DURING THE DAY

Any staff member needing to leave the building during the day will notify the front office and **sign out through the front office before leaving.**

LESSON PLANS

Lesson plans are due by 8:00 am and are to be submitted digitally each Monday (or the first day of the week). They are to be placed and archived in the personal shared lesson plan google folder which will be shared with administration. Teachers will be asked to include enrichment lessons for Bulldog Time with their weekly lesson plans as well as maintaining a folder for paired reading activities.

MONDAY MORNING ELIGIBILITY

Teacher grades need to be entered in PowerSchool by **8:30** on Monday morning so a 7th-12th eligibility list can be compiled. Please make sure grades are current on PowerSchool before the eligibility list is due.

MORNING SUPERVISION

Before the first day of school, teachers may have the expectation to sign up for a determined number of weeks of supervision. Morning supervision will consist of two positions (by the Big A and on the South at the Middle School entrance). Morning duty will be from 7:35-7:55 (teacher may leave at 3:35 on these days) and after school duty will be from 3:31-3:45 with no adjustment necessary in the morning. If you have to be gone for any reason, it is your responsibility to find a replacement for this supervision.

MULTI-CULTURAL EDUCATION

Rule 16 attempts to insure that all teachers incorporate into their daily teaching positive cultural contributions of the four major minority groups in Nebraska-African Americans, Hispanic Americans, Native Americans and Asian Americans. The goal of the legislation, which mandates multicultural education, is to bring about the appreciation of cultural pluralism. When you are planning both long term and short term goals you are reminded to make a concentrated effort to make your lessons multi-culturally appropriate. Each year the district's Multicultural Education Committee is responsible for seeing that the requirements of Rule 16 are met. AR-6205 Form Attached.

MUTUAL RESPECT

From childhood we have been taught to treat others as we would like to be treated. This is one of the basic character education traits that we attempt to instill in our students. We also need to be certain that we send this message to our students and that we lead by modeling this idea.

PBIS EXPECTATIONS

At ACS, we are committed to creating a safe, respectful, and supportive learning environment for all students. Through our Positive Behavioral Interventions and Supports (PBIS) framework, we establish clear expectations that promote positive behavior and academic success. Students are expected to:

- **Be Respectful** – Treat peers, staff, and school property with kindness and consideration.
- **Be Responsible** – Take ownership of actions, complete assignments on time, and follow through on commitments.
- **Be Safe** – Keep yourself and others safe

As well, staff is expected to use SWIS to document both major and minor behaviors to provide behavior data for review and planning to address behaviors. PBIS encourages consistent behavior expectations across all settings—classrooms, hallways, cafeterias, and extracurricular activities—so that every student has the opportunity to thrive. Positive behaviors are recognized and reinforced, while interventions are provided to support students in meeting expectations. We use positive behavior intervention systems to provide expectations for and help guide the behaviors of our student body as the initial approach when dealing with discipline.

PROGRESS REPORTS

Grades will be continue to be determined on a quarterly basis for grades 5-8 and will be generated on a semester basis for grades 9-12. Progress reports are designed to give the student and the parent an indication as to the academic progress of the student while there is still time to make improvement or seek assistance. These reports will be sent home according to the schedule below. Signed progress reports are to be returned to the teacher by Friday of the week the reports were distributed. Reports not returned by Friday must be followed up by the teacher. Principals may request verification of returned 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.

	Begins		Ends	Progress Report	Grades Available
Quarter 1	August 14	-	October 10	September 19	October 22
Quarter 2	October 13	-	December 19	November 14	January 6
Quarter 3	January 6	-	March 6	February 6	March 11
Quarter 4	March 9	-	May 21	April 10	May 22

- 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 5th, 9th and 14th weeks of the semester and finals 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.

	Begins		Ends	Grades Available
Semester 1	August 14	-	December 19	Jan 6, 2025
Progress Report Dates	September 19		October 22	November 14
Semester 2	January 6	-	May 21	May 22, 2025
Progress Report Dates	February 6		March 9	April 10

PURCHASE ORDERS

Any orders or purchases made through the Activity Account require a purchase order. Activity Account purchase orders may be requested from the High School office. General Fund purchase orders may be requested from the District Office. **All purchases require a purchase order and are subject to approval by the Superintendent.**

SAFETY AND WELL-BEING AND ACCIDENT REPORTS

Each teacher is responsible for the safety and well-being of each student in their charge as well as for his/her own safety and well-being. If you observe situations in the facility or grounds which you feel are potential safety hazards, report these immediately to one of the Principals. Be ever alert to the physical setting in your classroom which may endanger the safety and well-being of yourself and your students.

