

Board of Education Regular Meeting
Monday, July 15, 2019 6:15 PM
Ashland-Greenwood Middle/High School
Conference, 1842 Furnas Street, Ashland, NE
68003
1842 Furnas Street

1. Call to Order. Roll Call.
2. Acknowledge of Open Meetings Law posting.
3. Pledge of Allegiance.
4. Recognition of public participation
5. Visitors and Communication from the public.
6. Approval of changes in the mailed agenda and/or changes in the agenda order.
7. Approval of Consent Agenda Items.
 1. Approval of Minutes of previous meetings
 2. Acceptance of Financial Reports
 3. Action on Claims
 4. Approval of Contracts
 5. Motion to excuse /approve the absence of board member(s)

8. Old Business

9. New Business

1. Discussion and action to approve overnight travel request. (Attached)
2. Discussion and action to approve 2019-2020 staff handbooks. (Attached)
3. Discussion and action to approve 2019-2020 Student/Parent Handbooks. (Attached)
4. Report on Ashland-Greenwood Census Report. (Attached)
5. Discussion and action to approve 2019-2020 bus routes. (Attached)
6. Discussion and action to approve substitute rates.
7. Discussion and action to approve district surplus sale items. (Attached)
8. Discussion and action to accept AGPS board member resignation.
9. Certified and non-certified staff resignations.

10. Informational Items

11. Call for Next Meeting

1. The next meeting is set for August 19th, 2019 at 6:00 p.m. All meetings are held in Ashland-Greenwood Middle/High School, Conference Room at 1842 Furnas Street, Ashland, NE 68003. Notice of the meetings are posted in advance in the District Office, 1842 Furnas St., Ashland, NE, Farmers & Merchants Bank, 1501 Silver St., Ashland, NE and Bank of Ashland, 2433 Silver St., Ashland, NE. All meetings are open to the public. An agenda for the meeting shall be kept continuously current in the Office of the District Office at 1842 Furnas St., Ashland, NE 68003.

12. Adjournment.

1. Board of Education Information:

BOARD OF EDUCATION MEETING INFORMATION:

The Ashland-Greenwood Public Schools Board of Education is empowered to act on any item listed on the agenda at any time during the meeting, irrespective of the time or order listed. Pages listed, or further detail, are available upon request. The Open Meetings Act requires and the intention of the Board is that agenda items be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. The Ashland-Greenwood Board of Education releases its agenda well in advance of most meetings and desires that all interested persons are fully informed. Any interested person who has a question or needs clarification about the sufficiency of a descriptive item should contact the Office of the Superintendent of Schools.

COPY OF OPEN MEETINGS ACT: *The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the North wall of the meeting room west of the main entrance.*

INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM:

Getting Started: When it is your turn to speak during the public forum portion of the agenda, please come forward, sign your name and address on the sign-in sheet and state your name to the Board of Education.

Time Limit: You may speak only one time and must limit comments to 5 minutes or less.

Personnel or Student Topic: If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies require that such concerns initially be directed to the administration for consideration. Board members will generally not respond to any questions you ask or comments you make about individual staff members or students. You are cautioned that slanderous comments are not protected just because they are made at a Board meeting.

General Rules: Please remember that this is a meeting of the Board of Education held in public for conducting the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated.

REQUEST FOR CLOSED SESSIONS:

The Ashland-Greenwood Public Schools is authorized by state statute to hold closed sessions. Closed sessions may be held when clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual. Reasons that meet this standard include but are not limited to: a) strategy sessions with respect to collective bargaining, real estate matters, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body; b) discussion regarding deployment of security personnel or devices; c) investigative proceedings regarding allegations of criminal misconduct; (d) evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; and e) legal advice.

**Ashland-Greenwood Public Schools
Board of Education Regular Meeting Minutes
Monday, June 17, 2019**

Opening

A meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened open and public session on Monday, June 17, 2019

Attendance

The roll was called and the following Board members were present:

Eric Beranek: Present
Ally Miller: Present
David Nygren: Absent
Suzanne Sapp: Present
Karen Stille: Present
Tom Walsh: Present

Notice

Notice of the meeting was posted in advance in the Superintendent's Office, 1842 Furnas Street, Ashland, NE, Farmers & Merchants Bank, 1501 Silver St., Ashland, NE and Bank of Ashland, 2433 Silver St., Ashland, NE. Notice of this meeting was given in advance to all members of the Board of Education. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the public.

A brief summary of board proceedings and list of claims will be published in the Ashland Gazette.

1. Call to Order. Roll Call.

A regular meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened in open and public session at 6:00 p.m. on 17th of June, 2019 by President Stille. Notice of the meetings are posted in advance in the District Office, 1842 Furnas St., Ashland, NE, Farmers & Merchants Bank, 1501 Silver St., Ashland, NE Bank of Ashland 2433 Silver Street, Ashland, NE.

2. Acknowledge of Open Meetings Law posting.

President Stille announced and informed the public of the current copy of the Open Meetings Act in the meeting room.

3. Pledge of Allegiance.

All stood and recited the Pledge of Allegiance.

4. Recognition of public participation

About 13 community members and residents from El Rancho trailer court were present at the board meeting. Stacy Kohler ; Mark Tercott spoke to the school board for finally coming to a decision and express thanks to Mr. Libal for allowing his door to be open to for patrons to express their concerns.

Jeffrey Basa thanked the school board and said they would do there best to clean up their community.

5. Visitors and Communication from the public.

6. Approval of changes in the mailed agenda and/or changes in the agenda order.

There were no changes to the mailed agenda.

7. Approval of Consent Agenda Items.

Motion to approve the consent agenda including previous board meeting minutes, current monthly financial statements for all accounts and current monthly claims for all accounts.

Renewal of ESU2 Contract and Wiggs Occupational Therapy Contract. Approval to excuse the absence of David Nygren, made by Suzanne Sapp and seconded by Eric Beranek, Passed.

Eric Beranek: Yea, Ally Miller: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Tom Walsh: Yea

7.1. Approval of Minutes of previous meetings

7.2. Acceptance of Financial Reports

7.3. Action on Claims

7.4. Approval of Contracts

7.5. Motion to excuse /approve the absence of board member(s)

Member David Nygren was absent.

8. Administrators' and Practitioners' Reports

8.1. Ms. Finkey

8.2. Ms. Bray

Mrs. Bray reported on June; finishing up summer school - numbers are down this year. There is

a lot of competition for kids; camps. Teachers do a great job making it different from the school year. Hours are 8:30 to 11:30. Updates on handbooks, scheduling, NDE reports. Building improvements replacing carpet in one classroom, painting stairwells, gymnasium, lockers on 3rd floor, restroom sinks. Playground surfacing through Creative Sites is under warranty. Para professional openings will interview last week of June. July preschool advisory meeting. Professional development in July for staff and administrators.

8.3. Mr. Jacobsen

Mr. Jacobsen reported that summer school numbers are about the same. Projects at MSHS are moving right along; lockers were moved from MS Commons to new location, carpet next week, addition started. Brad Jacobsen serves as the president on the AAEDC board. Mr. Jacobsen discussed the purpose of the board and that the board was looking for a paid position and what that position would entail. Discussion on Conference realignment - four schools that are bigger and growing at a higher rate - Wahoo, Ashland-Greenwood, DC West, and Platteview. Conference was born in 1980. Wahoo and Platteview have exited. Louisville has now been added.

8.4. Mr. Libal

Mr. Libal reported on property acquisition to acquire property adjacent property to the MSHS; the district is no longer looking at the El Rancho Trailor Court property. Discussion will continue in closed session. Summer projects: Surplus sale July 25 in the Elementary Parking Lot.

Suzanne Sapp that the Legislation Session is closed and they will put more money in state aid. Property Tax did not go through. Senator Groene brought to the table one superintendent per county. Scholarship bill do not go through but she believes it will be back. Discussion of legislation. Session was shut down six days early. Not allot accomplished this year.

9. Old Business

10. New Business

10.1. Discussion and action related to 2019-2020 Policy Updates. (Attached)

Motion to adopt the 2019 policy updates as provided by KSB Law firm, made by Tom Walsh and seconded by Suzanne Sapp, Passed.

Eric Beranek: Yea, Ally Miller: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Tom Walsh: Yea

Mr. Libal presented the board with the annual summer policy updates from KSB Law Firm. There are not a lot of updates; recommended by legal and some are mandated by law. Americanism Committee has become Civics Committee. NDE will help provide guidance.

KSB will work on handbooks for the DIstrict. Staff and Student and those will be presented to the board.

10.2. Discussion related to 5000 Policy Series. (Attached)

This is the last review in the policy revisions. Building administrators reviewed these policies as they pertain to student.

10.3. Discussion and action on wages and benefits for employees working in positions that do not require a teaching certificate.

Approval of 2019-20 wages for non certificated employees, made by Eric Beranek and seconded by Tom Walsh, Passed.

Eric Beranek: Yea, Ally Miller: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Tom Walsh: Yea

Mr. Libal sent information to the board for non certificated wages. The non certificated committee met to discuss wages. The committee agree to raise the starting wage for para professionals and all wages were reviewed. In the future the standard increase will be around 3 - 4 %. All paras across the board are doing difficult and valuable work. This practice mirrors what we do with our administrative team and certificated staff. It was suggested the the non certificated employees first reach out to principals, superintendents prior to meeting with the Non Certificated Wage and Benefit Committee.

10.4. Discussion and action to approve 2019-20 school lunch pricing. (Attached)

Approval of 2019-20 meal pricing, made by Tom Walsh and seconded by Suzanne Sapp, Passed.

Eric Beranek: Yea, Ally Miller: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Tom Walsh: Yea

The NDE Nutrition Services has allowed districts that were in positive financial status at the end of December 2019 to not raise prices for the 2019-2020 school year. Mr. Libal feels the District should not raise prices this school year. Proposed 2019-2020 meal prices will remain the same as 2018-19.

10.5. Discussion and action to enter into closed session related to personnel clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law, and to conduct a strategy session related to possible real estate purchase.

Motion to enter closed session at 7:05 p.m. for personnel and the evaluation of job performance and for strategy session with respect to real estate purchases clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law, made by Suzanne Sapp and seconded by Ally Miller, Passed.

Eric Beranek: Yea, Ally Miller: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Tom Walsh: Yea

10.6. Reconvene.

Motion to reconvene from closed session at 7:59 p.m., made by Ally Miller and seconded by Eric Beranek, Passed.

Eric Beranek: Yea, Ally Miller: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Tom Walsh: Yea

10.7. Certified and non-certified staff resignations.

There were no resignations to present.

11. Action Following Closed Session; regarding Real Estate

Motion to authorize the Superintendent and/or the Board President to make an offer to purchase real estate and to enter into a purchase agreement on behalf of the school district consistent with the negotiating guidance provided to the superintendent and board president by the board in closed session, made by Eric Beranek and seconded by Ally Miller, Passed.

Eric Beranek: Yea, Ally Miller: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Tom Walsh: Yea

President Stille asked if there is a motion to authorize the Superintendent and/or the Board President to make an offer to purchase real estate and to enter into a purchase agreement on behalf of the school district consistent with the negotiating guidance provided to the superintendent and board president by the board in closed session.

12. Informational Items

No informational items were presented.

13. Call for Next Meeting

The next meeting is set for Monday, July 15th, 2019 at 6:00 p.m. The meeting will include the holding of a public hearing to discuss, consider, and receive input on the student fee policy and the parental involvement policy. All meetings are held in Ashland-Greenwood Middle/High School, Conference Room at 1842 Furnas Street, Ashland, NE 68003. Notice of the meetings are posted in advance in the District Office, 1842 Furnas St., Ashland, NE, Farmers & Merchants Bank, 1501 Silver St., Ashland, NE and Bank of Ashland, 2433 Silver St., Ashland, NE. All meetings are open to the public. An agenda for the meeting shall be kept continuously current in the Office of the District Office at 1842 Furnas St., Ashland, NE 68003.