Supervise your students at all times.

REMEMBER!! When a person is injured use extreme caution-do not move the person if there is a chance that there may be injury to the spine. Keep students away from the injured person and send for the school nurse immediately. Do not allow yourself to come into contact with blood from the wound of the injured person. Use the gloves in your "Teacher Safety First Aid Packet." Additional first aid supplies may be obtained from the office when your supply is depleted.

SEMESTER ENDING PERFORMANCE ASSESSMENTS

All teachers 9-12 are expected to have students complete a comprehensive exam, project or presentation at the conclusion of each semester for each class. (Seniors MAY be exempted from these exams at the discretion of the teacher). 7-8th grade teachers are encouraged to create a "larger" exam to allow students the opportunity to review and reassess previously learned concepts from the semester. (These do not need to be comprehensive in nature and should be "grade appropriate").

SENDING STUDENTS OUT OF THE CLASSROOM OR FROM THE BUILDING

Teachers are not to send students from the building to run errands or to get supplies. Make prior arrangements to have on hand all materials that are needed for a class project or lesson. Do not send students to the office for supplies. If a student needs to go to the nurse, please contact to office first to assure that 1) the nurse is available at that time, and 2) the office can send someone to escort the student in the name of student safety.

If a student needs to leave the campus under exceptional circumstances, he/she should be sent to the Office of the Principal to gain permission. Please do all that you can to discourage the need for a student to leave the building and miss valuable instructional time.

SPECIAL ARRANGEMENTS FOR APPROVED ABSENCE

The following guidelines will be used to determine whether or not the student deserves this privilege:

1. Student is not on Eligibility Exemption Roster.
2. Student has good attendance record.
3. Student has good conduct record.

If a student meets these criteria, then the student must have a parent call or personally contact the Principal in order to ensure that this absence meets with parental approval. At this point, if the student's absence has been approved, the next step will be for the student to complete all his/her classroom assignments which will be missed prior to leaving for the event.

Principal/Activities Director may deny approval for school sponsored trips or activities that the **student is participating in based on the three criteria listed above.**

When students are participating in a school-approved activity, the coach/sponsor will post a list of eligible student names in the faculty bulletin at least **three days** before the event. Teachers will use this list when assigning makeup work.

Coaches/Sponsors must get permission from the Principal/Activity Director before giving students permission to attend a state-sponsored activity when they are **not a participant** (such as the State Wrestling Tournament or school sponsored activity such as FCCLA Search). Any students under supervision of a sponsor or coach are considered a school approved absence. Any student not under supervision of a coach or sponsor is absent on a white slip.

SPONSORSHIP

All middle and high school teachers may expect assignments to sponsor school organizations. Every effort will be made to keep these assignments in line with teaching preparations and teaching load. High school class sponsors will have co-sponsors.

As a sponsor you are expected to hold students to strict account for adherence to Board of Education and school rules and to give advice to the organization when you deem it is necessary and appropriate. Scheduling of meetings is left to the discretion of the organization and the advisor, however, the advisor is responsible for seeing that the proper procedures are followed in gaining approval from the Activities Director for placement on the school calendar. The advisor is also responsible for seeing that all charter guidelines are followed. Please bring these to the attention of the organization which you sponsor. **NOTE: All fund-raising activities are to have prior approval of the Principal and Superintendent. Proper procedure needs to be followed concerning purchase orders.**

SPONSORSHIP TRANSPORTATION ARRANGEMENTS

Any student who rides to an event under the supervision of a sponsor/coach/faculty member will also return home under their supervision unless the sponsor has a Travel Release Form from the parents for the student to return home some other way. This form must be completed and personally handed to the sponsor/coach/faculty member 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.

STUDENT ASSISTANCE TEAM

The Student Assistance Team, with the Guidance Counselor as chairperson, exists to assist teachers in dealing with a number of concerns regarding student academic progress or lack thereof, habitual behavioral problems, speech and language referrals and diagnostic testing request. Contact Mrs. Schlueter to receive the appropriate forms if you feel that you have students whom should be referred to the SAT. Attempts will be made to use the SAT for assisting those students whose names consistently appear on the ineligible list, also. At all levels of the SAT operations, the classroom teacher plays a vital role in providing information and brainstorming solutions. When you are notified of an SAT meeting make every effort to attend, if possible, and if not possible then provide written or verbal input to the Counselor.