14. Adjournment.

Motion to adjourn the meeting at 8:06 p.m., made by Tom Walsh and seconded by Suzanne Sapp, Passed.

Eric Beranek: Yea, Ally Miller: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Tom Walsh: Yea

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GENERAL FUND

Beginning Balance \$ 6,826,188.35

RECEIPTS

6/3/19	Lost book Donation	\$ 16.69		
6/3/19	Cass County	\$ 272,012.30		
6/3/19	Lost book Donation	\$ 5.00		
6/11/19	MIPS	\$ 2,985.76		
6/12/19	Saunders Co Property Taxes	\$ 22,872.91		
6/12/19	Saunders Co Fines	\$ 1,823.19		
6/12/19	Saunders Co MV	\$ 38,905.07		
6/12/19	Saunders Co Homestead Exempt	\$ 18,553.27		
6/14/19	State of NE MAC SN 18	\$ 3,084.03		
6/14/19	State of NE MAC SN 18	\$ 7.21		
6/17/19	Cass County Homestead	\$ 4,124.83		
6/17/19	Cass County MV	\$ 12,502.60		
6/17/19	Cass County Property Taxes	\$ 29,302.69		
6/17/19	Cass County Court Fines	\$ 1,023.76		
6/18/19	PS Early Entrance Fee	\$ 100.00		
6/21/19	Saunders County	\$ 22,478.39		
6/21/19	SPED SA FFR REIMB 17-18	\$ 158,265.00		
6/27/19	COF Autism Action Program	\$ 537.00		
6/26/19	State Aid	\$ 114,008.00		
6/30/19	NLAF Interest	\$ 3,771.41		
6/30/19	F & M Interest	\$ 1,364.38		
			\$ 707,743.49	\$ 7,533,931.84

DISBURSEMENTS

June Claims	\$ 852,224.85		
Refunds/Rebates/Sub Reimbursement	\$ (853.91)		
Total		\$ 851,370.94	\$ 6,682,560.90

ENDING BALANCE \$ 6,682,560.90

RECONCILIATION

NLAF Liquid Balance	\$ 2,357,410.63		
Plus F & M Bank Balance	\$ 2,910,326.24		
Plus General Fund Investments	\$ 1,435,956.11		
Less: Outstanding Claims	\$ 21,132.08		
Reconciled Balance	\$ 6,682,560.90		<u><u>\$ 6,682,560.90</u></u>

**FINANCIAL STATEMENT
ACTIVITY FUND**

FOR MONTH ENDING Jun-19

				Beginning Balance		\$	61,223.02	
Date	Check #	Payee	Description	Receipt	Disbursed	Balance		
ATHLETICS							\$	6,386.55
6/5/19		Centennial	Dist BB final Reimbursement	\$ 364.34				
6/5/19		Blair, Yutan	JV Golf Trny Entry Fees	\$ 150.00				
6/5/19		Platteview, Bergan, DC W	V Golf Trny Entry Fees	\$ 285.00				
6/5/19		JLS Dance	Facility Use Dance	\$ 708.00				
6/7/19	014406	VISA	Beatrice PS-Green Fees		\$ 120.00			
6/17/19	014412	Nebraska School Activities	Dist VB Champion Plaque Replace		\$ 61.00			
6/19/19		Gate Cash	Return of Gate Cash for 18-19	\$ 1,276.00				
6/28/19	014418	NO FRILLS/SPARTANNA	Batteries		\$ 8.75			
TOTALS				\$2,783.34	\$ 189.75	\$	8,980.14	
ALUMNI Projects							\$	2,993.79
TOTALS				\$ -	\$ -	\$	2,993.79	
BAND							\$	2,998.90
6/7/19	014406	VISA	Band Travel-Worlds of Fun		\$ 1,620.00			
TOTALS				\$0.00	\$ 1,620.00	\$	1,378.90	
BLUE TEAM							\$	230.55
6/28/19	014419	VISA	Supplies		34.75			
TOTALS				\$ -	\$ 34.75	\$	195.80	
DRAMA							\$	2,791.44
TOTALS				\$0.00	\$ -	\$	2,791.44	
ELM BOOK FAIR							\$	811.53
TOTALS				\$ -	\$ -	\$	811.53	
ELM STAFF							\$	1,048.01
TOTALS				\$0.00	\$ -	\$	1,048.01	
ELM STUDENT COUNCIL							\$	10,956.75
6/12/19		Patron	Memory Book Sale	\$ 7.00				
6/17/19	014408	Barnes & Noble Inc	Books		\$ 122.68			
TOTALS				\$7.00	\$ 122.68	\$	10,841.07	
FBLA							\$	4,186.15
6/3/19		CK #6319	NLC Donation	\$ 250.00				
6/7/19	014406	VISA	Air Fare-Amer Air -Nationals		\$ 3,264.95			
6/28/19	014418	NO FRILLS/SPARTANNA	Social, Banquet Supplies		67.43			
TOTALS				\$ 250.00	\$ 3,332.38	\$	1,103.77	

**FINANCIAL STATEMENT
ACTIVITY FUND**

FOR MONTH ENDING Jun-19

FFA							\$	14,160.80
6/7/19	014406	VISA	Hyvee-Banquet Supplies	\$	129.98			
6/7/19	014406	VISA	Walmart-Supplies	\$	125.00			
6/14/19		Worlds of Fun	Refund	\$	3.60			
6/28/19	014418	NO FRILLS/SPARTANNA	Social and Meeting Supplies	\$	43.83			
6/28/19	014419	VISA	Lodging Fees-Retreat	\$	436.69			
TOTALS				\$	3.60	\$	735.50	\$ 13,428.90
HONOR SOCIETY								\$ 1,043.56
TOTALS				\$0.00	\$	-	\$	1,043.56
HS STUDENT COUNCIL								\$ 1,151.68
TOTALS				\$0.00	\$	-	\$	1,151.68
MS/HS STAFF								\$ 2,246.90
TOTALS				\$0.00	\$	-	\$	2,246.90
MS STUDENT COUNCIL								\$ 1,843.93
6/17/19	014411	More Than Games LLC	Delivery/Set up Charge	\$	216.00			
TOTALS				\$0.00	\$	216.00		1,627.93
PROM ACCT								\$ 950.20
6/17/19	014409	Blooms Floral and Gifts/Rt	Flowers-Prom	\$	50.00			
TOTALS				\$0.00	\$	50.00	\$	900.20
SCHOOL STORE								\$ 186.10
TOTALS				\$	-	\$	-	\$ 186.10
SENIORS								\$ 892.23
6/17/19	014409	Blooms Floral and Gifts/Rt	Flowers-Graduation	\$	345.00			
TOTALS				\$	-	\$	345.00	\$ 547.23
SKILLS USA (formerly SHOP)								\$ (1,001.81)
6/18/19		General Fund	Transfer from Gen Fund	\$	1,529.00			
TOTALS				\$1,529.00		\$0.00	\$	527.19
SPANISH CLUB								\$ 244.11
TOTALS				\$	-	\$	-	\$ 244.11
SPIRIT SQUAD								\$ (783.75)
6/19/19		Various	Little kids camp registration	\$	765.00			
6/19/19		Various	Little kids camp registration	\$	1,530.00			
6/19/19		Various	Team Camp Payments	\$	150.00			
6/21/19	014414	Logan Deahn	Camp Instructor	\$	300.00			
6/21/19	014415	Cassidy Espeseth	Camp Instructor	\$	300.00			
6/21/19	014416	Charlotte Gochenour	Camp Instructor	\$	150.00			
6/21/19	014417	Midland University	Spirit Squad Camp	\$	400.00			
TOTALS				\$2,445.00	\$	1,150.00	\$	511.25
SPEECH								\$ 371.77
6/7/19	014406	VISA	National Tournament Fees	\$	300.00			
TOTALS				\$	-	\$	300.00	\$ 71.77

**FINANCIAL STATEMENT
ACTIVITY FUND**

FOR MONTH ENDING Jun-19

TALENTED/GIFTED ACTIVITIES							\$	133.23
TOTALS				\$	-	\$	-	\$ 133.23
VOCAL MUSIC							\$	3,023.54
TOTALS				\$0.00	\$	-	\$	3,023.54
YEARBOOK/ANNUAL							\$	3,702.51
6/3/19		P Nicholson (A Voss)	Middle School Yearbook	\$	16.00			
6/17/19	014413	Walsworth Publishing Co	Final Payment MS Yearbook			\$	178.46	
6/17/19		Student	Senior Tribute	\$	10.00			
6/18/19		MS Media	2 Middle School Yearbooks	\$	32.00			
TOTALS				\$58.00		\$178.46	\$	3,582.05
INTEREST							\$	654.35
6/17/19	014407	Ashland Greenwood Pub	Misdirected Deposit			\$	100.00	
6/30/19		Bank of Ashland	Interest	\$	4.70			
TOTALS				\$	4.70	\$	100.00	\$ 559.05
ACTIVITY FUND TOTALS ALL ACCOUNTS				\$	7,080.64	\$	8,374.52	\$ 59,929.14

Ending Balance	\$	59,929.14
Plus: Outstanding Checks	\$	2,058.25
Less: Outstanding Receipts		
Misdirected Deposit		
Equals: Bank Balance	\$	<u>61,987.39</u>

Ashland-Greenwood Public Schools' Claims
 General Fund Claims
 15-Jul-19

Check No.	Vendor	Amount	Description
038951	AG Payroll Account	\$ 328,492.09	July Net Payroll
038952	BANK OF ASHLAND	\$ 10,946.66	Payroll Section 125 Deduct
038953	Blue Cross Blue Shield of NE	\$ 115,455.30	Payroll Health & Dental Ins
038954	Madison National Life	\$ 1,287.89	Payroll LTD Insurance Prem
038955	Madison National Life	\$ 850.02	Payroll Employee Life Prem
038956	AG Payroll Account	\$ 16,957.23	Payroll State Tax Wthhldg
038957	AG Payroll Account	\$ 107,617.71	Payroll Federal Tax Wthhldg
038958	Retirement	\$ 90,540.57	Payroll Retirement Wthhldg
038959	TSA Consulting Group Inc	\$ 2,225.00	Payroll Annuity Deduction
038960	Vision Service Plan	\$ 985.03	Payroll Employee Vision Prem
038961	ABC Termite & Pest Control Inc.	\$ 200.00	Rodent Baiting
038962	Amplify Education Inc.	\$ 14,741.60	MS Reg. Instruction: Supplies
038963	Apple Inc	\$ 413.00	Computer Hardware
038964	Ashland Disposal Service	\$ 610.50	Waste Removal
038965	Awards Unlimited, Inc.	\$ 392.00	Supplies
038966	Bishop Business EquipCo Inc	\$ 1,031.84	Copy usage
038967	C & L Hardware	\$ 557.25	Supplies
038968	Capital Business Systems, Inc.	\$ 77.88	Copier Usage
038969	Carson-Dellosa Publishing	\$ 87.48	Elem supplies
038970	Charter Communications	\$ 195.19	Cable Service
038971	Brooke L Cheleen	\$ 600.64	Physical Therapy
038972	City Of Ashland	\$ 3,057.00	Water & Sewage Billing
038973	Council Bluffs WinSupply Co	\$ 615.13	Maint: Supplies
038974	Cornhusker State Industries	\$ 1,640.00	MSHS Desks
038975	Creative Mathematics	\$ 567.00	Supplies
038976	DATASTOR, INC	\$ 523.74	Scanning Files
038977	Delta Electric	\$ 414.04	Maintenance RTU MPR
038978	Discovery Education Inc	\$ 720.00	MS Reg. Instruction: Software
038979	DLR Group	\$ 194.87	Bd of Ed: Services
038980	Esu #3	\$ 65.00	Elem SPED inservices
038981	Eugene T Mahoney State Park	\$ 83.50	Admin Retreat
038982	Follett School Solutions, Inc.	\$ 190.05	Elem Media: books
038983	Fun and Function, LLC	\$ 2,293.71	Life Skills Desk/Supplies
038984	Gopher Sports	\$ 1,004.85	Elem PE Supplies
038985	GovConnection Inc.	\$ 1,468.20	Media: AV Materials
038986	Grainger	\$ 33.63	Supplies
038987	Groth Music Company	\$ 262.20	Elem music-recorders
038988	Hatch, Inc.	\$ 673.00	Elem Instruc.: Software
038989	HumanWare USA Inc	\$ 374.00	Vision: Hardware
038990	InSight Enterprises Inc	\$ 730.00	Instruction: Books
038991	Insight Public Sector, Inc.	\$ 25,027.00	Filtering Software
038992	Cascio Music Co., Inc./Interstate M	\$ 1,006.57	HS Instruct Furn & Equip (Ban

Ashland-Greenwood Public Schools' Claims
 General Fund Claims
 15-Jul-19

Check No.	Vendor	Amount	Description
038993	JourneyEd.com Inc	\$ 1,125.00	Inst Tech: Web Based Software
038994	Nebraska Sports	\$ 5,064.70	FB field paint
038995	Krieser Drywall & Insulation	\$ 16,672.86	Library Ceiling/Hallway/Classrm
038996	KSB School Law, PC LLO	\$ 1,130.00	Admin Legal
038997	Lakeshore Learning Materials	\$ 887.73	Elem Supplies
038998	Gerard Lusienki dba ACCU WRITE	\$ 69.00	Gen Bus: Payroll Checks
038999	McGraw Hill Companies	\$ 57.57	MS Reg. Instr.: Inst. Books
039000	MCI Communications Services, Inc	\$ 47.46	Long Distance Service
039001	Metal Doors And Hardware	\$ 226.00	Elem Door Repair
039002	Midwest Technology Prod & Ser	\$ 272.90	Shop supplies
039003	Montemarano Landscapes Inc	\$ 230.00	Mulch
039004	National Business Furniture LLC	\$ 3,646.88	Bd of Ed Flip Tables
039005	National Safety Council	\$ 450.54	Staff Training Books
039006	NCSA	\$ 80.00	Conference fee
039007	Nebraska Central Equipment Inc	\$ 796.81	Transportation: Equipment
039008	NSASSP Region 1	\$ 75.00	Principal InService
039009	Omaha World Herald	\$ 1,408.02	Supt: Adv & Printing
039010	One Call Concepts Inc	\$ 3.46	Locating fee
039011	Omaha Public Power District	\$ 9,554.84	Electricity
039012	J.W. Pepper & Son	\$ 122.99	HS Reg Inst Supplies
039013	Pioneer Valley Books	\$ 154.00	Elem Supplies
039014	Pitsco Inc	\$ 214.56	Ind Tech: Supplies
039015	Plak Smacker	\$ 192.97	Supplies
039016	Plank Road Publishing, Inc.	\$ 139.45	Elementary Music supplies
039017	Porter-Trustin-Carlson CO	\$ 57,686.00	Maint: Supplies
039018	Power Systems Inc.	\$ 89.67	Instruction: PE Supplies
039019	Quill Corp	\$ 883.46	Elem Supplies
039020	Raymond Geddes & Co	\$ 451.08	School Psychologist Supplies
039021	Really Good Stuff LLC	\$ 261.56	Elem 2nd grade supplies
039022	Riverside Technologies Inc. (RTI)	\$ 11,290.00	Inst Tech: Hardware
039023	Rosenboom Concrete Construct.	\$ 8,195.00	Maint: Concrete Wrk
039024	S & S Welding, Inc.	\$ 310.00	Supplies
039025	Saunders Medical Center	\$ 240.00	Bus Physical
039026	Scholastic Magazines	\$ 247.23	Instructional Magazines
039027	School Specialty Inc	\$ 6,746.89	Instructional Supplies
039028	CenterPoint Energy Services Retai	\$ 339.49	Natural Gas
039029	Sparkling Klean	\$ 7,240.00	Elem Monthly Cleaning
039030	Super Duper Publications	\$ 181.40	Speech Therapy Supplies
039031	Teacher's Discovery	\$ 242.40	Instruction: Supplies
039032	TSA Consulting Group Inc	\$ 83.33	Third Party Administrator Fee
039033	Turnitin, LLC	\$ 1,707.00	HS Reg. Inst.: Software
039034	Ty's Outdoor Power & Service Inc	\$ 132.10	Tire Repair

Ashland-Greenwood Public Schools' Claims
 General Fund Claims
 15-Jul-19

Check No.	Vendor	Amount	Description
039035	United Electrical Supply Co Inc.	\$ 450.68	Maint: Lights & Signs
039036	University Of NE at Kearney	\$ 400.00	Transprotation Training
039037	USIC Locating Services, LLC	\$ 45.00	Locating Fee
039038	US Mechanical Service Inc	\$ 334.30	Maintenance:Repair
039039	TAESE/USU	\$ 410.00	SPED: Inservice
039040	Voice & Data Systems, Inc.	\$ 185.00	Service Call
039041	Voyager Fleet Systems, Inc.	\$ 1,360.64	Monthly Fuel
039042	Wahoo-Waverly-Ashland Newspa	\$ 295.35	Newspaper Ads
039043	Weathercraft Co Of Lincoln	\$ 522.12	Maintenance: Roof Repair
039044	Beverly Wiggs	\$ 1,341.03	Occupational Therapy
039045	William V Macgill & Co	\$ 867.91	Supplies
039046	Windstream	\$ 1,247.87	Local Telephone Service
039047	Cox Subscriptions, Inc	\$ 312.76	Media: Periodicals

Incompletes

FBG	Elementary Cleaning
Kasuske Construction	General Labor, Locker Install
Neopost	Postage
No Frills	Supplies
Payflex	Employee Benefit
School Speciality	Instructional Supplies
Simplex	Fire Panel Repair
USPO	Postage
USPO Ashland	Bulk Mailing
VISA	Travel Expenses Supplies
Williams Sales & Service	Bus Repair Bus Inspections

Authorized by:

Ashland-Greenwood Public Schools
June 18 to July 15, 2019
Administrative Operations Account

Date	Check No	Description	Amount
6/20/19	5984	J Finkey, Travel Expenses	\$ 206.42
6/21/19	5985	L Wellman, Mileage	\$ 89.90
6/24/19	5986	B Hohensee, Mileage	\$ 24.36
6/26/19	5987	S Luetkenhaus, Mileage	\$ 67.28
6/28/19	5888	E LaVigne, Mileage	\$ 37.12
		check #5978 cleared for \$150.00 clearing error	\$ (0.80)
7/15/19	5989	K Parsons, Mileage	\$ 47.91
7/15/19	5990	V Washburn, Mileage	\$ 34.80

Authorized by:

Ashland-Greenwood Public Schools
Hot Lunch Claims
Jul-19

<u>DATE</u>	<u>Check #</u>	<u>VENDOR</u>	<u>Amount</u>	<u>Description</u>
7/12/2019	010972	AG Net Payroll	\$ 712.73	July Net Payroll
7/12/2019	010973	BlueCross Blue Shield	\$ 18.65	July 2019 PR
7/12/2019	010974	Madison National Life	\$ 19.00	July 2019 PR
7/12/2019	010975	Ashland-Greenwood Payroll /	\$ 5.60	July 2019 PR
7/12/2019	010976	Ashland-Greenwood Payroll	\$ 192.36	July 2019 PR
7/12/2019	010977	Retirement	\$ 182.91	July 2019 PR
7/15/2019	010978	Karee Nielsen	\$ 178.64	Mileage
7/15/2019	010979	Quill Corp	\$ 292.81	Food Services: furniture

Authorized by:

Ashland-Greenwood Public Schools

Activities Account

Date: June 18, 2019 to July 15, 2019

Date	Check #	Vendor	Description	Disbursed	Activity
6/21/2019	014414	Logan Deahn	Camp Instructor	\$ 300.00	Spirt Squad
6/21/2019	014415	Cassidy Espeseth	Camp Instructor	\$ 300.00	Spirt Squad
6/21/2019	014416	Charlotte Gochenour	Camp Instructor	\$ 150.00	Spirt Squad
6/21/2019	014417	Midland University	Spirt Squad Camp	\$ 400.00	Spirt Squad
6/28/2019	014418	NO FRILLS	Social, Banquet Supplies	\$ 67.43	FBLA
6/28/2019	014418	NO FRILLS	Batteries	\$ 8.75	Athletics
6/28/2019	014418	NO FRILLS	Supplies	\$ 43.83	FFA
6/28/2019	014419	VISA	Supplies	\$ 34.75	Team Blue
6/28/2019	014419	VISA	Lodging Fees-Retreat	\$ 436.69	FFA
7/15/2019	014420	Awards Unlimited, Inc.	Varsity VB Trny Aw	190.56	Athletics
7/15/2019	014421	Amber Dutcher	FBLA Supplies	71.73	FBLA
7/15/2019	014422	Jacqueline L. Fudge	Camp T Shirts	732	Spirit
7/15/2019	014423	Pro Tuff Decals	Athletics: Supplies	304.56	Athletics

Authorized By:

Ashland-Greenwood Public Schools' Claims
Depreciation Account
July 15, 2019

Date	Check No.	Vendor/Description	Amount
6/28/19	1020	Delta Electric Light Replacement Gym/MSHS Library	\$ 26,272.50
7/15/19	1021	Daves Heating & Air Inc MPR HVAC Replacement	\$ 51,720.00

Authorized by:

Ashland-Greenwood Public Schools' Claims
Student Fee
July 15, 2019

Date	Check No.	Vendor/Description	Amount
6/28/19	1412	VISA MS Incentive Bubble Soccer	\$ 557.50

Authorized by:

Customer Contract

This Contract entered into this 10th day of July, 2019 by and between FBG Service Corporation, a Nebraska Corporation, hereafter referred to as "FBG" and Ashland-Greenwood Public Schools referred to as "Customer".

WITNESSETH:

Whereas, FBG is engaged in the business of providing janitorial and other building maintenance services (the "Services"), and Whereas, the Customer wishes to engage FBG to provide the Services for Customer's facility located at: **Ashland-Greenwood Elementary 1200 Boyd Street, Ashland, NE 68003**

Now, therefore, in consideration of the parties and of the mutual covenants herein contained, the parties hereto agree as follows:

1. **TERM:** The term of this contract will begin on the 15th day of August 2019, and continue until such time as this contract is cancelled by giving thirty (30) day notice, in writing, by either party to the other..
2. **SERVICES:** FBG will furnish all labor, supervision, equipment and cleaning supplies. The monthly charge for the Services is based on Five (5) days per week service, *excluding legal holidays*.
 - (a) Consumable paper products, trash liners and hand soap can be provided by FBG on a resale basis.
 - (b) Additional services not covered in the contract and performed by the normal janitorial scope will be charged at a rate of \$22.50 per hour or negotiated rate per project.
3. **COMPENSATION:** For said Services, Customer agrees to pay FBG \$7,920.00 per month plus any and all applicable sales taxes. The contract is subject to review annually. FBG bills on the first of the month for that month of Service. Fees for partial month shall be prorated based on the number of work days in such month. Terms are net 30 days. Customer agrees to pay interest at the rate of 1% per month on accounts past due in excess of 30 days, or annual percentage rate of 12% per annum. *If Customer modifies its invoicing or payment process after this contract is executed and it involves fees that FBG is responsible for, those fees will be passed through on our monthly invoice unless otherwise negotiated.* FBG shall have the option of canceling this contract upon three days written notice in the event customer fails to pay any statement as herein agreed.

*Prices quoted is based upon Federal, State, and local mandated taxes and insurance cost elements as of the date of this contract. If Federal, State, or local governmental legislation substantially impacts our cost of providing Service, we reserve the option to re-negotiate pricing with you at that time.