STUDENT HANDBOOKS

Staff is expected to review, adhere and enforce uniformly and consistently all guidelines set forth in the student handbooks. The Student Handbook is an extension of the Faculty Handbook and all guidelines apply to teachers and staff as well. The Student Handbook has been redone and covers several new topics encouraged by legal council. A copy of the student handbook has been placed in your "BTS" folder for review.

SUPERVISION OF STUDENTS

Students, either alone or in groups, are **never** to be left unsupervised at any time. All groups of students meeting as teams, classes, practices, parties or organizations are to be sponsored and directly supervised by a faculty member.

TEACHER ABSENCE

Should an unforeseen need arise that a faculty member is unable to be present for all or a portion of the school day, the Principal and Secretary are to be notified as soon as possible so arrangements can be made to obtain a substitute teacher. A Staff Absence Report must be filled out for every absence of one half class period or longer, including during your planning period through Weblink (<https://wl.sui-online.com/AinsworthNE/Login.aspx?ReturnUrl=%2fAinsworthNE>). If the absence is due to illness or is unplanned, the Staff Absence Report should be filled out as soon as possible and no later than upon your return. If the absence is unplanned, lesson plans may be e-mailed to Zoe, zshankland@ainsworthschools.org, however in all other circumstances teachers are expected to provide complete, clear and appropriate lesson plans for the substitute to use in **teaching the** class. It is expected that a teacher will maintain an up-to-date substitute folder to provide the substitute with a list of classroom rules and a seating chart.

Staff is allowed four (4) days of Planned Personal Leave per year as per the negotiated agreement. Staff members should use these wisely as it will not be common practice to allow personal days beyond those allotted. In the rare EMERGENCY situation that requires personal leave beyond those allotted, all requests must be made in person to the building principal three days prior to the planned absence.

Planned personal leave should be submitted at the earliest date possible (but not less than three school days) due to limited opportunities to find substitutes. Substitutes will be used to fill school activities before requests for personal days. Every effort will be made to find coverage but requests for personal days may be denied or teachers may be asked to reschedule if coverage cannot be found.

Whenever leaving the building, teachers are required to check in and sign out on the Teacher Checkout sheet in the main office.

TELEPHONE AND INTERCOM SYSTEM IN CLASSROOMS

The telephone and intercom systems which have been installed in each room **are to be used by teachers and staff members only unless in case of emergency when the classroom teacher is incapacitated. Students are not allowed to answer the phone.** Students are not to be on the phone during class times.

TEXTBOOKS AND OTHER SCHOOL PROPERTY

Teachers are to keep accurate records of textbooks and other school property issued to them. When assigning books to students, record the number of the book and then keep this list of book numbers and student names in a safe place. If a student informs you that he/she has lost their textbook, the teacher will collect for the original book before issuing him/her a new book. Should the original textbook show up at a later date the student's payment will be refunded. Please remind students of their responsibility in keeping the textbooks and materials issued to them in good condition.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



McAndrew Elementary

Ainsworth Community Schools

Grades K-6

2025-2026



Teacher Handbook

McANDREW ELEMENTARY TEACHER HANDBOOK

This handbook is intended to be used by staff as a guide to the rules, regulations, and general information about McAndrew Elementary School. Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Teachers are encouraged to use this handbook as a resource and to assist their students 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: Committed to Achieving Results for Everyone’s Success

2025-26 K-6 FACULTY & STAFF

ADMINISTRATION Dale Hafer Superintendent District Office Kelsey Riesen PK-6 Principal Elementary Office

BOARD OF EDUCATION

Brad Wilkins President
Bryan Doke Vice President
Frank Beel Secretary / Treasurer
Jessica Pozehl Member
Jake Graff Member
Crystal Dailey Member