4. **INDEPENDENT CONTRACTOR:** It is understood and agreed that the relationship of FBG to Customer shall be that of an independent contractor and that FBG shall have entire charge, control and supervision of said work and FBG, accordingly, shall have the sole right to hire and fire all employees working on Customer's premises for FBG. During the term of this agreement and for a period of 90 days following the expiration date of this agreement Customer will not, directly or indirectly, hire any person employed by FBG to perform like work.
5. **INSURANCE AND INDEMNITY:** Prior to commencing the work, FBG shall obtain and thereafter maintain during the course of the work insurance with companies acceptable to the Customer for the coverage with minimal limits (unless a higher minimal limit is required by law) as follows:

General Liability, including products, completed operations and contractual coverage for this Agreement, and Automobile Liability Insurance covering bodily injury and property damage in the amount of \$1,000,000 combined single limit.

Worker's Compensation and Employer's Liabilities for the statutory limits.

Certificates evidencing such coverage, including the statement to the effect that cancellation or termination of the insurance will not be effective until at least thirty (30) days after receipt of written notice by the Customer, shall be furnished to Customer, upon request, before commencement of work.

FBG shall indemnify, defend and hold harmless the Customer against all loss, damage or expense (including reasonable attorneys' fees incurred by the Customer) arising out of the performance of the work, including injury or death to any person or persons resulting from the negligent acts or omission of FBG or FBG's employees, servants, agents or subcontractors. Willful or negligent acts or omissions of the Customer shall be excluded from this indemnity.

6. **COMPLIANCE WITH LAWS:** Customer agrees to keep the premises, which is the subject of this contract, in compliance with all applicable laws, rules, regulations, orders and ordinances of the City, County, State and Federal Governments, any departments thereof, insofar as the foregoing in any way affect the performance of this contract by FBG.
7. **APPLICABLE LAW:** This contract shall be governed by the laws of the State of Nebraska.
8. **BINDING EFFECT:** This contract shall inure to and bind all parties, their successors, assigns, agents or representatives.
9. **ENTIRE AGREEMENT:** This contract contains the entire agreement between the parties. All prior negotiations between the parties are merged in this contract, and there are no understandings or agreements other than those incorporated or referred to herein. This contract may not be modified except by an instrument in writing signed by the parties.
10. **NON-WAIVER:** The failure of either party to this agreement to insist upon the performance of any of the terms and conditions of this agreement, or the waiver of any breach of any of the terms and conditions of this agreement shall not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon any such terms or rights on any future occasion.

IN WITNESS WHEREOF, the parties hereto have executed this contract as of the day and year first written above.

FBG SERVICE CORPORATION

By: 

Hector Peralta
Director of Operations

Ashland-Greenwood Public Schools

By: 

Name: Jason Cibul
Title: Superintendent

July, 6th 2019

To: Ashland-Greenwood Board of Education

From: Megan Rossell

Re: Request for Overnight Travel for UNK Volleyball Team Camp

UNK Team Camp is on the UNK campus in Kearney where over 100 teams from across the state compete. Day one starts with check-ins at 12:00 pm followed by pool play starting at 2:30 pm. Day two pool play is from 8:00 am to 1:00 pm with a single elimination tournament following. This would end by 4:00 pm on Saturday.

We will be playing in games both Friday and Saturday. I am requesting that Ashland-Greenwood volleyball athletes, be granted permission to travel to Kearney on Friday, July 26th. Friday's departure would be in the morning and we leave Kearney on Saturday, July 27th around 4:00 pm but could be sooner depending on tournament play.

We will need two of the schools expeditions, which are available. Part of the original camp cost includes rooming the athletes in the college dorms so extra cost of staying overnight will not be needed. We will be sending the top 8-10 girls to this camp based off of summer attendance and more varsity caliber level.

Eligibility we will based on the eligibility standards that the school has provided.

Patrick Mencke, Celeste Heinz and myself will be the supervisors for the trip.

Thank you for your consideration.



Ashland-Greenwood
PUBLIC SCHOOLS

2019-2020

Staff Handbook

INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The 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:

Name: Jason Libal
Title: Superintendent
Address: 1842 Furnas Street
Telephone: (402) 944-2128
E-mail: jason.libal@agps.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 review school district Policy 3053 – Nondiscrimination.

DRUG-FREE WORKPLACE REQUIREMENTS

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

POLICIES AND PROCEDURES REGARDING ALL STAFF

ACCIDENTS AND INJURIES

If an injury occurs on the job to an employee, the following procedures must be observed:

1. All injuries must be reported to your immediate supervisor or the Office Manager immediately. If the injury occurs during a period of time when the supervisor and/or Office Manager are not at work injuries should be reported by calling 944-2128. If there is no answer at that number a message should be left on the voice mail at extension #2011.
2. The office manager must fill out a worker's compensation form as soon as possible.
3. If emergency medical attention is needed, contact the proper agencies.
4. Report the incident as soon as possible following that emergency treatment.
5. All reports must go through the Superintendent's office.

AGENTS, SALESMEN AND OTHER BUSINESS REPRESENTATIVES

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

ANNOUNCEMENTS AND CIRCULARS

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

BOARD POLICIES, RULES, AND DIRECTIVES

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modify existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

CHILD ABUSE

Staff members have an obligation under Nebraska law to report suspected child abuse or neglect cases to local law enforcement or social services personnel. In an effort to help prevent child abuse or neglect, school employees should learn to recognize the symptoms of child abuse, know how to report it, and provide continuing support and encouragement to abused children and their families.

Child abuse is defined as knowingly, intentionally or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter or care;
4. Placed in a situation to be sexually exploited by allowing, encouraging, or forcing such minor child to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or
5. Placed in a situation to be sexually abused as defined in Neb Statutes 28-319 or 29-320.01.

School employees who have reasonable cause to suspect a child is a victim of abuse or neglect, or who observe conditions that reasonably would result in abuse or neglect, shall report such incidents to the proper authorities.

The employee shall make an oral report to the Ashland Police Department (944-2222) or the statewide hotline (1-800-652-1999), followed by a written report to law enforcement. The report will include all information required by law including the employee's name and address, name, address and age of abused, address of persons having custody of the child, nature and extent of abuse or the conditions and circumstances which would reasonably result in abuse or neglect, and other information which in the opinion of the person may be helpful in establishing the cause of such abuse or neglect and the identity of the perpetrator or perpetrators.

School employees are not responsible for actual investigation or intervention in child abuse cases and should not assume that responsibility. However, staff shall work cooperatively with law enforcement who are investigating a report of child abuse. Law enforcement and/or the CPS worker will be given access to a child as per Board Policy 1411.

During the investigation of a reported child abuse case, when law enforcement and/or a CPS worker requests information about a student, school employees will provide information regarded as generally obtainable through other sources. It is recognized that access to this information may help to expedite the initial investigation of a case.

COMPLAINT PROCEDURE

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section

COMPUTERS AND INTERNET: ACCEPTABLE USE BY STAFF

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

COMPUTER AND INTERNET SAFETY

All staff will be expected to be familiar with and compliant with the Internet Protection Act (CIPA). (*School Policy 6800*). Staff members will be asked to sign an Acceptable Use of Computers and Networks Form.

CONFLICT OF INTEREST

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

CONTACT INFORMATION

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

COPYRIGHT AND FAIR USE

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

CORPORAL PUNISHMENT

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

CRIMINAL AND IMMORAL ACTIVITY

An employee who engages in or who is arrested for a crime, engaged in other immoral activity, is the subject of a criminal investigation or is involved in civil litigation involving an allegation of illegal or immoral activity shall notify his or her supervisor immediately of the nature of the conduct or allegations.

DISABILITY LEAVE (SHORT-TERM)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

DISCRIMINATION AND HARASSMENT

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Kristin Fangmeyer at (402) 944-2128, kristin.fangmeyer@agps.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Brad Jacobsen at (402) 944-2128, brad.jacobsen@agps.org or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the superintendent: Jason Libal at (402) 944-2128, jason.libal@agps.org or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

DRIVING

All personnel who drive school vehicles must provide the Superintendent's office with a copy of their Nebraska driver's license. The Superintendent's office will obtain a copy of the employee's driving record from the Nebraska Department of Motor Vehicles. Personnel who receive a citation for a traffic violation while driving school vehicles or while driving a personal vehicle for a school event are responsible for payment of that citation and self-reporting of the citation; even if the citation is received while driving a personal vehicle on or during personal time.

DRESS CODE

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.

The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:

- For men: shirts without collars, unless the shirt can be deemed professional by other standards.
- Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices, or on days considered to be "dress down" days.
- Hats, except when worn outside for sun coverage.
- Rubber soled 'flip flop' thong sandals.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any attire which is immodest or may distract other employees or students in the learning environment.

Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

DRUG AND ALCOHOL TESTING

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in the Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

ELECTRONIC COMMUNICATION WHILE DRIVING

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

EXPENSES

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course

reimbursement fees are processed on designated forms that are available from the district and office and/or district website. Appropriate receipts must be attached. All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

HARASSMENT

The Ashland-Greenwood Public Schools shall maintain an environment that is free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual Harassment by board members, administrators, certified and support personnel, classified personnel, students, vendors and any others having business or other contact with this school district is prohibited.

Employees whose behavior is found to be in violation of this policy shall be subject to the investigation procedure that may result in discipline, up to and including discharge. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined appropriate by the administrator or board.

Sexual harassment may include verbal harassment or abuse, unwelcome pressure for sexual activity, repeated unwelcome remarks with sexual or demeaning implications, unwelcome touching, and suggesting or demanding sexual involvement by implied or explicit threats or promises of benefit concerning one's employment or education.

Such conduct shall constitute a violation of this policy when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education, or
2. Submission to or rejection of such conduct by a person is used as the basis for academic or employment decisions affecting that person, or
3. Such conduct has the clear purpose of effect or interfering with a person's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment.
4. Other types of harassment may include, but not be limited to jokes, stories, pictures or objects that are offensive, or tend to alarm, annoy, abuse or demean certain protected individuals or groups.

Employees who witness or are the victims of sexual harassment shall immediately notify their immediate supervisor, or the next level administrator who is not the subject of the complaint, as may be appropriate under the circumstances.

The Building Principals shall be the harassment compliance officers for the district. In the event that the Building Principal becomes a party to a harassment complaint, the Superintendent shall be the alternate compliance officer. The compliance officer shall investigate all complaints reported to him or her. All complaints shall be handled in a timely and confidential manner. Information regarding an investigation of alleged harassment shall be confidential, and those persons involved in the investigation shall not discuss information regarding the complaint outside the investigation.

Person found in violation of this policy shall be subject to discipline, which may include reprimand, probation, demotion, suspension, termination, or other sanction as determined appropriate by the board.

Any requirements regarding harassment that are detailed in master labor agreements between members of collective bargaining units and the board shall be followed. Employees who believe that their complaint has not been satisfactorily resolved may utilize the normal grievance procedure.

IDENTIFICATION BADGES

Staff will receive employee identification badges. The badge shall be worn so that it can be seen at all times. The badges serve as a method for visitors to identify that you are an employee, assist other school staff in knowing who you are, and will assist emergency personnel in case of an emergency in more quickly responding to school issues.

IN-SCHOOL COMMUNICATION

Most staff members will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's email system. Each staff member must check his or her email account frequently throughout the school day. Staff members are allowed to use their school email accounts for a moderate amount of personal email correspondence. However, sending or receiving personal email during class time is prohibited, regardless of whether that personal email is received on the staff member's school email account or a personal account.

INTELLECTUAL PROPERTY

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

JURY DUTY AND COURT LEAVE

The Board will allow jury duty pay or court appearance pay for a lawfully issued subpoena to appear in court during the school year; the employee will receive regular salary from the school, but must assign any jury duty or appearance compensation back to the school, less the reimbursement of expenses. Except that this shall not apply to employees who must

appear in court because they are being sued or are suing another party in a civil litigation or for employees who are absent because they have been charged with criminal action.

MEALS PROGRAM

Staff may take advantage of meals offered through the district's food program. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

MILITARY LEAVE OF ABSENCE

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

MILK EXPRESSION

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

NEWS AND PRESS RELEASES

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

NEWSLETTERS

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes the positive aspects of the district's mission.

OBLIGATIONS RELATED TO THE AMERICAN CIVICS REQUIREMENTS

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics,

Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

OUTSIDE EMPLOYMENT

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

POLITICAL ACTIVITIES

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

PREGNANT OR PARENTING STUDENTS

The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

PROFESSIONAL BOUNDARIES BETWEEN STAFF AND STUDENTS

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding

on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

PROFESSIONAL GROWTH

Staff members are required to participate in all professional development opportunities as provided by the district for the development of increased competence beyond that which may be attained through the performance of assigned duties.

In addition to this requirement, the superintendent or his or her designee will select in-service programming to provide additional professional growth activities for certified and classified staff.

RECORDS AND REPORTS

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

RECORDING OF STUDENTS AND CLASSROOMS

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

SCHOOL CALENDAR

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal.

SCHOOL PROPERTY

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

SCHOOL VEHICLE USE

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

SECURITY

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Building security systems may protect some buildings. In those facilities the security system should be disarmed during building operational hours. Employees may be provided security access to arm or disarm security systems during non-operating hours. Employees provided security access shall be responsible to arm and disarm the system when using the facility during non-operating hours. Employees may not give the security access to other individuals.

The school district also has available security cameras. Cameras are used for security but may also be used for other purposes.

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.

To further ensure the safety, security, and care of the building and occupants, staff shall:

- Not hang materials from acoustical (lay-in) ceiling systems;
- Not hang flammable items such as papers and artwork on doorways or on more than 20% of any other wall space;
- Not bring in personal electrical appliances including but not limited to electrical heaters, hot plates, coffee pots, refrigerators, etc.;

- Not use any candles, incense or open flames except that which may be used as a part of a science experiment.
- See that hazardous materials are properly stored and MSDS sheets maintained;
- Not use scotch or masking tape on building surfaces including carpeted floors, painted walls or clear coated wood finishes. Scotch or masking tape may be used on glass surfaces. Gaffers tape may be used on floors to tape down cords, etc.;
- Use a lid when transporting any liquids or food in the school building;
- Treat all carpet spills immediately with water in a quantity at least double the original amount of spilled liquid and then immediately report the spill to the building office.

SMOKING ON SCHOOL PREMISES OR AT SCHOOL ACTIVITIES

The use or possession of any tobacco products, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

SNIFFER (DRUG) DOGS

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

SOCIAL MEDIA USAGE BY STAFF

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

SOLICITATION AND DISTRIBUTION OF MERCHANDISE

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds except as approved by the administration.

STAFF ROOM

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

STUDENT INTERVIEWS

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

TELEPHONES

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

THREAT ASSESSMENT AND RESPONSE

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful. The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

3. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about possible threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

4. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

VISITORS

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must sign in at the respective office and wear a visitor's badge supplied by the building office

WAGE AND SALARY PAYMENTS

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the money to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

WEATHER-RELATED CLOSINGS

If school is called off because of bad weather or for any other reason, it will be announced on the Student Notification System. In addition, the announcement will be made on the local television and radio stations.

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. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in the case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

WORKPLACE SEARCHES

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's

office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

SCHOOL DAY

Teachers are expected to report to work by 8:00 a.m. on regularly scheduled school days. Staff members will have completed their contractual obligation at 4:00 p.m. if all normal duties have been completed. It may be necessary for professional staff members as a part of normal duties to work beyond 4:00 p.m. or prior to 8:00 a.m. in order to participate in parent conferences, staff meetings, curriculum committee meetings, open houses or other professional activities. When possible staff members will be given advance notice of these types of activities. Participation in these types of activities will be considered a part of the professional staff member's contractual obligations.

SCHOOL YEAR

The Board of Education of the Ashland-Greenwood Public Schools adopts each spring a yearly calendar outlining the operational time frame for the District. Typically the teaching staff will be asked to provide 175 days of in-classroom activities and also attend an additional ten (10) days of pre and post schoolwork sessions or school year professional days. Changes in this time format, because of inclement weather or other unforeseen emergencies may occur.

TEACHER'S PRESENTATION

Staff members are expected to dress in a professional manner respective to their job responsibilities. Research clearly indicates that dress influences the way in which students interact with staff members. Staff members shall be cognizant of their dress and the impact it will have on their classroom climate and learning environment.

To that end, T-Shirts, sweats, slickies, shorts, blue denim jeans, flip flops are generally not appropriate forms of professional dress. Any dress that is prohibited for students to wear is also prohibited for staff. Visible body piercings other than in the ears are also not appropriate.

Staff members are to keep their work area orderly, safe and free of clutter.

LEAVING SCHOOL GROUNDS OR CLASSROOM

Teachers must inform their building administrator if they plan to leave the school at other than regularly scheduled times. Staff members shall sign out in the Principal's Office prior to leaving the building during regular working hours except during lunch break. If staff members leave prior to the end of the student instructional day they shall use the appropriate leave as specified in the master agreement and leave will be subtracted from an

employee's available leave. In no case shall leave be granted for less than ½ day. Employees may leave at the conclusion of the student day for emergencies or to conduct serious personal business that cannot be conducted after 4:00 p.m. or during inclement weather without loss of leave. The staff member shall have the permission of the building Principal prior to leaving.

Students shall not be left unsupervised in classrooms or areas assigned to staff members. Staff members will inform the building principal or building principal's designee whenever their class is going to meet away from the scheduled location in the building.

FACULTY MEETINGS

Periodic staff meetings will be held. The building principals will announce the time and the place of such meetings and all certified personnel will be in attendance. Occasionally it will be necessary for the building administrators to hold faculty meetings in addition to the aforementioned ones. Teaching personnel are expected to be in attendance unless excused by their principal.

CLERICAL WORK

In the same manner in which staff expects students to turn work in, staff members are expected to complete clerical tasks in a timely fashion. These include, but are not limited to the following:

1. Lesson plans,
2. Attendance,
3. Grade and assessment reports,
4. Lunch counts,
5. Discipline reports, and
5. Miscellaneous reports that may arise and which are necessary for the efficient operation of the district.

ATTENDANCE AT SCHOOL ACTIVITIES

Staff members are urged to be present at as many school activities as is possible. The public and your pupils will appreciate your interest in their efforts. Normally the cost of admission to school activities is waived for both the employee and their family.

Remember that occasionally you will be asked to help in the supervision of school activities. Your cooperation in these matters is solicited. Building administrators or the activities director may assign staff to these duties.

USE OF PHYSICAL FORCE AND RESTRAINT

State law and school district policy prohibits the use of corporal punishment. Staff members should never use the striking of children to modify behavior. Staff members should also not engage in ear twisting, slapping, hair pulling, or verbally abusing or swearing at children. Staff may physically restrain children who are about to injure themselves or others. Staff engaging in any abusive activities will be subject to a reprimand; may be suspended with or without pay for a period of time and may be dismissed.

In cases where a student must be removed from an area a staff member should proceed as follows:

1. Verbally request the student to leave the learning area and direct the student on where to go.
2. If the student refuses to leave, request either
 - a. Assistance from the Principal or his or her designee; or
 - b. Move the balance of the class from the area, and notify the administrative offices.
3. If the student continues to resist leaving an area the principal or his or her designee shall contact:
 - a. The child's parent, guardian or other designated adult supervisor to come to school to remove the child from school; or
 - b. Law enforcement shall be called to remove the child from the area.

This policy shall not prohibit staff members from physically restraining students who may injure themselves or others. Physical restraint should always be a last resort to deal with a problematic student.

CONFIDENTIALITY AND COMMUNICATING WITH PUBLIC

The Federal Educational Rights and Privacy Act of 1974 and district policy as contained with the student handbooks establishes specific guidelines for the privacy of student information. Student work and performance is a confidential matter between the student, teacher and parent. Teachers should not share information with others either within the school or outside the school who do not have a need to know in planning the child's educational program. Teachers should particularly make a concerted effort to not discuss student progress in public or semi-public areas such as the employee lounge, local businesses or at meetings of community groups. This type of discussion is unprofessional and may find you in violation of federal law.

Staff also should not publicly discuss school problems or concerns without going through proper channels. Requests, complaints, concerns or suggestions should be made to the employee's immediate supervisor. If the supervisor cannot or does not respond to the request, complaint, concern or suggestion in a satisfactory manner the issue should be referred to the next individual in the organizational chart. School problems or concerns are not appropriate for discussion with individuals working outside of the school system, other than its Board, Administration, staff or relevant organizations or committees.

Breaches of confidentiality reflect poorly on the school system as a whole and upon you as an individual working within the organization.

It shall be considered a breach of confidentiality for staff members to ask students to read grades aloud in class or to provide students access to grade books. Only professional staff members should record grades in grade books. Staff members using electronic means for recording grades should maintain utmost security of their personal computer files and passwords to prevent access by others of files containing grading information.

HOMEWORK

The assignment of work outside the normal class period can be beneficial to the learning experience of students. However, to be worthwhile homework must be appropriate to the educational goals to be achieved and the teacher must review it. If the assignment of extra work is not necessary, make sure that students carry home the knowledge of the day's activities and not the burden of numerous textbooks. In order to promote the family unit this district does not permit homework to be assigned on Wednesday (Family) Night. This includes the completion of writing and reading assignments and studying for tests.

MATERIAL REQUISITIONS

In order to maintain sound yet economical education it shall be district wide policy to require the filing of requisition forms for all materials to be used in the system. Occasionally, because of a lack of funds it will be necessary to deny requisitions. Sometimes board approval must be secured before a particular purchase can be made. Any and all items purchased without administrative approval will become the financial obligation of the employee.

To help assure approval on large items, it may be necessary to show a definite need and benefits to be gained. The setting and organization of immediate and long-range priorities can be very beneficial to the acquiring of materials.

All vendors for goods and services must be approved in advance of placing an order. A vendor should be requested to complete an IRS form W-9 to begin the process of adding a vendor.

General, building and lunch fund claims are paid once monthly. Invoices and payment requests must be submitted to the Superintendent's Office by the 1st Monday of the month in order for payment to be made on the 3rd Monday. Activity Fund payments for clubs and organizations are made twice each month on or about the 1st and the 15th. Invoices and payment requests must be submitted five days in advance of the processing date.

ROOM ASSIGNMENTS

As nearly as is administratively possible, teachers will be assigned to one particular classroom. However, necessity does not always allow for strict adherence to such a practice. Classrooms will be utilized to secure the best educational environment for all children.

CLASSROOM MAINTENANCE

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the

item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

ACTIVITY CALENDAR

The Master Activity Calendar will be kept in the Activities Director's office and on the district website. Requests for activities should initially be submitted to the Activities Director or to the Building Principal. The Activities Director will check the Master Calendar for conflicts. Normally requests should be submitted at least two (2) weeks or more prior to the actual event.

FAMILY TIME

School organizations should not routinely schedule school functions on Wednesday evenings or during the day or evening on Sundays, and before 7:00 a.m. or after 10:00 p.m. daily. The principal and the Superintendent of Schools must clear exceptions to this rule. These particular segments of the day and week are reserved for families. In case of varsity competitions at conference, district or state tournaments on Monday evening, Sunday team practices may be held for varsity members only on a voluntary basis with practice not to begin before 2 PM or end after 6 PM.

SUPERVISION DUTY

Periodically it will be necessary for staff members to supervise students during the noon hour and in the morning prior to school. Such assignments will be made by the administration and each teacher is expected to fulfill their portion of the required duties. Staff members should be prompt and must notify the appropriate administrator if they are unable to be present for a portion of their duty time.