FACULTY & STAFF

Kelsey Riesen Principal K-6

DeAnn Nilson K-6 Office Assistant Elementary

Chelsea Hladky School Nurse Elementary Office
Lori Clapper School Nurse Elementary Office
Emily Jackman K-6 Guidance Counselor Room 20
Lori Pollock Kindergarten Room 13
Liz Salzman Kindergarten Room 14
Brenda Konkoleski Grade One Room 10
Stacey Alberts Grade One Room 11
Britley Beck Grade Two Room 15
Neiley Arens Grade Two Room 16
Bobbie Robinson Grade Three Room 18
Reagan Fairhead Grade Three Room 19
Alisha Strelow Grade Four Room 21
Julie Micheel Grade Four Room 17
Jennifer Beel Grade Six/Art Room 107
Amanda Finney Grade Five Room 108
Bailey Young Grade Five Room 109
Cory Friedrich MS Room 114
Nichole Flynn Grade Six Room 115
Amanda Ganser Computers Room 9
Kayla Nilson Vocal Music Room 138
Jessica Kempke Physical Education Gym
Kara Welch Library / Media Room 9
Erin Rathe 5-6 Band HS
Joyce Eurit K-6 Resource Room 12
Tiara McGinley K-6 Resource Room 20
Scott Steinhauser School Psychologist Room 130
Christina Buckles Speech Therapy Room 6
Sandi Nelson Reading Coach / Title I Room 110
Amanda Evans ELL Teacher
Mikki Arens Paraprofessional
Savannah Willesden Paraprofessional
Mindy Vansickle Paraprofessional
Stephen Pierce Paraprofessional
Connie Jackson Paraprofessional
Roni Daniels Paraprofessional

Karen Kackmeister Paraprofessional
Janet Painter Paraprofessional / ELL
Laurie Goodloe IT Tech / Library

Regular Schedule

7:30 Breakfast is served.

Students eating breakfast enter through high school doors.

7:45 Teachers are on duty.

7:55 Students enter 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
K	11:00-11:25	11:30-11:45
1	11:00-11:25	11:30-11:45
2	11:00-11:25	11:30-11:45
3	11:30-11:55	11:05-11:25
4	11:30-11:55	11:05-11:25
5	11:30-11:55	11:05-11:25
6	12:19-12:46	12:49-1:10

3:27 School is dismissed.

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

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

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

CLASSROOM SCHEDULES

Turn in all schedules to the Office Assistant no later than 5 days after the first day of school. Keep these updated with changes throughout the year, if applicable.

FIRST DAY OF SCHOOL REMINDERS

1. Go over all rules and policies pertaining to your room, hallways, restrooms, playground, hot lunch and special milk programs; and all other rules that you may adopt for your room.
2. Go over your daily class schedule; spend some time with each class in it's discussion.
3. Keep an accurate record of textbooks issued, their conditions, and other classroom books used during the year.

CLASSROOM RESPONSIBILITIES

1. You as a professional teacher are responsible for the educational process of the students. This is a heavy burden, but with hard work and dedication we all can provide the students with the best educational opportunities. Review the evaluation policy for expectations.
2. As a teacher you should not leave students unsupervised at any time. **If you have to leave the room for an emergency- contact the office, and someone will supervise your room.**
3. When your classes are entering the building, leaving the building, or going to and from the Middle School or High School **at least one teacher per grade level should accompany the students. This will help keep students calm and reduce the number of unpleasant incidents among students.**
4. Teachers are to be on duty at 7:45 a.m. You may leave at 3:45 p.m. I expect you to observe these hours unless you have discussed a specific situation with me. **You should supervise hallways when students enter, and when students are moving through the halls.** Most students are eager to greet their teacher in the morning, and you should be there to meet them.
5. Prepare for your substitute. Use the RED folder we provided on your desk for the purpose of helping the substitute.
In the folder should be:
 - daily schedule
 - seating chart
 - class list
 - supervising duties
 - complete lesson plans
 - **fire drill, lockdown, evacuation, and tornado procedures**
 - attendance information
 - any other information that may be useful to a substitute.

If you need a substitute after normal office hours:

- Call Dedra at 402-389-2047.
- It is easier to cancel a substitute than to arrange one at the last minute.
- **It is your responsibility to have your red sub folder, clear plans, materials, and directions**

brought in for the substitute. Sub plans must be completed and printed before the start of your absence.

6. Many special services are available to our students, including speech services, psychological evaluation, resource placement, counseling, and health services. The referral process may involve direct contact with Mr. Steinhauser, Mrs. Jackman or with Mrs. Riesen. One of us may recommend a Student Assistance Team meeting, or the students' teacher may request an SAT meeting. Parents may also request an SAT meeting. The purpose of the SAT is to generate educational alternatives using the expertise of team members, Subsequent SAT meetings may result in recommendation for testing for possible special education services.
7. Dismissal and Clean up: There should be no early dismissals. When students are dismissed, dismiss them in an orderly manner under your supervision. Running in halls and loud boisterous activity is not acceptable. **I expect teachers to supervise students being dismissed as well as students entering the building. 3rd-4th should use West doors; K-2nd should use East doors.**

All students should vacate the building 10 minutes after dismissal (unless weather or other conditions mandate that those who are waiting for rides or relatives wait inside). Other exceptions would be students in detention or those who stay for extra teacher help.

DETENTION AND HOMEWORK

1. Students may be detained at noon, recess or after school if, in your judgment, this is the best way to remedy a situation. A student should notify his/her parents if he/she is staying after school. The student must also be supervised. You must make contact with parents before holding student after school. **If a student is detained during recess, they should be offered a time to stretch, walk the hall, or another activity before resuming classwork.**
2. Homework is an invaluable tool when used wisely. Likewise, it can be equally harmful if used improperly or overwhelmingly. The principal will question continual homework of large proportions. Homework should not be busy work. Forty problems should not be assigned when 15 are sufficient. If homework is assigned, students must have feedback on it shortly after it is assigned. Don't wait until the end of the week or the following week to grade it.

FIRE DRILL & EVACUATION PLANS

INSTRUCTIONS

1. Fire drills will be held monthly (2 in August).
2. Disaster and emergency response procedures are kept current in the Emergency Response Packet. All teachers and staff should familiarize themselves with the current procedures set forth in the Emergency Response Packet.
3. Students should walk quickly, quietly and in single file. Two classes may walk side by side.

EVACUATION PLAN

ROOMS 10, 11, 12, 13

WILL EXIT OUT THE EAST DOORS AND PROCEED TO WALK TOWARDS THE COMMUNITY CENTER.

ROOM 9

WILL EXIT THROUGH THE SOUTH DOOR AND PROCEED TO WALK TOWARDS THE COMMUNITY CENTER.

ROOMS 6, 7

WILL EXIT THROUGH THE EAST DOOR AND PROCEED TO WALK TOWARDS THE COMMUNITY CENTER.

ROOMS 14, 15, 16, 17, 18, 19, 20 & 21

WILL EXIT THROUGH THE WEST DOOR, GO NORTH ACROSS THE STREET AND PROCEED TO THE COMMUNITY CENTER.

LUNCHROOM STUDENTS

WILL EXIT THROUGH THE WEST CAFETERIA DOORS, CROSS THE STREET TO THE WEST, PROCEED NORTH ACROSS THIRD STREET TO THE COMMUNITY CENTER.

5-6 CLASSES

Rooms 107, 108, 109, 110, 115, 114

WILL EXIT THROUGH THE SOUTH DOORS OF THE MIDDLE SCHOOL AND CROSS THE STREET AND WALK TOWARDS THE COMMUNITY CENTER USING ASH ST.

SEVERE WEATHER DRILL & EVACUATION PLANS

INSTRUCTIONS

1. Tornado drills will be held twice a year.
2. All students are to go to their designated areas in the hallways and assume the tucked position, with their hands over the back of their heads and facing the wall. 2024-257
3. Classroom doors and windows are to be closed.
4. Exterior doors should be pulled shut and all entryway doors closed.

DESIGNATED AREAS FOR SEVERE WEATHER DRILLS / DISASTER EMERGENCIES

LIBRARY Room 6 (Speech Room)

ROOM 10 & 11 Room 7 (Resource Room)

ROOM 12& 13 Room 5 (Resource Room)

ROOM 14 Girls' Restroom (East Hallway)

ROOM 15 Boys' Restroom (East Hallway)

ROOM 16 & 17 Room 3 (Teacher's Workroom)

ROOM 18 Girls' Shower Room (Northeast corner of gym)

ROOM 19 Girls' Shower Room (Northeast corner of gym)

ROOM 20 Girls' Shower Room (Northeast corner of gym)

ROOM 21 Boys' Shower Room (Southeast corner of gym)

ROOM 5, 6 & 7 Stay in your rooms

GYM PE Teacher should take students to their office or girls' shower room

LEARNING CENTER Music Teacher should take students to the locker room back stage

CAFETERIA Lunchroom teacher should take students into the inner Principal's office and HS office

IN CASE OF LATE NOTICE AND IMPOSSIBILITY TO MAKE DESIGNATED AREAS, THE FOLLOWING WOULD BE USABLE:

NORTH/SOUTH HALL-ALONG OUTSIDE HALL WALL

EAST/WEST HALL-ALONG OUTSIDE HALL WALL

REGULAR CLASSROOMS-SOUTH EAST CORNER UNDER COVER

5-6 CLASSROOMS

ROOM 107, 108, 109 WILL GO TO ROOM 107

ROOM 110 WILL GO TO ROOM 115 AND 114

Ainsworth Community Schools will employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status. There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

HOT LUNCH, BREAKFAST AND MILK PROGRAM

Under special federal programs, hot lunch, breakfast and milk is served to students who wish to participate. Forms will be sent home to apply for free or reduced participation in these programs. Parents who wish to be included under these guidelines must sign the forms and return them to school before participation is effective.