SCHOOL GROUNDS SUPERVISION

During elementary recesses, before and after school and during outdoor activity periods, it is mandatory for at least one teacher or teacher's aide to be in charge and on duty. Rules and regulations for the successful control of such time will be developed and disseminated by building administrators.

HALL SUPERVISION

In the course of a normal school day it is the responsibility of teachers to supervise the passing of students during class changes. In order to accomplish this, it is necessary for teachers to move to areas of congestion near their classroom.

FUNDRAISING

All fundraising (including selling, soliciting, service and activity projects) must be approved in advance by the building principal. Teachers should review Board Policy and Administrative Regulations regarding fundraising. Request for fundraising should be made in writing, with a stated purpose for fundraising, a plan for future fundraising, and with a statement of alternative funding if possible. Fundraising must be scheduled prior to making any commitments. Funds derived from the selling items door-to-door or by soliciting for donations may not be used for taking trips, which are entertainment in nature. All funds raised must be cleared through the appropriate student activity account. All monies

received shall be deposited on the same day they are received. Sponsors shall be personally responsible for the care of all monies collected.

TEACHER CERTIFICATES-COLLEGE TRANSCRIPTS

Professional staff members must have a current certificate and an original college transcript on file in the district administrative offices in order to receive compensation for duties performed. Payroll adjustments necessary because of additional approved college work will be made if official transcripts are received prior to October 1st.

LONG DISTANCE AND OVERNIGHT STUDENT TRAVEL

Approval for travel over 200 miles from Ashland or which will result in an overnight stay must be approved prior to planning by the Board of Education. The Superintendent of Schools must give final approval. Prior to getting final approval the primary sponsor will submit a trip itinerary, projected costs and method of funding, identification of transportation source, list of students traveling, list of sponsors, plan for supervision, and eligibility standards. In order to be approved, all trips must have a school employee as the primary sponsor, all arrangements must be made and confirmed, funds must be raised, and only commercial transportation sources may be used. The Superintendent may approve of non-commercial travel. At minimum of one sponsor is necessary for every 15 students traveling. Sponsors are responsible for complying with board policy and regulations.

DRILLS

Periodically, practice drills will be conducted to prepare students in the procedures for protection from severe storms. Students will be instructed in advance of the first tornado drill concerning safety measures and locations for safest retreat in case of such storms.

Fire drills will be held each month of the school year. Directions for safest and quickest exit from the building will be announced prior to the first drill of the year.

The method of exit from the building is posted in each room. Drills and procedures will be distributed by building Principals.

SAFETY

Safety is a major concern in the Ashland-Greenwood Public Schools. It is the responsibility of every employee to maintain a safe and healthy workplace for employees within the schools. Every employee is responsible to report unsafe conditions to his/her immediate supervisor or workplace safety committee. It is the responsibility of each employee to become familiar with and follow the guidelines of the injury prevention plan contained in this handbook.

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- The frame or receiver of any object described in the preceding example;
- Any firearm muffler or silencer;
- Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- Any bludgeon, sandclub, metal knuckles, or throwing star;
- Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of the size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse. (2015)

ACCEPTABLE USE POLICY

With the spread of telecommunications throughout the modern workplace, the importance for employees to shift the ways they share ideas, transmit information and contact others. As staff members are connected to the global community, their use of new tools and systems bring new responsibilities as well as opportunities.

Employees are expected to use electronic mail and telecommunications tools and expected to apply the tools in appropriate ways to the performance of tasks associated with their positions and assignments.

Communications over school networks should not be considered private. Network supervision and maintenance may require review and inspection of directories and messages. Messages may be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the right to access stored records. Legal precedent and statutes allow that messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

Employees are expected to professionally communicate consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees except in secured environments. Electronic mail and internet communications are not to be used for personal purposes or personal gain.

Staff members are encouraged to make use of telecommunications to explore educational topics, conduct research and contact others in the educational world. These systems will expedite the sharing of effective practices and lessons across the district and will help staff stay on the leading edge of practice by forming partnerships with others across the nation and around the world.

ORGANIZATIONS AND FUND ACCOUNTING

Staff members assigned to sponsor organizations that collect and disburse funds should follow district policies in handling those funds. Staff should refer to the 'Handling of Funds Guidelines' available in the District Office.

All receipts shall be deposited with the business manager or through night deposit on the same day. The sponsor must maintain records regarding the source of such receipts as specified in the board policy.

The disbursement of all funds shall be made through the Office Manager in the Superintendent's Office and shall be made by check. In no case should cash be disbursed to vendors for services or supplies. Receipts, invoices or billing statements should accompany all requests for disbursement of funds.

On an annual basis staff members shall prepare a budget for the organization or organizations that they sponsor. Staff members may not expend or commit to expend funds in excess of that which has been budgeted without filing an amended budget and seeking permission of the superintendent.

ABUSE OF STUDENTS BY DISTRICT EMPLOYEES OR VOLUNTEERS

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The superintendent will appoint an investigator and alternate investigator of opposite sexes. The investigator will pass the findings on to the superintendent who will complete any further investigations as deemed necessary and take appropriate final action. The investigators shall be the principals.

COMMUNICATING WITH THE PUBLIC – SENSITIVE ISSUES

Staff shall seek permission from the building principal and notify parents prior to conducting surveys of students with questions deemed to be sensitive in nature. Sensitive items include but are not limited to such things as political affiliations; mental or psychological problems; sex behavior or attitudes; illegal, antisocial or self-incriminating behavior, critical appraisals of individuals with whom the child has close family relationship; religious practices and affiliations; or questions about income. Staff members shall allow students and parents to opt not to participate in such a survey

USE OF COPYING, PRINTING, COMPUTING AND LAMINATING EQUIPMENT

Staff members are encouraged to use district copying, printing and laminating resources responsibly. These tools used responsibly can be very valuable in aiding the instructional process or furthering the mission of the school. Used improperly, the equipment can waste the district's limited resources and/or can be illegal. Illegal copying can create a serious financial liability for the district and the employee.

Staff are asked to follow these guidelines in the use of this equipment

- Use the district copying, printing, computing and laminating equipment for professional purposes only. Do not copy, laminate or print materials for personal use except in rare situations where you have the permission of your supervisor and an arrangement has been made for reimbursing the school district. Exceptions may be made for school related groups such as Booster Clubs, PTAs-PTOs, Alumni Associations, Foundations, Athletic/activity organizations, etc.
- Consider making an efficient use of materials whenever possible. Efficiencies can be achieved by duplex copying, reusing copies, and laminating materials that will not be changed and that will be used regularly year after year. Do not laminate items that change frequently such as lunch menus and telephone lists.
- Consider the use of instructional materials that are reusable. Use reusable materials such as transparencies, chalkboards, marker boards, video projections, etc. whenever possible.
- Reduce paper waste by utilizing technology. Paper can be reduced by using e-mail, electronic bulletins or the Internet. Consolidating bulletin items and/or distributing take

home messages to the oldest or only child whenever possible and reasonable will also reduce waste.

- Laminate student school work only in very special and rare situations. Materials may be laminated when it is anticipated that the item will be maintained by the parent or school for several years. This may include special holiday gifts - story book covers - award certificates.
- Use activity based learning activities whenever possible and appropriate rather than worksheets and booklets.
- Consider the fair use guidelines of the copyright laws prior to copying or reproducing any documents or software. Employees should not violate and district equipment should not be used to violate copyright laws. Generally copyrighted materials cannot be copied or reproduced for use in classrooms except in special circumstances. Consult with the Media Specialist or Building Principal about Fair Use Guidelines of Copyright Laws.
- Consider utilizing the most efficient and economical methods of reproducing materials whenever large quantities are needed. Automatic duplicators available at each building are generally the most economical for large quantities. Copiers and laser printers are most economical for smaller quantities and provide greater flexibility for size of copy and duplexing features. Inkjet printers are the least efficient and usage should be kept to a minimum.

WORK ORDERS

The basis for a sound, workable maintenance program is a "work order" system. This is a formal, systematic method in which a staff member can request a repair or alteration. Work orders will provide a lasting record of work that was accomplished. Work orders must be directed via e-mail to the maintenance department through the head building custodian, a building principal or the superintendent's office. Emergency items, including safety issues such as slick walkways, natural gas odors, exposed electrical, broken water pipes, etc. should be reported by phone or in person immediately.

TRAVEL

Travel on behalf of the school district should be approved in advance by the staff member's supervisor. Employees should determine if a school vehicle is available prior to using a personal vehicle.

If a school vehicle is used the employee shall make prior arrangements to schedule the vehicle and determine that the vehicle has adequate fuel for the trip. Any accidents or damage that occurs to a vehicle should be reported immediately to Superintendent's Office.

Regardless if a personal or school vehicle is used the employee shall always follow traffic laws and wear a seat restraint system. The district shall reimburse the employee for the use of a personal vehicle at the rate established by the Nebraska Department of Administrative Services.

All other travel expenses shall be reimbursed in accordance with the procedures established for the State of Nebraska by the Nebraska Department of Administrative Services. Receipts shall be required for any personal expenses incurred for travel, lodging or food while traveling.

Employees should contact the Superintendent's Office for reimbursement guidelines prior to traveling.

CRIMINAL ACTIVITY AND IMMORAL ACTIVITIES

An employee who engages in or who is arrested for violating a crime or who is engaged in other immoral activity, is involved in a criminal investigation or is involved in a civil litigation involving an allegation of illegal or immoral activity shall notify his or her supervisor immediately of the nature of the charges.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

ASBESTOS MANAGEMENT

All custodial staff prior to going to work for the district must have a minimum of two hours of training in asbestos. The responsibility for this training is that of the head building custodian. Upon completion the head custodian and employee should see that signed confirmation of the training is filed in the district asbestos management plan in the office of the Superintendent.

Any employee who has less than sixteen hours of training, has not had a physical and has not been fitted with respiratory equipment may not touch, handle, scrap, remove, cut or in any other way damage asbestos containing materials in the district. Those with sixteen hours of training may never work with an amount greater than three feet of asbestos materials.

Custodial and maintenance crews may not conduct any construction activities in the buildings without the plans for the construction being reviewed with the management plan.

AT-WILL EMPLOYEE

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

The following are guidelines regarding benefits of non-certified employees in this district effective September 1st, 2019.

ELIGIBILITY

Employees who work in positions that are scheduled for at least seventeen and one-half (17.5) hours on an average weekly basis, for at least nine (9) months will be entitled to participate in any leave or group insurance benefits. Employees who work less than 17.5 hours weekly, less than 9 months per year or are temporary or substitute employees are not entitled to any leave or group insurance benefits except those that may be required by law.

HEALTH, DENTAL and LIFE INSURANCE:

The District will maintain group Health and Dental Insurance Plans. Employees may participate in those plans through the use of a Section 125 Cafeteria Plan. The district will provide each employee eligible for group insurance plans with \$15,000 of group term life insurance.

The district will also contribute all but \$95.00 towards the monthly premium towards "employee only" health insurance for employees who work less than 12 months. The insurance option available will be the EHA 1,500.00 deductible plan.

The district will contribute the full premium towards "employee only" health insurance for employees working 12 months. Employees taking health insurance coverage with the school district shall pay the balance of any health insurance premium. Employees may take at their own expense Employee and Children; Employee and Spouse; or Employee, Spouse and Children Health and Dental Coverage.

The annual health, dental, life and LTD insurance premiums for employees working less than 12 months shall be made by payroll deduction and shall be divided over the months in which the employee has sufficient wages that a payroll deduction can be made. Health, dental and life (up to \$50,000) premiums will be paid through an IRS Section 125 program.

When an employee reaches age 70 the employee life insurance benefit will be halved. That is if the employee has \$15,000 life policy the policy benefit will be reduced to \$7,500.

APPLICATION OF LEAVE BENEFITS - WORK YEAR - LEAVE BENEFITS ON TERMINATION

All leave, once used is final and will not be re-assigned at a later date. For example, if the day is taken as "sick leave" it is not permissible to later change it to "personal leave" or vice versa.