BREAKFAST & LUNCH PRICES

ITEM PAID REDUCED FREE

K-12 Breakfast- \$2.10-FREE

K-4 Lunch \$3.65- \$0.40 FREE

5-12 Lunch \$3.75- \$0.40 FREE

Extra Lunch Entrée \$2.85

Extra Pizza Hut Pizza \$2.85

Extra Milk \$0.65

Extra Fruit & Veggie Bar FREE

Adult Guest Breakfast \$2.95

Adult Guest Lunch \$4.90

Adult ONLY Fruit & Veggie Bar \$3.10

Child Guest Breakfast \$ 2.95

Child Guest Lunch \$ 4.90

Students in Kindergarten and 1st 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. 1st semester: \$46.75 2nd semester: \$49.50 All Year: \$96.25**

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 7:30 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.

LIBRARY

1. The library will be open to all students during the day except during scheduled library classes. Teachers shall clearly define library manners if students wish to go down in **small groups of two or three.**
2. The librarian will develop rules that are beneficial to the good of the order.
3. Books and other materials should be checked out either with the librarian or on the clipboard before being removed from the library. Materials returned to the library should be placed on the top shelf of the book cart beside the desk.

LUNCHROOM SUPERVISION

There will be a teacher/staff member in the lunchroom at all times. The teacher/staff member will be responsible for supervising during lunch. If a student must be sent from the lunchroom, send him/her to the office, not to his/her classroom as there might not be a teacher in the classroom. The students should be allowed to engage in conversation. Shouting, throwing of food, or any other misconduct will not be tolerated.

LUNCHROOM RULES:

1. Use quiet voices
2. Students need permission to:
 - ...Return trays
 - ...Get seconds
 - ...Get a drink
 - ...Use the restroom
3. Keep floor and tables clean

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.

PLAYGROUND SUPERVISION

When children are on the playground, the school rules apply. As you supervise the playground, use good common sense and be safety conscious.

If a student on the playground needs to be disciplined, utilize the school discipline plan and communicate with the child's homeroom teacher. In addition, I would suggest that you designate a "time-out" or "cooling off" area to isolate the child for a while, many times this is the bench or picnic table. This provides some immediate punishment and a chance to calm down. Some groups may need teacher direction in finding suitable activities. Students with severe problems can be sent to the principal's office with an explanation.

Teachers **and** aides have discipline authority in our school. Teachers should help students understand the authority of aides.

1. All playground activities shall be properly supervised whether during recess, over the noon hour, or at any other time that you have an organized group on the school grounds or under your supervision.
2. We will arrange designated areas where certain groups are required to be during large group recesses if necessary.
3. **Teachers and playground supervisors are directly responsible for the actions of the students. Your alertness, attention to duty and interest in what is going on will greatly influence the actions and attitudes of the students and have a positive effect upon their behavior. Go out with them, do not be late, continuously survey and MOVE AROUND. IF THERE IS MORE THAN ONE STAFF MEMBER SUPERVISING...PLEASE BE ON SEPARATE PARTS OF THE PLAYGROUND.**
4. There shall be no: Abusive, foul or off-colored language; throwing of snowballs; rough-house or “bully” tactics; tackle football; roller skating, skateboards, scooters or bike riding; scuffling, wrestling, “horseplay” or any other forms of activity not conducive to the good of order. Keep playground activities under control at all times. Initiate activities when students drift aimlessly.
5. All playground accidents shall be reported to the office as soon as possible. Each teacher will receive an accident form. Please complete this form and turn it into the office within 24 hours.
6. All children must leave the school premises immediately after school unless under the direct supervision of a teacher or waiting for their parents. If you detain them for more than 10-15 minutes, have them call home.
7. Weather conditions may dictate a change in these procedures.
8. During noon and other recesses students should not be in the building. They should bring needed equipment out with them at the beginning of the recess so as not to have to go back in. Grant permission to reenter the building sparingly.

PRESS RELEASES

All press releases must be cleared with the principal. The principal must approve any written article and/or photograph before it reaches the media.

PURCHASE ORDERS AND REQUISITIONS

A teacher must have a purchase order before buying material for school use. Check with the principal for approval of a purchase order. Requisition forms are available on Weblink. All purchases are subject to approval by the Superintendent.

REPORT CARDS AND PERMANENT RECORDS

1. Report cards will be sent home the week following the close of each 9-week period, except for Q2/S1. Those are sent home a few days after school resumes for Q3. These dates will be determined by the principal at the start of each year and are subject to change.

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

2. Mid-Quarter Reports: (Grades 3rd- 6th)

This involves notification to parents at mid-quarter of their child's progress during the first half of the quarter. They will be sent home a few days following the close of the 5-week period.

ROOM ASSIGNMENT

Each teacher is assigned to a room. It is your responsibility to see that this room is locked each night before leaving the building. All the lights should be turned out, the windows closed and locked, and the shades should be left open except during cold weather. The teacher in charge of a room is directly responsible for all the equipment and supplies in that room. Staff members occupying any room MUST keep on file in the room and in the office an inventory of all furniture, supplies, curriculum materials, technology, etc. Any excessive or unnecessary damage by a student will be reimbursed.

ROOM PARTIES AND HOMEROOM PARENTS

1. There shall be a **Halloween**, Christmas, and Valentine's Day party officially. Kindergarten may include **Fall** and Easter.
2. Birthday parties, unless permission from the office is granted, shall not be more than common courtesy and recognition would permit.
3. **Please keep all volume to a minimum and be respectful of other classes.**
4. Parties should probably not last more than 1 hour.
5. Room parents suggested responsibilities: Bring or arrange for pre-packaged treats, help plan for games or activities.

SCHEDULE OF ACTIVITIES

Any event, which involves students and use of school facilities after school hours, should be listed on the master calendar in the principal's office. In the case of parties, picnics, hikes, etc., notice should be given to the principal five days prior to the day of the event to avoid conflicts. No activities are to be scheduled on Wednesday night or Sunday, unless approved by the superintendent.

SCHOOL CLOSING

Should it become necessary 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.

SICKNESS AND ABSENCES

Refer to the current negotiated agreement for specific details concerning sick leave and personal leave.

STUDENT ABSENCE, ATTENDANCE AND TARDINESS

1. Attendance should be taken at the beginning of the morning and afternoon session. Teachers should immediately report any suspicious or unusual absences. If a student shows up tardy, it should be communicated to the office.
2. The circumstances for all absences from school will be identified as School Excused, Self-Excused, or Unexcused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, or emergencies, require advance approval.
 - a. School-Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to:
 - Medically documented illness
 - Documented medical or dental appointments. When possible, appointments should be scheduled outside of school time.
 - Court appearances that are required by a court order.
 - Death/Funeral of immediate family
 - School sponsored activities which require students to be absent from school.
 - Documented College visits (two per year for senior students and 1 per year of junior students).
 - School suspension
 - Other absences which have received approval from the Principal.
 - b. Self-Excused. Absences that are self- excused may result in a report to the county attorney, loss of credit, and count toward excessive absenteeism may be classified as follows:

(1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to:

- Parent acknowledged absences that are not listed above as excused.
- College visits beyond those that are excused, undocumented college visits and underclass college visits.

c. Unexcused. Absences that are unexcused and self-excused may result in a report to the county attorney, loss of credit, and count toward excessive absenteeism. This could include, but is not limited to:

- Other absences in which the parent has not communicated a viable reason for the student's absence.
- Non-School sponsored class skip day.

Time missed and all work shall be made up for unexcused absences.

3. Tardiness is a habit, and is rarely excusable. Let the student know this. If tardiness occurs more than a few times, please have the student report to me.
4. Students who have been absent due to a communicable disease may be required to have a doctor's statement indicating they may return to school before they will be allowed to return to classes.
5. Should a child become ill during school, send him or her to the nurse's office. The nurse, the administrative assistant, or the principal will make arrangements for the student to be picked up.

STUDENT CONTROL AND DISCIPLINE PROCEDURES

When student misconduct must be corrected, the following forms of corrective action should normally be utilized:

1. Warning

Let the student know how they are wrong in their actions. This may be verbal or non-verbal.

2. Reprimand

It should be administered with restraint in the classroom. Severe reprimands should be privately administered away from the classroom.

3. Conference

Used to reason with the student, to discuss the circumstances of misbehavior, and to advise the student. This should be done privately away from other children. Parents should be involved in conferences when it becomes apparent that a pattern of misbehavior is developing.

4. Detention

Usually administered when reprimand and initial conferences have failed to

correct the situation. Can be assigned for one or more days before or after school.

5. Repairing or Paying for Damage

Please use it for the student who has defaced school property.