Incremental Leave. Leave is only available in 1/2 day increments. Employees who need to be gone for periods of time which are less than 1/2 day and who do not want to use at least 1/2 day of leave will need to make arrangements for unpaid leave with their supervisor.

Leave Hours. Paid leave days will be of the same duration as the employee's normal average workday. Leave is calculated at the usual and customary hours for the employee but in no circumstances shall leave ever exceed 8 hours in a day or 40 hours in a week. No overtime pay is considered while on leave

Benefit Year. Certain leave benefits may be accumulated and carried forward but only when specified. Leave shall be calculated and available leave shall be carried forward at the end of the school term for less than 12 month employees. Employees who work 12 months shall have their leave calculated based on their work year. Such year generally shall commence on the 1st day of the month following the employee's hire date and shall end on the last day of the month in the month the employee was hired. The Superintendent may establish a different work year for the purpose of leave benefits for an employee.

Leave for Alternate Day Employees. The use of leave is incremental. Employees working less than full-time use leave in the same increment as their FTE. An employee working half days would use one day or increment of leave for every ½ day absent. Employees who do not work every day but rather on an alternate day basis are considered ½ time and shall be assessed for one (1) day of leave for every ½ day absent.

Leave Benefits on Termination. Employees shall be paid for any vacation leave earned but not taken at the time of termination. Employee's shall not be paid for any other leave when they leave employment with the district or are terminated except as may otherwise be stated within these terms and conditions and approved by the Superintendent.

Final Leave Determinations. The Superintendent shall make all determinations and have complete discretion in making those determinations regarding the application of leave. The Superintendent's decision shall be final.

ATTENDANCE INCENTIVE PAY

Any non-certificated employee who has accumulated 45 days of sick leave and is unable to carry additional sick leave forward on to the next employment year shall be paid an attendance bonus pay of \$40 a day for unused sick leave. Such payment shall be made in July for less than 12 month employees. For 12 month employees the incentive will be paid in the month following the month in which the employee's carried forward days are calculated.

Employees who do not regularly work at least 15 hours a week are not eligible for attendance incentive pay. Employees working at least 15 hours but more than or equal to 37 hours weekly shall have the attendance incentive prorated by the average number of hours worked daily divided by 8 hours. (i.e. If an employee averages 4 hours daily than the employees benefit would be 4/8 of a full \$40 a day benefit or 50%)

All attendance incentives are awarded by and at the discretion of the Superintendent of Schools and all decisions made by him or her with respect to the implementation and payment of the benefit is final.

Non-certificated staff working 10 months or more will be eligible for personal leave incentive pay. Each unused personal day that is unable to carry-over to the next employment year will be paid at a rate of \$40 per day. (2016)

VACATION DAYS

Custodial, Maintenance and 12-month clerical personnel are eligible for vacation leave in this school district. Vacation is provided under the following conditions.

After one complete year (12 Months) of continuous employment in the same position(s), 10 days of vacation will be granted. The same position is defined as a position for which a separate and distinct job description is written. The superintendent may waive the same position requirement if the person has been reassigned temporarily at the district's request and not the employee's. After five years of continuous employment in the same position, 15

days of vacation will be granted. Only twelve-month employees are eligible for vacation leave with pay. Vacation days are to be used as arranged with the supervisor or superintendent.

Vacation may be taken anytime during the year with approval of the employee's supervisor. A minimum of two weeks advance request should be given. Hours for wage calculation during vacation will be calculated at the usual and customary daily rate for the employee for the majority of the school year. Vacation leave hours shall never exceed eight hours per day or 40 hours per week.

Employees will not receive additional daily hours for vacation pay if employees are given discretion to temporarily work more hours a day in lieu of fewer days a week. For example an employee who is assigned to work normally 32.5 hours a week at 6.5 hours daily but chooses to work four 8-hour days temporarily during a seasonal period will be given credit for only 6.5 hours daily for vacation pay.

Vacation leave days are not cumulative except that up to three (3) vacation leave days that are unused on the employee's anniversary date may be carried forward to the next employment year. Vacation leave days carried forward shall be considered as used with respect to coordination with other benefits within the year it was originally earned. The days carried forward shall be the first vacation days used in the new employment year.

SICK LEAVE POLICY

Non-certified personnel are allowed one sick leave day for each month worked accumulative up to 45 days. At the beginning of each school year non certificated employees will be credited with one sick leave day for each month worked. In August 10 month employees will receive 10 days; 12 month employees will receive 12 days of sick leave on month following their anniversary date.

Sick leave may be used for the personal illness or injury of the employee or of the employee's minor children living at home. Sick leave may also be used for the serious illness or injury of an employee's child, step-child, spouse, parents, parents-in-law, brother, sister, brother-in-law, or sister-in-law that results in hospitalization or medical care by a physician and necessitates the employee being present.

Amounts being paid to staff as Workers' Compensation will be deducted from sick leave pay or other leave benefits so that the employee does not receive more than full pay when on leave. Sick leave days will not be earned while an employee is on leave.

The use of sick leave days by less than 12 month or part-time employees for discretionary - elective surgery for themselves or dependent children will be prohibited. Such surgical procedures shall be accomplished outside the framework of the employee's contracted days. A physician's statement may be required to verify the urgency of the scheduled surgery.

UNUSED SICK LEAVE

Upon leaving the Ashland-Greenwood Public Schools after 15 years or more of continuous service an employee shall be paid \$40.00 for each day of unused sick leave up to 45 days. Termination of employment shall disqualify the employee from receiving this benefit.

SICK LEAVE DONATION PROGRAM

A Sick Leave Donation Program will be available for use by any non-certificated employee, eligible for sick leave benefits, during the time the employee is absent due to personal illness or injury or the personal illness or injury of an immediate family member provided the eligible employee has first exhausted all other accumulated and available paid leave including but not limited to sick, personal and vacation leaves. Immediate family members shall only include a spouse and dependent children. Parents and adult children are not considered immediate family for the purposes of this benefit.

A staff member meeting these criteria may request in writing, to the Superintendent, for accumulated sick leave from other non-certificated staff members. Upon receipt of a request the Superintendent shall notify all non-certificated staff of the request to voluntarily surrender sick leave. The staff member requesting the leave shall be deemed to consent to sharing of information about the staff member's health status to the extent such information is reasonably shared as part of the Sick Leave Donation Program. The employee, employee's spouse or employee's dependent may also be required to sign a release to share information.

Any non-certificated staff member covered by this agreement may voluntarily donate up to one (1) sick leave day. Staff willing to donate a day must notify the Superintendent within 7 calendar days of the notice being sent or it will be considered a refusal to donate. Staff shall be under no obligation to donate and any donations shall remain anonymous. Upon being donated, the sick leave days may not be returned to the donor even if the donee is unable to use all of the donated leave.

In order for a staff member to be eligible to request accumulated sick leave from other staff members, the employee must be enrolled in the district's Group Long Term Disability insurance program. The sick leave donation program is not to be used to permit an employee to receive both benefits from the sick leave donations and other compensation while on leave; as such, an employee may not use donated sick leave while receiving disability or workers compensation benefits. There is no pay for unused donated sick leave upon termination of employment. Donated sick leave days may not be carried forward nor shall the employee receive any further benefit from the donated days once the employee returns to work on a regular basis or at the conclusion of the school term/year in which the application is made whatever comes later.

BEREAVEMENT LEAVE

A total of not more than four (4) days on full pay is allowed each employee for absence in case of death in the immediate family, defined as spouse, children, mother, father, mother-in-law, father-in-law, or person in the same home as part of the family. A total of not more than two (2) consecutive days on full pay is allowed for each employee for absence in the case of death of other members of the immediate family, defined as son-in-law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparent,

grandchildren, niece or nephew. A total of one (1) day on full pay is allowed for each employee in the case of death of a close friend, other relative or neighbor.

Death leave is not limited to four (4) days in one year, but covers each death in the immediate family which occurs during the year. The above mentioned days are minimum and the number of days granted shall be at the discretion of the Superintendent.

UNPAID LEAVE

An employee may request leave without pay. Salaried employees will be deducted pay at a ratio of 1 to the number of contract days times the gross salary. The employee's immediate supervisor should approve unpaid leave.

PERSONAL BUSINESS DAYS

Personal leave days shall be requested from your supervisor prior to their use. All non-certified employees are eligible to receive three personal leave days annually.

Personal leave days are not cumulative except that one (1) personal leave day may be carried forward for a maximum of four (4) personal leave days during a school year.

PAID HOLIDAYS

All 12 month employees are eligible to take the following paid holidays: Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas, New Year's Day, Good Friday and Memorial Day. When the holiday falls on a Saturday or Sunday, either Friday or Monday will be observed, as designated by the Superintendent. The employee must work the day before and after the holiday in order to be eligible for a paid holiday. The taking of eligible leave shall be considered as having worked the day for purposes of this regulation.

HOLIDAY PAY

Employees who are required to work during a paid holiday shall receive double the regular hourly rate for hours worked. Employees should notify the payroll department whenever they were required to work during a holiday.

SNOW DAY PAY

Employees who work on an hourly basis for the district will be paid only for hours actually worked. When inclement weather does not allow school to be held and the employee cannot make it to work, they will not be paid. Employees paid on a salary basis will not be subject to these provisions but may be expected to make up lost work time.

Employees may not use personal or vacation leave on days when school is closed due to inclement weather unless such leave was arranged in advance of the school cancellation.

WORKER'S COMPENSATION

All employees are covered by district worker's compensation insurance. Employees who are out of work as a result of a work related injury and who are being compensated for loss time by workers compensation shall not be eligible to elect sick, personal or vacation leave.

LONG TERM DISABILITY

The district does not provide Long Term Disability insurance for any of its employees. Employees may purchase Long Term Disability insurance through the district's group plan. Eligibility is subject to the eligibility rules and guidelines determined by the carrier.

BUS DRIVER COMPENSATION

Morning and evening route drivers will be guaranteed employment a minimum of three hours daily for each student school day at the established route pay level. If an employee is only employed to drive a morning or an evening route the employment guarantee shall be 1 1/2 hours. All drivers will have the opportunity to work a minimum of 30 minutes per trip they are assigned to drive. Drivers driving routes/trips requiring less than 30 minutes of time should see the transportation director for details. All other pay shall be for actual hours worked at the established rate of pay. The Superintendent or his or her designee shall establish appropriate times to clock in and out during regular routes.

ACTIVITY TRIP DRIVER COMPENSATION

Drivers are paid from the time that they clock into the bus garage until the time they clock out. Drivers should not clock in more than 30 minutes prior to the departure time for the trip. Drivers shall be employed for sitting time at their destination less any lunch or dinner breaks that are taken. Drivers who have more than six hours of sitting time at an activity shall be required to take a 30 minute lunch or dinner break. Drivers shall be considered to be off duty during lunch or dinner breaks and shall be free of all duties. The district will not pay for sitting time at a destination if the driver has been directed to return home during the event and the driver requests and is given permission to remain at the event location.

In no case shall a driver be paid for more than 3 hours of sitting time for an activity that takes place in the school district unless specifically directed to remain at the site of the activity and available by his or her supervisor.

Drivers who are assigned to an overnight bus activity trip and who cannot return to the school shall be paid from the time that they leave the bus garage until they park the bus for the evening at the destination. The driver will be paid in subsequent days from the time they commence driving the following day until the bus is parked at its destination at the end of the day, except for lunch and dinner breaks. Drivers may be reimbursed for lodging and meal expenses incurred on overnight trips in accordance with school district expense reimbursement procedures.

OTHER DRIVER COMPENSATION

Drivers shall be reimbursed for costs incurred in obtaining licensing except for those costs that the driver would have to incur even if they were not employed by the district. Costs reimbursed include those incurred while obtaining school bus permit, physical examination, Level 1 or 2 training, upgrading from a regular to a commercial license and student driving. The district will not reimburse for fees paid when renewing the CDL license. Mileage will be reimbursed for travel necessary to complete medical physicals as required for employment. Mileage and hour reimbursement is limited to three trips for obtaining a license/permit.

PAY SCHEDULE

All employees shall be paid as per the pay schedule adopted by the Board of Education. It shall be the sole discretion of the Superintendent and/or Board to determine placement on that schedule. The district reserves the right to pay an individual outside of the schedule in some situations.

DIFFERENTIAL PAY

Custodial personnel shall be paid an additional 60 cents per hour when more than half of their assigned shift takes place after 4 PM. This shall be considered a night shift differential pay.

Maintenance personnel who hold a Nebraska Electrical License shall receive at \$2.00 pay differential. This shall be considered Special Permit Differential.

ASSIGNMENT

Employees may be assigned, reassigned, and directed at the discretion of the employee's supervisor(s) or the Superintendent.

DETERMINATIONS

Determination of the interpretation and application of eligibility of benefits will be made by the Superintendent of Schools. All determinations by the Superintendent are final.

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of the Ashland-Greenwood School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if

I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date

Ashland-Greenwood Elementary School Proposed Handbook Revisions for 2019-2020

NOTES:

1. Text to be deleted is struck through (like this); text to be added is italicized and underlined (*like this*).
2. Revisions which are editorial in nature (i.e. school calendar listings, board member listings, and staff listings) are not included below.

=====

Media Program – NDE Rule 10 Requirement Recommended Change: Page 10; Add the following-

Library, Media & Technology Program

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

Rationale: NDE Rule 10 requires schools to provide library, media and technology resources to students. A statement regarding this program offering is recommended per Rule 10.

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Nebraska Reading Improvement Act Recommended Change: Page 11; Add the section highlighted in gray-

Student Testing and Assessment

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

- Standards Assessments: Students are assessed in the areas of Reading, Writing, Speaking, Listening, Math, Science and Social Studies using the district's grade level standards assessments.
- Assessment of Reading: Students in kindergarten through third grade will be assessed three times during the school year as required by the Nebraska Reading Improvement Act to identify students who may have a reading deficiency and to measure progress.
- State testing in English Language Arts, Math and Science: Students in grades 3rd-5th participate in the Nebraska State English Language Arts Assessment and Nebraska State Math Assessment during late spring. Students in 5th grade will also take the Nebraska State Science Assessment. Results of the state assessments are disseminated to parents by mail in the fall of the following school year.
- NWEA MAP Tests (Northwest Evaluation Association Measures of Academic Progress): Students in grades 3rd-5th are assessed in the areas of Reading and Math. Students will take the NWEA MAP Tests during the fall and spring.

Rationale: The Nebraska Reading Improvement Act goes into effect during the 2019-2020 school year. The law takes a comprehensive approach to improve the early literacy skills of Nebraska's K-3 students. One of the requirements of the act is that students be assessed in

reading three times during the school year for the purpose of identifying students with reading deficiencies, guiding the development of a reading improvement plan and interventions and to monitor progress.

=====

Student Conduct and Discipline

Recommended Change: Page 21; Delete the section highlighted in gray-

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

Some offenses, because they are seriously disruptive to the learning environment or because they directly threaten the health, safety, well-being and/or educational rights of others, will result in non-discretionary disciplinary action. ~~Those offenses, and their consequences, are applicable to students in grades 4th-5th and are in this section. A behavior plan will be developed for students in grades K-3rd who exhibit unsafe, threatening and/or seriously disruptive behavior.~~

- A. Students will experience loss of non-curricular activities for the following offenses:
 - ❖ Harassment of other students
 - ❖ Insubordination
 - ❖ Nuisance behaviors leading to an office referral
- B. Students will be assigned two days of after school detention for the following offense:
 - ❖ Truancy
- C. Students will be assigned one to three days of out-of-school suspension for the following offenses:
 - ❖ Repeated offenses detailed in “A” above. (“Repeated” defined as behaviors that have resulted in a previous in-school consequence and a parent conference or contact.)
 - ❖ Theft involving property less than \$20.00.
 - ❖ Vandalism involving damages less than \$20.00 in value.
 - ❖ Violations of tobacco policies
 - ❖ Fighting (defined as two or more parties participating by mutual consent and with provocation in striking, kicking, hair pulling, or other violent interaction)
 - ❖ Profane, abusive or threatening language (oral or written) or actions directed toward students, staff, or school visitors.
- D. Students will be assigned five days out-of-school suspension for the following offenses:
 - ❖ Theft involving property greater than \$20.00
 - ❖ Vandalism involving damage greater than \$20.00
 - ❖ Serious disruption of the school environment.
 - ❖ Violations of the use, possession, or being under the influence as stated in sections of the alcohol/drug policies.
 - ❖ Physical assault of students, staff, or school visitors. (defined as initiating violent interaction without mutual consent which causes or attempts to cause personal injury to students, staff, or school visitors)
 - ❖ Repeated violations detailed in “C” above. (“Repeated” defined as behaviors which, cumulatively, result in suspension from school for two or more days.)
- E. Students will be expelled for the balance of the current semester, or longer, as dictated by school policy for the following offenses:
 - ❖ Repeated violations detailed in “D” above. (“Repeated” defined as behaviors which, cumulatively, result in suspension from school for ten or more days.)

- ❖ Violations of the manufacture, distribution, and sales section of the alcohol/drug policies.
 - ❖ Engaging in behaviors which threaten the safety of others.
- F. Students will be expelled for the balance of the current semester and all of the succeeding semester for the following offense:
- ❖ Possession, use or transmission of a firearm or other dangerous weapon.

Rationale: Disciplinary measures as noted in A-E should be available to all ages of students to ensure a safe and appropriate learning environment. While behavior plans are used to assist students in improving specific behaviors, additional disciplinary measures should be available (and implemented) for some behaviors and offenses.

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Early Childhood Program Parent Handbook

**No handbook revisions recommended for the 2019-2020 school year.

Saunders County School District Number One
 Ashland-Greenwood Public Schools
 Census History

Age as of June 30	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
0	42	34	40	45	43	40	42	51	43	45	40	37	37
1	55	48	44	51	52	52	45	51	44	54	57	50	52
2	53	63	60	58	54	54	61	68	56	49	65	68	59
3	52	65	69	62	56	50	56	62	56	70	57	77	73
4	62	59	71	71	65	64	60	65	72	65	75	64	84
5	68	72	68	64	74	70	74	65	80	81	73	90	79
6	63	62	66	70	64	72	78	84	66	88	90	79	103
7	66	64	66	77	75	67	76	84	67	75	95	89	83
8	78	63	66	56	70	72	71	84	77	77	83	99	94
9	71	81	66	65	59	67	76	79	87	82	79	84	104
10	72	64	75	60	69	59	64	65	70	89	87	82	96
11	56	75	68	78	64	70	59	65	74	72	93	92	80
12	78	59	79	65	73	57	70	70	69	73	74	97	98
13	65	82	62	77	67	75	60	55	66	67	74	77	99
14	66	70	82	61	77	69	73	73	73	69	76	76	88
15	73	67	75	82	62	75	70	67	69	73	69	82	82
16	49	74	72	68	82	65	78	78	74	55	76	71	88
17	79	48	75	70	81	84	65	78	70	73	60	80	73
18	58	81	48	75	68	63	67	59	74	60	74	62	81
Total 5-18 % +/-	942 #REF!	962 2.12%	968 0.62%	968 0.00%	985 1.76%	965 -2.03%	981 1.66%	1006 2.54%	1016 1.09%	1034 1.36%	1103 6.67%	1160 5.17%	1248 7.59%
% +/-	1206 #REF!	1231 2.07%	1252 1.71%	1255 0.24%	1255 0.00%	1225 -2.39%	1245 1.63%	1269 1.93%	1287 1.39%	1317 2.20%	1397 6.07%	1456 4.22%	1553 6.66%

Note to follow an age group through the census reporting read the chart diagonally

Bev

Submitted numbers

Query by County,Sex,Age

6/26/2019

County	Age	Count
Cass	0	8
Cass	1	4
Cass	2	13
Cass	3	13
Cass	4	16
Cass	5	14
Cass	6	31
Cass	7	17
Cass	8	21
Cass	9	22
Cass	10	18
Cass	11	18
Cass	12	21
Cass	13	23
Cass	14	26
Cass	15	17
Cass	16	18
Cass	17	20
Cass	18	22
Saunders	0	29
Saunders	1	48
Saunders	2	46
Saunders	3	60
Saunders	4	68
Saunders	5	65
Saunders	6	72
Saunders	7	66
Saunders	8	73
Saunders	9	82
Saunders	10	78
Saunders	11	62
Saunders	12	77
Saunders	13	76
Saunders	14	62
Saunders	15	65
Saunders	16	70
Saunders	17	53
Saunders	18	59

52

Count by Age

Bev

Submitted numbers

6/26/2019

Age	Count
0	37
1	52
2	59
3	73
4	84
5	79
6	103
7	83
8	94
9	104
10	96
11	80
12	98
13	99
14	88
15	82
16	88
17	73
18	81

0-4 yrs
305

5-18 yrs
1248

Total = 1553

SPED Routes (Preliminary 2019-20)

Name	Grade	Address	
Jackson, Caleb A.	5	1205 Adams Street	Ashland
Pinkman, John	6	2725 Clay Street	Ashland
Scott, Kyler D.	4	211 North 29th Street	Ashland
Franco Melendez, Astrid	12	1918 Boyd Street	Ashland
Franco Melendez, Victor	12	1918 Boyd Street	Ashland
Morales Rodriguez, Derek	5	106 South 13th Street	Ashland
Morales Rodriguez, Erandy	9	106 South 13th Street	Ashland
Morales Rodriguez, Jeisen	12	106 South 13th Street	Ashland
Hogle, Isabel	0	104 North 19th Street	Ashland
Lichtas, Sullivan	0	1928 Silver Street	Ashland
Pratt, Alaina	1	413 Fir Street	Ashland
Loges, Ryleigh	-1	1241 Clay Street	Ashland
Riecken, Chloe	-1	1067 Wann Road	Ashland

School Attending

Boys Town

Boys Town

Boys Town

To Gretna for ELL

Elementary School

Elementary School

Elementary School

Preschool

Preschool

Item	Estimated Value	Location
Safe	?	HS Office
Teacher Desk from E8	\$25.00	HS E8
Teacher Desk from VISION	\$25.00	HS Vision room
Book shevles 2 sided	\$25.00	Track Garage
Lenovo N22 Chrome Books (126)	\$20.00	Elementary library
Small table	\$10.00	HS Office behind desk
hedge trimmer	\$10.00	bus barn
weed trimmer	\$25.00	bus barn
sinks	\$5.00	bus barn
desks	\$5.00	bus barn
doors	\$5.00	bus barn
door frame	\$5.00	bus barn
wood planes	\$2.00	bus barn
ceramic tiles	\$5.00	bus barn
oxygen tank	\$15.00	bus barn
acetelene tank	\$15.00	bus barn
Pink Chairs from Media Center	\$5.00	Westover's Room
Additional Items As Determined By The District		

Dear Esteemed Members of the Board,

July 2, 2019

It is with mixed emotions that I am writing you this letter. I have accepted a position with the Ashland-Greenwood Schools that will prohibit me from serving out my term as a School Board Member. I will be stepping down at the conclusion of our July 15, 2019 board meeting.

I am sad I will not be able to serve with you as a board member. I will truly miss our interactions. You have all taught me how to be a good board member, how to express myself more clearly and for this I am forever grateful.

I am excited for the new challenge ahead of me. I have felt called to be where I am at and feel I have been doing an on-the-job interview for the last 16 years. My past work experiences will translate well to my new position.

Again, thank you all for making my life better, for the valuable service you provide to the patrons of our Districts. I will always, always have your back!

Respectfully submitted,

Thomas M Walsh

Thomas M Walsh