6. Please keep these ideas in mind regarding discipline:

a. Do not remove students from PE, music or any other special class without discussing it with me and the other teacher involved.

b. Inform parents about large or continuing problems. It will be easier to work with parents if you maintain contact with them throughout the problem period.

Also, don't wait for the problem to become large before talking with parents. Get their help at the beginning. You might call parents with good reports, also.

c. Document incidents and student behaviors in writing and on SWIS. I suggest keeping a notebook in your desk. Specific notes and data are much more effective than relying on your memory.

d. If you keep students inside at recess, at noon, or after school to do classwork, it is your responsibility to supervise them. Don't leave them unattended or expect others to supervise them for you. (If you have a meeting to attend, then they will have to stay another time.) If students are sent to the office, notify the office as to why and how long they will be here.

7. Proper student conduct and discipline are prerequisites to learning. They must both be maintained at all times. Self-discipline and conduct on the part of the teacher is the first step in accomplishing this goal. Together, we can maintain this among the student body. These, like every other concept of education, must be taught by word, deed and example.

8. TEACHERS SHOULD BE IN THE HALLWAY DURING PASSING OF STUDENTS. THIS APPLIES TO YOUR OWN CLASS OR WHEN ALL CLASSES ARE MOVING WITHIN THE BUILDING. BATHROOMS ARE TO BE MONITORED WHENEVER CLASSES ARE USING THEM.

9. Do not hesitate to correct students, even if they are not from your room. We are all in this together. Most often a simple warning, caution, touch, or even a look is sufficient. Anger or lecturing is unnecessary, use PBIS strategies.

PBIS EXPECTATIONS

At ACS, we are committed to creating a safe, respectful, and supportive learning environment for all students. Through our Positive Behavioral Interventions and Supports (PBIS) framework, we establish clear expectations that promote positive behavior and academic success. Students are expected to:

- **Be Respectful** – Treat peers, staff, and school property with kindness and consideration.
- **Be Responsible** – Take ownership of actions, complete assignments on time, and follow through on commitments.
- **Be Safe** – Keep yourself and others safe

As well, staff is expected to use SWIS to document both major and minor behaviors to provide behavior data for review and planning to address behaviors. PBIS encourages consistent behavior expectations across all settings—classrooms, hallways, cafeterias, and extracurricular activities—so that every student has the opportunity

to thrive. Positive behaviors are recognized and reinforced, while interventions are provided to support students in meeting expectations. We use positive behavior intervention systems to provide expectations for and help guide the behaviors of our student body as the initial approach when dealing with discipline.

EMPLOYEE USE OF DISTRICT TECHNOLOGY

The Board of Education believes that the availability of computers and computer technology will enhance the learning opportunities of our students and allow the district to deliver educational services more efficiently. Employees are expected to conduct themselves within the guidelines of district computer use policy as stated in Policy 606.06, Acceptable Use of Computers, Technology and the Internet.

A written staff agreement form will be required for all employees having access to electronic media. Staff shall confine e-mail use to work-related purposes and a reasonable, appropriate and limited personal use that does not interfere with their district duties. Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

TEACHER'S ATTIRE

You are an important role model to your students. Staff members should be professionally dressed at all times. All attire should also meet the dress code we enforce for students. Footwear should be professional and provide for safety in the case of emergencies. It has been customary for teachers to wear jeans on Fridays if worn with a school shirt/or school colors. (This is not to be a "dress down" day with lowered academic or behavioral expectations. It is to be viewed as a "school spirit" day where staff can show support for school activities.)

TEACHER MEETINGS

1. A general meeting will be held once each month (approximately). All staff members-including specials teachers and aides are expected to attend.
2. Any meeting, which is not regular classroom procedure, must have the approval of the principal before it is called.

TELEPHONES

1. **Students must get permission to use the telephone and this use should be restricted to short business calls.** All calls by students must be under the direct supervision of you or the office personnel. Remember, students must not use the room phones to make playdates after school, etc.
2. As a general rule, students will not be allowed to receive calls during school time. Rather, the office will take the information and relay it to the student, or have the student call back when free.
3. Teachers will not be disturbed by phone calls unless it is an urgent matter.

VISITORS TO THE BUILDING

A sign will be posted on all doors for visitors to report to the office for permission to visit a room. Many exceptions will occur, I'm sure, but under no circumstances does anyone come into your room to take a student from the room unless you know them and their relationship with our students. Children are allowed to visit for a reasonable amount of time and with permission from the principal and teacher.

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. 2nd St., Ainsworth, NE 69210, 402-387-2333, 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 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults