

BOARD AGENDA
ANSLEY BOARD OF EDUCATION
Regular Meeting
July 14, 2025
Ansley Board of Education

The Purpose of Ansley Public Schools is to educate and empower students to succeed in an ever changing world.

- I. Call regular meeting to order and verify compliance with LB 898 Open Meeting Law.
 - I.A. Recitation of the Pledge of Allegiance
 - I.B. Excuse Absent Board of Education Members
- II. Consent Agenda
 - II.A. Approval of Agenda
 - II.B. Approve Minutes from June 16, 2025 Regular Meeting
- III. Audience and Board Communication
 - III.A. Recognition of Guests/Public Comment
- IV. Reports
 - IV.A. Activity Report -
 - IV.B. Monthly Claims -
 - IV.C. Treasurer's Report -
- V. Discussion Items
- VI. Action Items
 - VI.A. Discuss, consider and take any necessary action on the following:
Approval of the 2025-2026 Staff Handbook
 - VI.B. Discuss, consider and take any necessary action on the following:
Approval of the 2025-2026 Student Handbook
 - VI.C. Discuss, consider and take any necessary action on the following: 2025-2026 Ansley-Litchfield Activities Handbook
 - VI.D. Discuss, consider, and take any action on the following: Approve Substitute Teacher Daily Rate of \$140.00
 - VI.E. Discuss, consider and take any action on the following: grinding wheel, grinding sander, table saw, drill press, metal band saw, and planer.
- VII. Principal Report
- VIII. Superintendent Report
- IX. Executive Session -
- X. Adjournment

*Executive Session: If during the course of the meeting, discussion of any item on the agenda should be held in Executive Session, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

**Sequence of Agenda: The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

***Action Item: The board reserves the right to take action on an item listed on the board agenda.

Ansley Public Schools
Board of Education
Regular Board Meeting
June 16, 2025
7:30 PM

The Ansley Public School Board met in a Regular Session on June 16, 2025. Board President Bailey called the meeting to order at 7:30 PM and verified compliance with LB 898 Open Meeting Law. The following board members were in attendance: **Present:** Jaimee Bailey, Derek Clay, Tim Loy, Danielle Ostrand, Brent Petrick, Chris Varney. Others in attendance were Kim Jonas, Cory Grint and Danyle Goodman.

Notice of the meeting was given in advance by posting in five (5) public places: Flatwater Bank, the Custer County Chief, the Post Office, and the Ansley Public School and on the Ansley Public School website at ansleypublicschool.org. Availability of the agenda was communicated in advance thereof to the Board President and Board members of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the public.

The Pledge of Allegiance was recited by all present.

Chris Varney moved and Derek Clay seconded to approve the items in the Consent Agenda as presented. This motion passed.

Brent Petrick: yes, Chris Varney: yes, Jaimee Bailey: yes, Derek Clay: yes, Tim Loy: yes, Danielle Ostrand: yes
yes: 6, no: 0

Mrs. Jonas presented the activity report.

Tim Loy moved and Chris Varney seconded to approve the Monthly claims in the amount of \$64,560.41. This motion passed.

Brent Petrick: yes, Chris Varney: yes, Jaimee Bailey: yes, Derek Clay: yes, Tim Loy: yes, Danielle Ostrand: yes
yes: 6, no: 0

Mrs. Jonas presented the June financials.

Derek Clay moved and Danielle Ostrand seconded to approve the resignation of Mitchell Sloggett. This motion passed.

Brent Petrick: yes, Chris Varney: yes, Jaimee Bailey: yes, Derek Clay: yes, Tim Loy: yes, Danielle Ostrand: yes
yes: 6, no: 0

Tim Loy moved and Chris Varney seconded to accept Policy 5031 Student Appearance as presented. This motion passed.

Brent Petrick: yes, Chris Varney: yes, Jaimee Bailey: yes, Derek Clay: yes, Tim Loy: yes, Danielle Ostrand: yes
yes: 6, no: 0

Derek Clay moved and Danielle Ostrand seconded to approve Policy 6045 Behavioral Intervention. This motion passed.

Brent Petrick: yes, Chris Varney: yes, Jaimee Bailey: yes, Derek Clay: yes, Tim Loy: yes, Danielle Ostrand: yes
yes: 6, no: 0

Chris Varney moved and Tim Loy seconded to approve the interlocal agreement with the Village of Ansley. This motion passed.

Brent Petrick: yes, Chris Varney: yes, Jaimee Bailey: yes, Derek Clay: yes, Tim Loy: yes, Danielle Ostrand: yes
yes: 6, no: 0

Derek Clay moved and Tim Loy seconded to approve the para-educator contract for Gavin Sheen for the 2025/2026 school year. This motion passed.

Brent Petrick: yes, Chris Varney: yes, Jaimee Bailey: yes, Derek Clay: yes, Tim Loy: yes, Danielle Ostrand: yes
yes: 6, no: 0

Tim Loy moved and Derek Clay seconded to extend an offer of employment of para educator to Lily Jonas for \$14/hr for the month of July, not to exceed 40 hours. This motion passed.

Brent Petrick: yes, Chris Varney: yes, Jaimee Bailey: yes, Derek Clay: yes, Tim Loy: yes, Danielle Ostrand: yes
yes: 6, no: 0

Mr Grint presented the Principal's report.

Mrs. Jonas presented the Superintendent report.

Discussion was held on the annual budget and fiscal planning.

Meeting adjourned at 9:27pm

Danielle Ostrand
Board Secretary
Ansley Public School Board of Education

Detail Check Register

Checking Account: 1		1					
Check Number: 22694	Check Type: Check	Check Date: 07/14/2025	Vendor: AMGL	ALMQUIST,MALTZAHN,GALLOWAY & LUTH	Check Total:	100.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
35252	07/11/2025		FLEX PLAN ELEM	01 1100 291 001 1 001	50.00		
35252	07/11/2025		FLEX PLAN HS	01 1100 291 002 2 001	50.00		
Check Number: 22695	Check Type: Check	Check Date: 07/14/2025	Vendor: AHSPC	ANSLEY HIGH SCHOOL/PETTY CASH	Check Total:	1,976.17	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
07142025	07/11/2025		REIMB SPED SUPPLIES	01 1200 610 001 1 000	42.00		
07142025	07/11/2025		BCBS INS	01 2410 211 002 2 000	1,934.17		
Check Number: 22696	Check Type: Check	Check Date: 07/14/2025	Vendor: ALS	ANSLEY LUMBER & SUPPLY	Check Total:	848.96	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
07142025	07/11/2025		MAINT SUPPLIES	01 2620 610 000 0 001	848.96		
Check Number: 22697	Check Type: Check	Check Date: 07/14/2025	Vendor: ARFD	ANSLEY RURAL FIRE DISTRICT	Check Total:	198.99	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
07142025	07/11/2025		AED BATTERY	01 2660 610 000 0 000	198.99		
Check Number: 22698	Check Type: Check	Check Date: 07/14/2025	Vendor: BHE	BLACK HILLS ENERGY	Check Total:	1,147.61	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
07142025	07/11/2025		HEATING FUEL	01 2610 621 000 0 001	1,147.61		
Check Number: 22699	Check Type: Check	Check Date: 07/14/2025	Vendor: BSNSPORTS	BSN SPORTS	Check Total:	589.14	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
930052652	07/11/2025		SUPPLIES	01 1100 610 000 0 000	422.94		
930052652	07/11/2025		ELEM SUPPLIES	01 1100 610 001 1 000	166.20		
Check Number: 22700	Check Type: Check	Check Date: 07/14/2025	Vendor: CNE	CENTRAL NEBRASKA ELECTRIC	Check Total:	3,526.65	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
TM-4230	07/11/2025		PROJECTOR CORDS	01 2620 610 000 0 001	3,526.65		
Check Number: 22701	Check Type: Check	Check Date: 07/14/2025	Vendor: COLONIAL	COLONIAL RESERCH CHEMICAL CORPORATION	Check Total:	305.33	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
153857	07/11/2025		CUST SUPPLIES	01 2610 610 000 0 000	305.33		
Check Number: 22702	Check Type: Check	Check Date: 07/14/2025	Vendor: CAM	CONDITIONED AIR MECHANICAL	Check Total:	3,800.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
42075	07/11/2025		SEMI ANNUAL BILLING	01 2620 610 000 0 001	3,800.00		
Check Number: 22703	Check Type: Check	Check Date: 07/14/2025	Vendor: CCC	CUSTER COUNTY CHIEF	Check Total:	1,102.23	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
07142025	07/11/2025		ADVERTISING	01 2310 540 000 0 000	1,102.23		
Check Number: 22704	Check Type: Check	Check Date: 07/14/2025	Vendor: DASSTATE	DAS STATE ACCTG-CENTRAL FINANCE	Check Total:	292.87	

Detail Check Register

Checking Account: 1

1

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1485713	07/11/2025		DL JUNE 25	01 1100 382 002 2 000	292.87
Check Number: 22705	Check Type: Check	Check Date: 07/14/2025	Vendor: EAKESGI	EAKES	Check Total: 1,030.54
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
661779	07/11/2025		COPIES	01 1100 610 000 0 001	1,030.54
Check Number: 22706	Check Type: Check	Check Date: 07/14/2025	Vendor: EGAN	EGAN SUPPLY CO	Check Total: 889.17
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
400557	07/11/2025		SCIENCE SUPPLIES	01 1100 610 002 2 152	33.81
400557	07/11/2025		CUST SUPPLIES	01 2610 610 000 0 000	855.36
Check Number: 22707	Check Type: Check	Check Date: 07/14/2025	Vendor: ESU	ESU 10	Check Total: 13,777.04
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
07142025	07/11/2025		HS TRAINING	01 1100 330 002 2 000	120.00
07142025	07/11/2025		SPED SUP ELEM	01 1200 591 001 1 000	431.71
07142025	07/11/2025		RECORD INSERVICE	01 1200 591 001 1 000	499.00
07142025	07/11/2025		VOC HS	01 1200 591 002 2 000	55.61
07142025	07/11/2025		SPED SUP HS	01 1200 591 002 2 000	431.71
07142025	07/11/2025		SPED SUP 3-4	01 1291 591 001 1 000	104.25
07142025	07/11/2025		SPED SUP B-2	01 1292 591 001 1 000	104.24
07142025	07/11/2025		PSYCH ELEM	01 2141 591 001 1 000	925.32
07142025	07/11/2025		PSYCH HS	01 2141 591 002 2 000	925.32
07142025	07/11/2025		PSYCH 3-4	01 2142 591 001 1 000	231.31
07142025	07/11/2025		PSYCH B-2	01 2143 591 001 1 000	231.31
07142025	07/11/2025		AUDIO ELEM	01 2151 591 001 1 000	25.62
07142025	07/11/2025		SPEECH ELEM	01 2151 591 001 1 000	4,362.49
07142025	07/11/2025		SPEECH HS	01 2151 591 002 2 000	1,086.45
07142025	07/11/2025		AUDIO HS	01 2151 591 002 2 000	25.62
07142025	07/11/2025		AUDIO 3-4	01 2152 591 001 1 000	6.40
07142025	07/11/2025		DEAF ED 3-4	01 2152 591 001 1 000	423.57
07142025	07/11/2025		SPEECH 3-4	01 2152 591 001 1 000	2,181.25
07142025	07/11/2025		SPEECH B-2	01 2153 591 001 1 000	727.08
07142025	07/11/2025		AUDIO B-2	01 2153 591 001 1 000	6.41
07142025	07/11/2025		VISION 3-4	01 2182 591 001 1 000	502.37
07142025	07/11/2025		JONAS TRAINING	01 2320 330 000 0 000	40.00
07142025	07/11/2025		FERNAU TRAINING	01 2410 330 002 2 000	40.00
07142025	07/11/2025		TECH TRAINING	01 2410 330 002 2 000	290.00
Check Number: 22708	Check Type: Check	Check Date: 07/14/2025	Vendor: FERNAU	GARROD FERNAU	Check Total: 50.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
07142025	07/11/2025		FERNAU CELL	01 2410 295 002 2 000	50.00

Detail Check Register

Checking Account: 1		1					
Check Number: 22709	Check Type: Check	Check Date: 07/14/2025	Vendor: FIDGET	THE FIDGET GAMES	Check Total:	205.99	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
62741	07/11/2025		SPEECH PATH SUPPLIES	01 2151 610 001 1 000	205.99		
Check Number: 22710	Check Type: Check	Check Date: 07/14/2025	Vendor: FILLNCHILL	FILL N CHILL	Check Total:	282.59	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
07142025	07/11/2025		BOARD PIZZA	01 2310 610 000 0 000	47.90		
07142025	07/11/2025		BUSING FUEL	01 2710 626 000 0 000	234.69		
Check Number: 22711	Check Type: Check	Check Date: 07/14/2025	Vendor: HAMILTON	HAMILTON	Check Total:	293.72	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
11066160	07/11/2025		LOCAL/LONG DISTANCE	01 2510 530 000 0 000	293.72		
Check Number: 22712	Check Type: Check	Check Date: 07/14/2025	Vendor: HERMSMEYER	HERMSMEYER OCCUPATIONAL THERAPY, LLC	Check Total:	270.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
07142025	07/11/2025		OT 3-5 JUNE 25	01 2162 320 001 1 000	270.00		
Check Number: 22713	Check Type: Check	Check Date: 07/14/2025	Vendor: HFS	HFS	Check Total:	3,363.48	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
04460137	07/11/2025		JUMP MATH	01 1100 640 001 1 000	3,363.48		
Check Number: 22714	Check Type: Check	Check Date: 07/14/2025	Vendor: HOMETOWN	HOMETOWN LEASING	Check Total:	356.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
07142025	07/11/2025		SHARP PRINTER	01 1100 443 000 0 000	356.00		
Check Number: 22715	Check Type: Check	Check Date: 07/14/2025	Vendor: ISS	INTEGRATED SECURITY SOLUTIONS	Check Total:	240.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
20250382/A	07/11/2025		MONITORING FEES	01 2610 340 000 0 000	240.00		
Check Number: 22716	Check Type: Check	Check Date: 07/14/2025	Vendor: JONAS	KIMBERLY JONAS	Check Total:	50.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
07142025	07/11/2025		JONAS CELL	01 2320 295 000 0 000	50.00		
Check Number: 22717	Check Type: Check	Check Date: 07/14/2025	Vendor: LAKESH	LAKESHORE LEARNING MATERIALS, LLC	Check Total:	205.59	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
91095285	07/11/2025		ELEM SUPPLIES	01 1100 610 001 1 000	63.84		
91095285	07/11/2025		PREK SUPPLIES	01 1190 610 001 1 000	141.75		
Check Number: 22718	Check Type: Check	Check Date: 07/14/2025	Vendor: LEARNINGWT	LEARNING WITHOUT TEARS	Check Total:	257.34	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
230564	07/11/2025		PREK SUPPLIES	01 1190 610 001 1 000	257.34		
Check Number: 22719	Check Type: Check	Check Date: 07/14/2025	Vendor: LEVELDATA	LEVEL DATA	Check Total:	200.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		

Detail Check Register

Checking Account: 1		1					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	<u>Check Total:</u>	<u>Detail Amount</u>
01209	07/11/2025		VALIDATION	01 1100 320 001 1 000	200.00		
Check Number: 22720	Check Type: Check	Check Date: 07/14/2025	Vendor: LITCHFIELD	LITCHFIELD PUBLIC SCHOOL	Check Total:	890.71	
07142025	07/11/2025		JOEDEMAN INS	01 2610 210 000 0 000	890.71		
Check Number: 22721	Check Type: Check	Check Date: 07/14/2025	Vendor: HEGGERTY	LITERACY RESOURCES, LLC	Check Total:	106.56	
250626-0188329	07/11/2025		SPEECH PATH	01 2151 610 001 1 000	106.56		
Check Number: 22722	Check Type: Check	Check Date: 07/14/2025	Vendor: MATHESON	MATHESON TRI-GAS INC	Check Total:	324.75	
31703581/52527529	07/11/2025		AG SUPPLIES	01 1100 610 002 2 180	324.75		
Check Number: 22723	Check Type: Check	Check Date: 07/14/2025	Vendor: MENARDSK	MENARDS	Check Total:	15.98	
91258	07/11/2025		MAINT SUPPLIES	01 2620 610 000 0 001	15.98		
Check Number: 22724	Check Type: Check	Check Date: 07/14/2025	Vendor: NCSPEARSO	NCS PEARSON INC	Check Total:	56.52	
27215335/27313529/28	07/11/2025		SPED SUPPLIES	01 1200 610 001 1 000	56.52		
Check Number: 22725	Check Type: Check	Check Date: 07/14/2025	Vendor: NCSA	NCSA	Check Total:	300.00	
86697	07/11/2025		JELINEK CONFERENCE	01 1100 330 002 2 000	300.00		
Check Number: 22726	Check Type: Check	Check Date: 07/14/2025	Vendor: NRCSA	NEBRASKA RURAL COMM SCHOOLS AS	Check Total:	850.00	
1008	07/11/2025		25/26 DUES	01 2310 810 000 0 000	850.00		
Check Number: 22727	Check Type: Check	Check Date: 07/14/2025	Vendor: OTCUNNINGH	OWEN CUNNINGHAM	Check Total:	1,800.00	
07012025	07/11/2025		MOWING JUNE	01 2620 420 000 0 000	800.00		
6122025	07/11/2025		MOWING APRIL/MAY	01 2620 420 000 0 000	1,000.00		
Check Number: 22728	Check Type: Check	Check Date: 07/14/2025	Vendor: PARENTSQUA	PARENT SQUARE	Check Total:	2,662.00	
2024-18175	07/11/2025		RENEWAL 25/26	01 1100 320 001 1 000	2,662.00		
Check Number: 22729	Check Type: Check	Check Date: 07/14/2025	Vendor: POWERSCHOO	POWERSCHOOL GROUP LLC	Check Total:	4,213.13	
456773	07/11/2025		RENEWAL 25/26	01 1100 320 001 1 000	4,213.13		
Check Number: 22730	Check Type: Check	Check Date: 07/14/2025	Vendor: PRESTO	PRESTO X	Check Total:	124.37	
78459717	07/11/2025		PEST CONTROL	01 2610 340 000 0 000	124.37		

Detail Check Register

Checking Account: 1		1					
<u>Check Number</u>	<u>Check Type</u>	<u>Check Date</u>	<u>Vendor</u>	<u>PRIME SECURED</u>	<u>Check Total</u>		
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
22731	Check	07/14/2025	PRIME		2,045.38		
97061		07/11/2025		ARUBA CLOUD	145.76		
97061		07/11/2025		ARUBA CLOUD	145.76		
97115		07/11/2025		ARUBA OPTICAL FIBER	876.93		
97115		07/11/2025		ARUBA OPTICAL FIBER	876.93		
22732	Check	07/14/2025	RAMSEYED	RAMSEY EDUCATION	784.85		
2764544		07/11/2025		ACCOUNTING BOOKS	784.85		
22733	Check	07/14/2025	RLI	RENAISSANCE	1,567.00		
5554703		07/11/2025		RENAISSANCE/AR	1,567.00		
22734	Check	07/14/2025	SSWORLDWID	S & S WORLDWIDE	16.44		
101607752		07/11/2025		CLIPBOARDS	16.44		
22735	Check	07/14/2025	SU	SOFTWARE UNLIMITED INC	6,200.00		
20250628-131		07/11/2025		ACCOUNTING PROGRAM	6,200.00		
22736	Check	07/14/2025	STAPLES	STAPLES	17.05		
6034513046		07/11/2025		ELEM SUPPLIES	17.05		
22737	Check	07/14/2025	TAYLORHC	TAYLOR HEATING & COOLING, LLC	156.00		
196		07/11/2025		JONAS AC	156.00		
22738	Check	07/14/2025	USBANK	US BANK	3,651.48		
07112025		07/11/2025		SUPPLIES	627.85		
07112025		07/11/2025		HS SUPPLIES	426.96		
07112025		07/11/2025		ANNUALS	34.77		
07112025		07/11/2025		SPED ELEM SUPPLIES	711.90		
07112025		07/11/2025		ELEM LIB BOOKS	1,203.70		
07112025		07/11/2025		HS LIB BOOKS	41.47		
07112025		07/11/2025		GOODMAN SUPPLIES	259.47		
07112025		07/11/2025		SCOTT SUPPLIES	161.49		
07112025		07/11/2025		MAINT SUPPLIES	61.50		
07112025		07/11/2025		BUSING FUEL	122.37		
22739	Check	07/14/2025	UTIL	VILLAGE OF ANSLEY	13,804.26		

Detail Check Register

Checking Account: 1

1

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
07142025	07/11/2025		WATER-SEWER-TRASH	01 2610 410 000 0 000	654.87
07142025	07/11/2025		UTILITIES	01 2610 621 000 0 000	6,530.60
123	07/11/2025		INTERLOCAL AGREEMENT	01 2610 441 000 0 000	6,000.00
124	07/11/2025		FIELD LIGHT & FUSE	01 2620 610 000 0 001	426.48
127	07/11/2025		1/2 GRUB CONTROL	01 2620 610 000 0 001	192.31
Check Number: 22740	Check Type: Check	Check Date: 07/14/2025	Vendor: WAYSIDEPUB	WAYSIDE PUBLISHING	Check Total: 142.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
207728	07/11/2025		SPANISH SUPPLIES	01 1100 610 002 2 000	142.60
Check Number: 22741	Check Type: Check	Check Date: 07/14/2025	Vendor: WESTMUS	WEST MUSIC	Check Total: 573.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
SI2532727	07/11/2025		RECORDERS/BOOMWHACK	01 1100 610 001 1 194	573.80
Check Number: 22742	Check Type: Check	Check Date: 07/14/2025	Vendor: WEX	WEX BANK	Check Total: 239.82
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
105709455	07/11/2025		BUSING FUEL	01 2710 626 000 0 000	239.82
Check Number: 22743	Check Type: Check	Check Date: 07/14/2025	Vendor: WILLIAMHSA	WILLIAM H SADLIER, INC	Check Total: 721.87
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
241632	07/11/2025		GRAMWORKSHOP	01 1100 640 001 1 000	721.87
Check Number: 22744	Check Type: Check	Check Date: 07/14/2025	Vendor: YANDA	YANDA'S MUSIC	Check Total: 397.23
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
07142025	07/11/2025		BAND REPAIRS	01 1100 610 002 2 194	397.23
Check Number: 22745	Check Type: Check	Check Date: 07/14/2025	Vendor: YANEZ	YANEZ SERVICE	Check Total: 242.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
14907	07/11/2025		MALIBU INSPECTIONS	01 2712 732 000 0 000	242.00
Check Number: 22746	Check Type: Check	Check Date: 07/14/2025	Vendor: ZANER	ZANER-BLOSER	Check Total: 786.72
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INVZB78632	07/11/2025		HANDWRITING	01 1100 640 001 1 000	786.72

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 78,049.93

2024-2025 Operating Budget

\$ 4,000,000 Monthly Budget Spr							
Annual Budget			Monthly Expenditures	% Used	YTD Expenditures	% Used	
	September						
\$ 3,125,000	Salaries ai	(100, 200)	\$ 257,886	8.25%	\$ 257,886	8.25%	
\$ 430,000	Purchases	(300, 400, 500, 800)	\$ 84,409	19.63%	\$ 84,409	19.63%	
\$ 300,000	Supplies	(600)	\$ 39,863	13.29%	\$ 39,863	13.29%	
\$ 25,000	Building ai	(700)	\$ 1,374	5.50%	\$ 1,374	5.50%	
\$ 120,000	Transfers	(900)	\$ 15,000	12.50%	\$ 15,000	12.50%	
	October						
\$ 2,867,114	Salaries ai	(100, 200)	\$ 257,958	8.25%	\$ 515,844	16.51%	
\$ 345,591	Purchases	(300, 400, 500, 800)	\$ 73,452	17.08%	\$ 157,861	36.71%	
\$ 260,137	Supplies	(600)	\$ 53,934	17.98%	\$ 93,797	31.27%	
\$ 23,626	Building ai	(700)	\$ 947	3.79%	\$ 2,321	9.28%	
\$ 105,000	Transfers	(900)	\$ 70,000	58.33%	\$ 85,000	70.83%	
	November						
\$ 2,609,156	Salaries ai	(100, 200)	\$ 257,520	8.24%	\$ 773,364	24.75%	
\$ 272,139	Purchases	(300, 400, 500, 800)	\$ 55,979	13.02%	\$ 213,840	49.73%	
\$ 206,203	Supplies	(600)	\$ 23,659	7.89%	\$ 117,456	39.15%	
\$ 22,679	Building ai	(700)	\$ -	0.00%	\$ 2,321	9.28%	
\$ 35,000	Transfers	(900)	\$ -	0.00%	\$ 85,000	70.83%	
	December						
\$ 2,351,636	Salaries ai	(100, 200)	\$ 251,319	8.04%	\$ 1,024,683	32.79%	
\$ 216,160	Purchases	(300, 400, 500, 800)	\$ 44,970	10.46%	\$ 258,810	60.19%	
\$ 182,544	Supplies	(600)	\$ 18,856	6.29%	\$ 136,312	45.44%	
\$ 22,679	Building ai	(700)	\$ -	0.00%	\$ 2,321	9.28%	
\$ 35,000	Transfers	(900)	\$ -	0.00%	\$ 85,000	70.83%	
	January						
\$ 2,100,317	Salaries ai	(100, 200)	\$ 246,212	7.88%	\$ 1,270,895	40.67%	
\$ 171,190	Purchases	(300, 400, 500, 800)	\$ 52,020	12.10%	\$ 310,830	72.29%	
\$ 163,688	Supplies	(600)	\$ 33,958	11.32%	\$ 170,270	56.76%	
\$ 22,679	Building ai	(700)	\$ -	0.00%	\$ 2,321	9.28%	
\$ 35,000	Transfers	(900)	\$ -	0.00%	\$ 85,000	70.83%	
	February						
\$ 1,854,105	Salaries ai	(100, 200)	\$ 244,256	7.82%	\$ 1,515,151	48.48%	
\$ 119,170	Purchases	(300, 400, 500, 800)	\$ 29,676	6.90%	\$ 340,506	79.19%	
\$ 129,730	Supplies	(600)	\$ 20,846	6.95%	\$ 191,116	63.71%	
\$ 22,679	Building ai	(700)	\$ 15	0.06%	\$ 2,336	9.34%	
\$ 35,000	Transfers	(900)	\$ -	0.00%	\$ 85,000	70.83%	
	March						
\$ 1,609,849	Salaries ai	(100, 200)	\$ 263,595	8.44%	\$ 1,778,746	56.92%	
\$ 89,494	Purchases	(300, 400, 500, 800)	\$ 32,708	7.61%	\$ 373,214	86.79%	
\$ 108,884	Supplies	(600)	\$ 27,993	9.33%	\$ 219,109	73.04%	
\$ 22,664	Building ai	(700)	\$ -	0.00%	\$ 2,336	9.34%	
\$ 35,000	Transfers	(900)	\$ -	0.00%	\$ 85,000	70.83%	
	April						
\$ 1,346,254	Salaries ai	(100, 200)	\$ 245,015	7.84%	\$ 2,023,761	64.76%	
\$ 56,786	Purchases	(300, 400, 500, 800)	\$ 31,199	7.26%	\$ 404,413	94.05%	
\$ 80,891	Supplies	(600)	\$ 21,112	7.04%	\$ 240,221	80.07%	
\$ 22,664	Building ai	(700)	\$ -	0.00%	\$ 2,336	9.34%	
\$ 35,000	Transfers	(900)	\$ -	0.00%	\$ 85,000	70.83%	
	May						
\$ 1,101,239	Salaries ai	(100, 200)	\$ 250,832	8.03%	\$ 2,274,593	72.79%	
\$ 25,587	Purchases	(300, 400, 500, 800)	\$ 20,239	4.71%	\$ 424,652	98.76%	
\$ 59,779	Supplies	(600)	\$ 18,080	6.03%	\$ 258,301	86.10%	
\$ 22,664	Building ai	(700)	\$ -	0.00%	\$ 2,336	9.34%	
\$ 35,000	Transfers	(900)	\$ -	0.00%	\$ 85,000	70.83%	
	June						
\$ 850,407	Salaries ai	(100, 200)	\$ 246,640	7.89%	\$ 2,521,233	80.68%	
\$ 5,348	Purchases	(300, 400, 500, 800)	\$ 30,330	7.05%	\$ 454,982	105.81%	
\$ 41,699	Supplies	(600)	\$ 25,474	8.49%	\$ 283,775	94.59%	
\$ 22,664	Building ai	(700)	\$ -	0.00%	\$ 2,336	9.34%	
\$ 35,000	Transfers	(900)	\$ 7,155	5.96%	\$ 92,155	76.80%	
	July						
\$ 603,767	Salaries ai	(100, 200)		0.00%			
\$ (24,982)	Purchases	(300, 400, 500, 800)		0.00%			
\$ 16,225	Supplies	(600)		0.00%			
\$ 22,664	Building ai	(700)		0.00%			
\$ 27,845	Transfers	(900)		0.00%			
	August						
\$ 603,767	Salaries ai	(100, 200)		0.00%			
\$ (24,982)	Purchases	(300, 400, 500, 800)		0.00%			
\$ 16,225	Supplies	(600)		0.00%			
\$ 22,664	Building ai	(700)		0.00%			
\$ 27,845	Transfers	(900)		0.00%			

Rec/Exp Comparison Report 2023-2024

County Property Tax Revenue and Total Revenue Comparison													
	2023-2024		Prop Tax	Total		Revenue	2024-2025		Prop Tax	Total		Revenue	
MONTH	Prop Tax	%	To Date	Revenue	%	To Date	Prop Tax	%	To Date	Revenue	%	To Date	
September	\$764,859.29	25.1	\$764,859.29	\$ 803,146.01	22.37	\$803,146.01	\$753,144.66	24.2	\$753,144.66	785,978.65	18.66	\$785,978.65	
October	\$260,764.06	33.66	\$1,025,623.35	\$ 297,494.56	30.66	\$1,100,640.57	\$133,236.39	28.48	\$886,381.05	165,171.37	22.58	\$951,150.02	
November	\$32,522.29	34.73	\$1,058,145.64	65,742.34	32.49	\$1,166,382.91	\$71,909.61	30.79	\$958,290.66	78,749.93	24.45	\$1,029,899.95	
December	\$13,469.60	35.17	\$1,071,615.24	83,296.73	34.81	\$1,249,679.64	\$31,641.58	31.81	\$989,932.24	241,663.02	30.19	\$1,271,562.97	
January	\$464,037.41	50.4	\$1,535,652.65	575,068.97	50.83	\$1,824,748.61	\$292,383.66	41.2	\$1,282,315.90	371,185.04	39.00	\$1,642,748.01	
February	\$151,848.88	55.38	\$1,687,501.53	221,520.44	57.00	\$2,046,269.05	\$75,413.57	43.63	\$1,357,729.47	187,146.86	43.44	\$1,829,894.87	
March	\$31,966.23	56.43	\$1,719,467.76	287,394.89	65.00	\$2,333,663.94	\$52,620.88	45.32	\$1,410,350.35	696,384.88	59.98	\$2,526,279.75	
April	\$102,947.68	59.81	\$1,822,415.44	177,076.46	69.94	\$2,510,740.40	\$76,371.19	47.77	\$1,486,721.54	161,448.60	63.81	\$2,687,728.35	
May	\$710,257.82	83.12	\$2,532,673.26	923,548.52	95.66	\$3,434,288.92	\$622,142.81	67.76	\$2,108,864.35	1,220,808.16	92.79	\$3,908,536.51	
June	\$355,912.64	94.8	\$2,888,585.90	432,457.09	107.71	\$3,866,746.01	\$199,206.01	74.16	\$2,308,070.36	329,711.44	100.62	\$4,238,247.95	
July	\$18,493.73	95.41	\$2,907,079.63	74,940.29	109.80	\$3,941,686.30							
August	\$22,059.27	96.13	\$2,929,138.90	30,109.17	110.63	\$3,971,795.47							
Total to Date	\$2,929,138.90			3,971,795.47			\$2,308,070.36			4,238,247.95			
Budgeted	\$3,047,007.00			3,590,007.00			\$3,112,128.00			4,212,090.00			
Over/(Under)	-\$117,868.10			381,788.47			-\$804,057.64			26,157.95			
General Fund Expenditures													
MONTH	2022-2023	Percent	to date	2023-2024	Percent	to date	2024-2025	Percent	to date				
September	\$330,688.35	8.18	\$330,688.35	\$410,001.88	9.25	\$410,001.88	\$398,532.23	8.45	\$398,532.23			Beginning Balance	
October	\$320,409.73	16.1	\$651,098.08	\$342,085.99	16.97	\$752,087.87	\$456,290.66	18.13	\$854,822.89			(audited)	\$1,623,678.00
November	\$306,385.34	23.68	\$957,483.42	\$328,736.17	24.39	\$1,080,824.04	\$337,158.19	25.28	\$1,191,981.08				
December	\$295,926.77	31	\$1,253,410.19	\$298,470.66	31.12	\$1,379,294.70	\$315,145.49	31.96	\$1,507,126.57				
January	\$323,676.99	39	\$1,577,087.18	\$314,526.59	38.22	\$1,693,821.29	\$332,190.09	39	\$1,839,316.66			Revenue to date	\$4,238,247.95
February	\$273,958.53	45.78	\$1,851,045.71	\$287,496.43	44.71	\$1,981,317.72	\$294,793.29	45.25	\$2,134,109.95			(unaudited)	
March	\$278,170.25	52.65	\$2,129,215.96	\$315,743.53	51.83	\$2,297,061.25	\$324,295.43	52.13	\$2,458,405.38			Exp to date	\$3,354,481.57
April	\$263,745.55	59.18	\$2,392,961.51	\$293,040.96	58.44	\$2,590,102.21	\$297,326.46	58.43	\$2,755,731.84			(unaudited)	
May	\$335,549.62	67.48	\$2,728,511.13	\$328,028.41	65.85	\$2,918,130.62	\$289,150.92	64.56	\$3,044,882.76				
June	\$302,595.96	74.96	\$3,031,107.09	\$296,464.58	72.54	\$3,214,595.20	\$309,598.81	71.13	\$3,354,481.57			Ending balance to date	\$2,507,444.38
July	\$242,299.61	80.95	\$3,273,406.70	\$273,708.42	78.71	\$3,488,303.62						(unaudited)	
August	\$588,125.91	95.49	\$3,861,532.61	\$297,488.21	85.42	\$3,785,791.83							
Total to Date	\$3,861,532.61			\$3,785,791.83			\$3,354,481.57						
Budgeted	\$4,043,735.00			\$4,431,748.00			\$4,716,024.00						
Over/(Under)	-\$182,202.39			-\$645,956.17			-\$1,361,542.43						

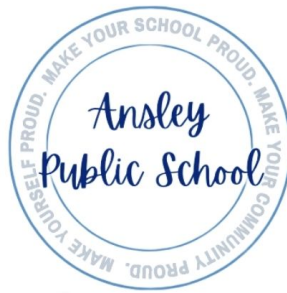
2024-2025 GENERAL FUND
CASH FLOW

DATE	Description	DEPOSIT	WITHDRAWAL	BALANCE
	PREVIOUS BALANCE			\$568,275.21
4/1/2025	April Payroll		\$255,288.21	\$312,987.00
	Lunch fund	\$2,684.28		\$315,671.28
	ESU 10	\$150.00		\$315,821.28
	Litchfield - Curlo salary	\$3,453.29		\$319,274.57
4/15/2025	Custer Co	\$83,825.01		\$403,099.58
	Buffalo Co	\$138.59		\$403,238.17
4/21/2025	April Bills		\$54,013.01	\$349,225.16
4/16/2025	Mips 24	\$1,029.51		\$350,254.67
4/24/2025	Sped SA 23/24	\$45,554.00		\$395,808.67
4/30/2025	State Aid	\$30,199.00		\$426,007.67
	Apr Int	\$552.49		\$426,560.16
5/1/2025	May Payroll		\$254,740.39	\$171,819.77
	Depart. Of Labor- unemployment refund	\$1,348.00		\$173,167.77
	Litchfield - Curlo salary	\$3,453.29		\$176,621.06
	ESU 10	\$750.00		\$177,371.06
	Lunch fund	\$2,768.36		\$180,139.42
5/12/2025	May Bills		\$40,907.41	\$139,232.01
5/15/2025	Custer Co	\$1,180,094.30		\$1,319,326.31
	Buffalo Co	\$8,748.72		\$1,328,075.03
5/16/2025	Village of Ansley- liqour license	\$220.00		\$1,328,295.03
	Sped SA 23/24	\$103.00		\$1,328,398.03
5/19/2025	Transfer to MMDA		\$750,000.00	\$578,398.03
5/27/2025	Johnson Control refund	\$887.55		\$579,285.58
5/30/2025	State Aid	\$30,199.00		\$609,484.58
	May Int	\$693.14		\$610,177.72
6/1/2025	June Payroll		\$255,433.48	\$354,744.24
6/3/2025	Sped SA 23/24	\$46,027.00		\$400,771.24
6/4/2025	Litchfield - Curlo salary	\$3,453.29		\$404,224.53
	Lunch fund	\$3,733.13		\$407,957.66
6/9/2025	Sped SA 23/24	\$48,791.00		\$456,748.66
6/16/2025	June Bills		\$64,560.41	\$392,188.25
6/13/2025	Custer Co	\$191,751.17		\$583,939.42
6/16/2025	Buffalo Co	\$12,146.51		\$596,085.93
6/30/2025	State Aid	\$30,203.00		\$626,288.93
	Litchfield - Curlo salary	\$3,453.29		\$629,742.22
	June Int	\$792.76		\$630,534.98
7/1/2025	July Payroll		\$231,020.74	\$399,514.24
7/3/2025	Lunch fund	\$2,302.34		\$401,816.58
	Central community college	\$82.60		\$401,899.18
	ESU 10	\$2,700.00		\$404,599.18
7/14/2025	July Bills		\$78,049.93	\$326,549.25
	Public Funds MMDA #2 (1.53%) as of 7/11/2025	\$839,801.61		
	Flatwater Bank Anytime CD's - (3) (3.65%) mat 3/01/2026	\$160,218.57		
	Flatwater Bank 13 month Flex CD's - (2) (3.8%) mat 6/8/2026	\$110,689.46		
	Total General Fund monies	\$1,437,258.89		

2024-2025
QCPUF Cash Flow

DATE	DESCRIPTION	WITHDRAWAL	DEPOSIT	BALANCE
	PREVIOUS BALANCE			\$1,781.42
9/13/2024	Custer Co		\$22,058.64	\$23,840.06
9/16/2024	Buffalo Co		\$89.36	\$23,929.42
9/30/2024	Sept Int		\$4.97	\$23,934.39
10/12/2024	Transfer to MMDA	\$22,000.00		\$1,934.39
10/15/2024	Buffalo Co		\$1,036.83	\$2,971.22
	Custer Co		\$3,281.58	\$6,252.80
10/31/2024	oct Int		\$4.84	\$6,257.64
11/14/2024	Transfer from MMDA		\$68,407.36	\$74,665.00
11/15/2024	Buffalo Co		\$0.84	\$74,665.84
	Custer Co		\$1,930.30	\$76,596.14
11/22/2024	BOK, FA	\$73,665.00		\$2,931.14
11/29/2024	Nov Int		\$9.52	\$2,940.66
12/13/2024	Custer Co		\$751.45	\$3,692.11
12/31/2024	Dec Int		\$1.19	\$3,693.30
1/15/2025	Custer Co		\$8,287.76	\$11,981.06
1/31/2025	Jan Int		\$2.80	\$11,983.86
2/4/2025	Transfer to MMDA	\$10,000.00		\$1,983.86
2/14/2025	Custer Co		\$1,704.64	\$3,688.50
	Buffalo Co		\$1.37	\$3,689.87
2/28/2025	Feb Int		\$1.22	\$3,691.09
3/14/2025	Custer Co		\$17,543.27	\$21,234.36
3/17/2025	Buffalo Co		\$492.15	\$21,726.51
3/31/2025	Mar Int		\$4.80	\$21,731.31
4/15/2025	Custer Co		\$2,187.16	\$23,918.47
	Buffalo Co		\$8.82	\$23,927.29
	Transfer to MMDA	\$22,927.29		\$1,000.00
4/30/2025	Apr Int		\$3.76	\$1,003.76
5/15/2025	custer Co		\$34,148.21	\$35,151.97
	Buffalo Co		\$556.44	\$35,708.41
5/19/2025	Transfer to MMDA	\$34,708.41		\$1,000.00
5/29/2025	Transfer from MMDA		\$8,200.00	\$9,200.00
	BOK, FA	\$8,145.00		\$1,055.00
5/31/2025	Maint Fee	\$10.00		\$1,045.00
	May Int		\$2.04	\$1,047.04
6/13/2025	Custer Co		\$5,350.78	\$6,397.82
6/16/2025	Buffalo Co		\$769.90	\$7,167.72
6/30/2025	June Int		\$1.54	\$7,169.26
	MMDA (1.53%)			
	as of 7/11/2025	\$110,761.83		
	total CAP fund monies	\$117,931.09		

Ansley Public Schools Staff Handbook



20245-20256

MISSION STATEMENT

~~Educating and empowering students to succeed in an ever-changing world.~~

Provide a nurturing and inclusive environment that fosters academic excellence, personal growth & lifelong learning

VISION STATEMENT

~~Focusing on high expectations, cultivating individual strengths, and creating a community of respect.~~

Empower all students, everyday, to pursue their highest ambitions and make a positive impact on their community.

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.

Notice of Nondiscrimination

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 school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Kim Jonas at 308-935-1121 (phone number), kjonas@ansleyps.org (e-mail address) or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Kim Jonas at 308-935-1121 (phone number), kjonas@ansleyps.org (e-mail address) or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: [<https://meeting.sparqdata.com/Public/Book/Ansley?docTypeId=968&file=10c90bd6-c75c-469a-ac54-4c50e871f3f8>]

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Kim Jonas at 308-935-1121 (phone number), kjonas@ansleyps.org (e-mail address) or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Kim Jonas at 308-935-1121 (phone number), kjonas@ansleyps.org (e-mail address) or in person at school. Students 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.

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.

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**SECTION ONE:
POLICIES AND PROCEDURES REGARDING ALL STAFF**

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete an accident report that is available from the office. The accident report must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

All staff and their spouses will be admitted to home games free of charge. Activity tickets will be issued to staff through the 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 modifies 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.**~~

Breastfeeding

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation

between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Communication (In-School)

Every staff member has an assigned mailbox in the office. Staff members are expected to check their mailboxes daily. In the morning upon arrival, 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 e-mail system. Each staff member must check his or her e-mail account throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence.

The phone messaging system and/or ParentSquare will also be used to communicate with staff from time to time.

Communication Between Employees and Students

Routinely, teachers and sponsors may need to communicate with students outside of the classroom. Employees may use the following personal communication systems to communicate with students:

- School issued email
- Google Classroom
- Student Square
- Group Text

A personal communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

Employee communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student. If communication is sent to one student, the staff member should include an administrator or parent in the communication. The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee.

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, gender, 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.~~
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 reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

- 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 applicable 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 coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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 involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
 - a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

~~5.~~ **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)

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. Individuals who file complaints (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 (c) 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 the 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. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.~~

Computers and the 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:[4012](#) regarding Staff Internet and Computer Use. ~~A copy of this policy is attached below.~~ Staff should also refer to and comply with the board policy:[4051](#) regarding Staff and District Social Media Use. A copy of each policy is made available to staff.

Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is consistent with board policy.

Conduct and Appearance

The employees of Ansley Public Schools are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, staff members must dress themselves, groom themselves, and conduct themselves in a manner appropriate for the educational environment.

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing. Refer to board policy for details regarding dress and appearance.

All staff may wear jeans on Fridays provided that the clothing is in good taste and does not interfere with the education of students. All staff may also wear jeans on non-student days.

Confidentiality

Staff members should not discuss school matters outside the job, nor discuss confidential or personal information about students or staff. Requests from anyone, other than building staff, for personal information about students should be referred to the principal.

Conflict of Interest

Employees' use of their position with the school district for financial gain will be considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

It is also a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities.

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, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district’s staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member’s ability to perform the tasks required by board policy.

Daily Schedule

<u>MONDAY-THURSDAY</u>	<u>FRIDAY</u>	<u>ELEMENTARY LUNCH</u>
<u>1ST PERIOD 8:00-8:53</u>	<u>1ST PERIOD 8:00-8:45</u>	<u>PK - 11:36</u>
<u>2ND PERIOD 8:53-9:46</u>	<u>2ND PERIOD 8:45-9:30</u>	<u>K - 11:41</u>
<u>3RD PERIOD 9:46-10:39</u>	<u>3RD PERIOD 9:30-10:15</u>	<u>1ST - 11:46</u>
<u>4TH PERIOD 10:39-11:32</u>	<u>4TH PERIOD 10:15-11:00</u>	<u>2ND - 11:51</u>
<u>5TH PERIOD 11:32-12:25</u>	<u>5TH PERIOD 11:00-11:45</u>	<u>3RD - 11:56</u>
<u>LUNCH 12:25-12:55</u>	<u>6TH PERIOD 11:45-12:30</u>	<u>4TH - 12:01</u>
<u>6TH PERIOD 12:55-1:48</u>	<u>LUNCH 12:30-1:00</u>	<u>5TH - 12:06</u>
<u>7TH PERIOD 1:48-2:41</u>	<u>7TH PERIOD 1:00-1:45</u>	<u>6TH - 12:11</u>
<u>8TH PERIOD 2:41-3:34</u>	<u>8TH PERIOD 1:45-2:30</u>	

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: Jackie Wagner at 308-935-1121 (phone number), jwagner@ansleytps.org (e-mail address) 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: Cory Grint at 308-935-1121 (phone number), cgrint@ansleytps.org (e-mail address), 1124 Cameron St. Ansley, NE 68814

(mailing address), or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Cory Grint at 308-935-1121(phone number), cgrint@ansleyps.org (e-mail address) 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 (Both school and personal vehicles)

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. Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy. Staff should refer to Board Policy for more information on the use of school vehicles.

Staff members who drive school vehicles transport students must have a valid driver's license. Staff members who drive school vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students unless it is a hands-free device.

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.

Dress Code

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally

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

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 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.

Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation for child abuse and/or neglect;
- Any complaint or other administrative that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

Employee Records

All staff members shall 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.

Expenses

The board of education will reimburse staff for all approved expenses incurred in attending to school business. To be reimbursed for an item or for personal

car use, staff members must have prior approval from the Superintendent. Appropriate receipts must be submitted.

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 (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. The school district will utilize the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

In-School Communication

~~Every staff member 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 e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail 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 Witness Leave

An employee who is called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Outside of regular school hours, staff will make sure all doors are locked when they enter or leave the building.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Keys to any school areas are not to be loaned to students or anyone who is not a staff member. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance and Cleaning Requests

Report any needed repairs, adjustments, or other deficiencies to the ~~administration.~~ Superintendent.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches ~~from the school cafeteria~~ for \$3.~~80~~25 ~~and breakfast for \$2.05 from the school cafeteria.~~ Meal balances must be paid to the office in a timely manner.

Military Leave of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. 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.

News and Press Releases

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

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.

Obligations Related to American Civics Instruction

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.

Payroll Deductions

Employees will have payroll deductions of federal tax, state tax, FICA, retirement, and other deductions authorized by an employee on the appropriate sheet, which comply with Nebraska wage assignment statuses.

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 childcare 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

All employees must complete 8hours and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

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

Purchasing

Purchase orders for either the General or Activity Fund must be filled out and given to the secretary for approval by the Principal/Superintendent for all purchases involving school money. No purchases are to be made locally or otherwise without a requisition approved and signed by the building administrator. All information should be on the purchase order including the staff member's name. Upon approval, the building secretary will generate a completed purchase order. All charges must be approved, and slips signed by the staff member. The school's Tax ID number must be used. Staff members are not entitled to use the school's name for purchases without permission.

When routine supplies are needed for immediate use, staff should contact the building superintendent.

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.

Recordings 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 3059 for information on recording by students.

Retirement

Employees who work 15 or more hours per week are required to join the Nebraska Public Employees' Retirement System. Members are required to contribute a percentage (as set by the Retirement System) of their gross wages to the retirement funds through payroll deduction. The school district is required by law to match the contribution at 101%. Any member who terminates employment with Ansley Public School may leave the account on an inactive basis in order to draw a retirement benefit or request to receive a

refund or make inquiries by contacting the Nebraska Retirement System at PO Box 94816, Lincoln, NE 68509-4816, 1-800-245-5712.

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. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Facilities and Property

The superintendent may approve the use of school facilities, equipment and other resources by school employees except for those activities that result in personal or corporate gain. School vehicles shall not be available for personal use except as provided in individual employee contracts.

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.

Smoking on School Premises or at School Activities

The use or possession of any tobacco product, 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 Conduct with Students

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. Employees are required to establish and maintain professional boundaries with students. They may be friendly with students, but they are the students' teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees' conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an

employee's professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

Unless an employee has a legitimate educational purpose, the following behavior is a violation of the professional boundaries that employees are expected to maintain with students. The following list is intended to illustrate inappropriate behavior involving students but not to describe every kind of prohibited behavior.

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by e-mail, text messaging, or through social media) on a matter that does not pertain to school. Electronic communications with students generally are to be sent simultaneously to multiple recipients and not just to one student except when the communication is clearly school related and inappropriate for persons other than the individual student to receive (i.e. grades).
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a

school administrator.

- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

An employee is required to make a report to the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to Board President.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor, the Title IX coordinator, or other school employee with whom she or he feels comfortable.

Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

A violation of this policy 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.

Standard Response Protocol (SRP)

Like many other schools around the state, we have implemented the Standard Response Protocol as a part of our school's Crisis and Emergency Plan. By using the same language and procedures as other school districts, our hope is that our students and staff will know what

to do if an emergency should ever occur here at Ansley or while at another school.

*See the Appendix for a Standard Response Protocol poster. For further resources, please visit www.iloveuguys.org.

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.

Telephone Use

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones for personal business to brief conversations. Staff members will be responsible for paying any applicable long distance fees for personal calls.

Staff members may not use personal cell phones to make or receive calls 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.

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 team will keep members of the school community informed about possible threats and about the team'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 team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

Ticket Taking

~~Staff may be asked to take tickets or assist in other capacities at home sporting events. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the Athletic Director of who will be taking their place.~~

Ticket Taking

~~**All staff will be expected to take tickets at one time or another at home events.** Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event~~

they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

Transportation Request Forms

Staff members must complete a transportation request as soon as they know they need school-provided transportation to allow the office adequate time to schedule drivers and vehicles.

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 office, sign in, and get a visitor's badge before visiting any classroom or other areas of the building.

When a guest is scheduled to visit a classroom, the staff member should inform the office ahead of time.

Wage and Salary Payments

Staff members are paid on the 1st 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 monies 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, you will be notified via the phone messaging system or the emergency calling tree. School closing information will also be broadcasted on radio KRVN (880 AM)-Lexington and KCNI (1280 AM) or KBBN (95.3 FM); KBRY (92.3 FM)-Broken Bow, and/or television Channel 11 and Channel 13.

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

If school is canceled during the day because of inclement weather, classified and certified personnel may be released after students have been excused.

Classified and certified personnel who miss work due to inclement weather when school is in session will not be paid for time missed or will be charged an applicable leave day.

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.

SECTION TWO: POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

Leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association.

Planned absence request must be made at least 5 days in advance so that a substitute can be scheduled. In order to do this, teachers must complete an absence request via Odie and submit it to the principal. If extenuating circumstances do not allow for a 5-day notice, you must make your request directly to the principal or superintendent. If a school vehicle is necessary, a request must also be made.

Teachers needing a substitute due to illness should contact the principal before 10:00 pm or before 6:30 am at (308)215-~~04120207~~.

Each teacher is responsible for leaving adequate instructions and plans for a substitute teacher. This should include

- a.) the current seating chart/roster for each class
- b.) the daily routine followed by each class
- c.) all schedules and procedures
- d.) detailed lesson plans for the day
- e.) all necessary materials, copies, etc.
- f.) emergency and crisis information

Certified staff members may not make arrangements for their own substitutes.

Assemblies

Classroom teachers must attend assemblies and assist in supervising the students.

Assignment of Teachers

~~The professional duties to be performed by a teacher with the district shall be subject to assignment by the superintendent with approval of the board. Certified staff will also be assigned to various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.~~

Assignment of Teachers

~~The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.~~

Board Policy

Board policies can be found on the school website or in the superintendent's office.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaches/Sponsors

Coaches and sponsors should review and be familiar with the policies and procedures listed in the Activity Handbook.

Practice/Rehearsal guidelines:

Athletic practices will be held after school and coaches will have students out of the gym by 6:15. There will be no practice after 6:00 pm on Wednesdays. Night practices for activities such as one-act, FFA, speech, etc. will end by 9:00 pm. Morning practices are allowed as long as they are approved by the administration.

Other guidelines:

1. Sponsors/coaches will be with their groups anytime the group is having an activity.
2. Students in the building are to be supervised by or under the supervision of a school employee.
3. If a group sponsor/coach gives permission for students to be in the building it becomes the responsibility of the group's sponsor/coach to make sure all students are out of the building when the sponsor leaves.
4. Do not leave students unsupervised. Students are not free to roam the building under the "umbrella" of supervision. If a sponsor/coach lets a student in the building during an activity, the sponsor/coach is responsible for any injury, damage, liability, etc. that the student might be involved in.
5. Do not allow your participants to scatter so that it becomes impossible to supervise. Organize all activities so that the sponsor/coach knows where students are and what students are doing at all times.
6. If the activity/event is at home, be sure the area used is cleaned up, the lights are turned off and all doors are locked. If the activity event is away be sure to take attendance before leaving and before returning.
7. Those sponsoring an activity or where attendance is part of their job description are expected to be at all activities.
8. Sponsors/Coaches who are sponsoring parties, etc., or activities are reminded that students who leave the building are not allowed to return.
9. Check with the Principal and Activities' Director before anything is added to the school calendar. The master calendar is kept in the main office. The principal must approve all activities in advance. Once the event has

been approved, be sure that the proper dates and times have been recorded.

10. Any class or organization desiring to raise funds will clear this activity with the Principal.
11. Make certain that all class/organizational monies are deposited in the office. There will be no class dues.
12. When taking students to a contest or event that occurs on a school day, inform the staff in advance of which students you will be taking and how long they will be gone. Students also need to complete Make-up Slips. Slips must be submitted to the coach/sponsor prior to the event.

Coaches and Sponsors should review and be familiar with the Activity Handbook.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to **Ansley Public Schools**, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community.

Contract

Teachers are contracted for 185 days. Salary, benefits, and extra-duty compensation are established according to the negotiated agreement.

Downlist/Ineligibility

Beginning the third week of each quarter, 7-12 teachers must submit grade

reports of students who have a grade of 75% or below to the counselor. Students who are failing one or more classes will NOT be eligible to participate in any extra-curricular activity. Students may attend practice, travel with the team, and sit on the bench, but they may not suit up or participate. Ineligible students may not leave school early to travel with the team. A student's ineligibility will run from Tuesday through the end of Monday and then a new Downlist will be compiled. Students will be informed of their ineligibility and individual grade reports will be given to parents/guardians. The down list will be shared with teachers and coaches.

Drills

Emergency drills will be held periodically throughout the year. To prepare for drills and real emergency situations, classroom teachers must review with each class what to do in case of fire, tornado, lockdown, or evacuation. Each classroom should have an updated Safety and Crisis Plan that outlines the specific protocols and procedures for each type of emergency situation.

Duty Hours

All certified staff must be on duty from 7:45-4:00pm Monday through Thursday and 7:45-3:00pm on Fridays unless otherwise excused by the principal. The teacher's area of responsibility extends beyond the classroom, to the hallways and all areas that are part of school property. The teacher will be responsible for the areas in the hall by their rooms in between class periods. On occasion, certified staff may need to be on duty beyond the stated hours.

Evaluations

The principal will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, will be conducted as the administration deems appropriate. A copy of the district's evaluation form can be found at odie.esu10.org/staffeval/

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trips

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation and sponsors. Teachers may take their students on one "big" field trip each year. Excursions, which are defined as brief educational trips beyond the boundaries of the school grounds beginning and ending within the course of one or two periods may be taken more frequently. Field trips and excursions are to be arranged with the Principal well in advance, and the teacher must submit a detailed schedule

and budget. The school district will be responsible for obtaining a substitute teacher if one is needed. Parents must be informed of the trip details and parental permission must be given at least two school days prior to the trip.

Good Things are Happening

Teachers are encouraged to send cards home to acknowledge any positive behavior or classroom performance you have observed. Postage will be paid by the school district.

Grades

Grades for students in grades 1-12 will be recorded using Power-Teacher. Grades are to be kept accurately and must be updated weekly. On average No less than, two grades, per week, per class, per student are to be recorded in Power-Teacher.

The following grade point system will be used for grades 7 through 12:

- A – 93-100
- B – 85-92
- C – 77-84
- D – 70-76
- F – Below 70
- Inc – Incomplete

Teachers must contact parents if they see a problem developing with a student's academic performance. Many times, this can help solve the problem. Additionally, teachers must inform parents when a student is in danger of failing the course.

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Lesson Plans

All teachers are required to submit lesson plans on a weekly basis to the principal. Lesson plans are due by Monday at 8:00 am and will be submitted electronically.

Make-up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days may not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

Media Center

The media center is set up to serve the needs of certified staff and students. Classroom teachers may send individual students to use the media center during class time but should contact the media staff before sending a group of students during class. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Paraprofessional Support

The board may employ education aides or other instructional support personnel to assist certificated personnel in non-teaching duties, including, but not limited to: 1. Managing and maintaining records, materials and equipment; 2. Attending to the physical needs of children; and 3. Performing other limited services to support teaching duties when such duties are determined and directed by the teacher. It is the responsibility of the principal to supervise education aides.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done via ParentSquare, letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, and participate in teacher events for students and parents.

Parent-Teacher Conferences

Conferences are held during the first and third quarters of the school year. However, parents and teachers may conference at any time. This is an excellent public relations practice and will help keep the lines of communication open between teachers and parents.

Professional Growth

~~Every six years, permanent certificated employees shall give evidence of professional growth. Professional growth activities may include continuing education courses, workshops, inservice work, committee work, etc. Professional growth forms should be submitted to the principal and approved by the superintendent at the conclusion of the school year.~~

Projection Maps

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
 - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
 - b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in grades 7-12 grades, at the beginning of each period. Elementary teachers must also take attendance after lunch.

Tardiness should also be recorded accurately. Specific tardy guidelines are at the discretion of the classroom teacher.

Student Behavior and Discipline

Ansley Public Schools wishes to instill in students good values and behavior. Student behavior and conduct should reflect our school-wide expectations for behavior. The ANSLEY PRIDE Scale outlines these expectations.

SPARTAN PRIDE				
P	R	I	D	E
PARTICIPATION	RESPECT	INTEGRITY	DEDICATION	EXCELLENCE
You take an active role in your education	You show consideration, appreciation, and acceptance.	You are honest and sincere in words and actions.	You don't give up when things are difficult.	You strive to do your best at all times.
<ul style="list-style-type: none"> You are fully engaged in the classroom You contribute positively to classroom activities You do what is asked of you You are present, on time, and ready to learn 	<ul style="list-style-type: none"> You treat others (and their property) as you want to be treated You consider others' viewpoints and opinions You speak and act appropriately You follow school rules 	<ul style="list-style-type: none"> You do the right thing even if it's hard You do what you say you'll do You are willing to help others You take responsibility for your actions 	<ul style="list-style-type: none"> You ask for help when you need it You learn from your mistakes You are willing to put in extra time and energy You work hard no matter what 	<ul style="list-style-type: none"> You work to earn the best grade possible You show pride in yourself and your work You go above and beyond what is expected of you You are a positive influence on others
<p>E + R = O EVENTS + RESPONSE = OUTCOMES The events that happen in life + your response to those events = will determine the outcomes that you have. So take PRIDE in your Response!</p>				

P	R	I	D	E
PARTICIPATION You take an active role in your education.	RESPECT You show consideration, appreciation, and acceptance.	INTEGRITY You are honest and sincere in words and actions.	DEDICATION You don't give up when things are difficult.	EXCELLENCE You strive to do your best at all times.
<ul style="list-style-type: none"> You are fully engaged in the classroom You contribute positively to classroom activities You do what is asked of you You are present, on time, and ready to learn 	<ul style="list-style-type: none"> You treat others (and their property) as you want to be treated You consider others' viewpoints and opinions You speak and act appropriately You follow school rules 	<ul style="list-style-type: none"> You do the right thing even if it's hard You do what you say you'll do You are willing to help others You take responsibility for your actions 	<ul style="list-style-type: none"> You ask for help when you need it You learn from your mistakes You are willing to put in extra time and energy You work hard no matter what 	<ul style="list-style-type: none"> You work to earn the best grade possible You show pride in yourself and your work You go above and beyond what is expected of you You are a positive influence on others

When these behavior expectations are not met, it is important that teachers and/or administration assist students in improving their behavior. In order to make sure that the necessary steps are taken, please follow the Ansley Public

School Behavior Flowchart. A copy of the Flowchart can be found in the Appendix.

In addition, in order for school rules to be enforced uniformly, teachers must be familiar with all school guidelines, procedures, and expectations that pertain to students. These are listed in the student handbook.

Announcements and Circulars

Teachers must review and be familiar with the contents of the Student Handbook. The handbook can be found on the school website.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Illness/Injury

In the event of injury, the teacher should do his/her best to assist the child. Depending on the severity of the injury, the teacher should contact the child's parent and complete an accident report, which should be completed and turned in to the principal within 24 hours. In the case of an emergency, administration should be notified immediately.

In the case of illness, staff should never send a pupil home without notifying the office and making sure that his/her parents are home.

Student Medication

Student medications should only be dispensed by the school nurse, the school secretaries, or other staff members who have been trained to dispense medications.

Substitute Teaching During Planning Period

During the course of a school year, it may become necessary to assign an instructor to "cover" (substitute) for a colleague during his/her planning period. When this occurs, the district will reimburse the substituting instructor for the loss of his/her planning period that day at a rate of \$10.00 per occurrence. It shall be the duty of the teacher who is substituting to fill out and submit the appropriate form to the office.

Teaching Controversial Issues

The ability to discuss, listen, and dissent are essential elements of responsible citizenship. The school district encourages students to develop skills in analyzing issues, respecting the opinion of others, distinguishing

between fact and opinion, considering all pertinent factors in reaching decisions, and arriving at group decisions.

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

1. The issues discussed must be relevant to the curriculum and be part of a planned educational program.
2. Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
3. The teacher must encourage students to consider and discuss a variety of viewpoints.
4. The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
5. The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
6. The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
7. Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or a school device. However, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Teachers who are unsure of their obligations under this policy must confer with their principal prior to discussing controversial issues in the classroom.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be checked out to the students with teachers keeping an accurate record of each book. Students are to pay for lost or damaged books.

**SECTION THREE:
POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF**

At-Will Employment

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.

Breaks

Non-certified employees who work an entire day may be required to have a 30-minute lunch break per day. This may be a paid 30-minute lunch break if the staff member works through the break (paras, office personnel, custodians). Employees who are not being paid for the 30-minute lunch break may leave the premises during their break. Should staff need to leave the building at any other time, permission should be gained by the office, and the staff members should notify the office upon leaving and returning.

Cell Phones

Messages or cell phone calls during the workday should be kept to a minimum and taken care of during the staff member’s break time. If a call will take a significant amount of time, the staff member should let his/her supervisor know and clock out.

Compensation Time

Non-certified staff may receive one and one-half hours of compensatory time for each hour worked over 40. Employees may accrue a maximum of 240 hours of compensatory time. The office will maintain records of each staff member’s comp time and comp time used. The superintendent must approve time over allotted hours before work.

Hours of Employment

Work hours vary with the non-certified staff member’s department and position. The superintendent will determine summer hours.

Office Assistant	40 hours
Bookkeeper	40 hours
Para Educators	40 hours
Cooks	40 hours
Custodians	40 hours
Bus Drivers	hours vary

It is vital that the district’s employees arrive at work punctually and consistently. Staff members who are chronically late, ~~or~~ excessively absent

or consistently exceed scheduled hours without permission will be disciplined, up to and including discharge.

Payment for Wages Earned

Each pay period runs from the 21st of the month through the 20th of the following month. Wages earned for this period will be calculated and paid on the 1st of the following month. Each staff member has the choice of receiving his/her wages as direct deposit or by check.

Reporting When School is Closed

The superintendent will determine whether or not non-certified staff needs to report to work when school is closed due to inclement weather.

Time Clock

Non-certified staff are required to record their work hours on a time clock in the main office. In the event that an employee forgets to clock in or out, an administrator shall follow up and make any necessary adjustments. All timecards will remain in the office.

Training and Professional Development

The cost of professional development that is approved by the administration will be covered by the school district.

The cost of training that is required for a position will be covered by the district. Employees will be paid their normal hourly rate for the extra time that is needed to complete the training.

Administration's approval for the training should be received before registering for any training or professional development.

Vacation, Holiday, Personal, and Sick Leave

Non-certified staff will receive leave as has been negotiated in each individual staff member's contract. Requests for planned leave should be submitted at least 5 days in advance. It is the responsibility of the staff member to let their supervisor know of any tasks or duties that need to be covered during the absence.

Wage and Salary Increases

Hourly wage increases are based on the superintendent's evaluations and set by the Board of Education on an annual basis. New wages will be effective September 1st.

Work Week

The FLSA (Fair Labor Standards Act) requires that wages be calculated on a workweek-by-workweek basis. A workweek is seven consecutive days and 40 hours. Therefore, time cards record time Sunday through Saturday, which is the 7 consecutive days and meets the requirement of the act.

SECTION FOUR: STAFF DIRECTORY

Members of the Board of Education:

Name	Contact Information
Mrs. Jaimee Bailey	jabailey@ansleyps.org
Mr. Pete Cunningham <u>Mr. Brent Petrick</u>	pcunningham@ansleyps.org <u>bpetrick@ansleyps.org</u>
Mr. Tim Loy	twloy1111@gmail.com
Mrs. Danielle Ostrand	dostrand@ansleyps.org
Mr. Derek Clay	dclay311@gmail.com
Mr. Chris Varney	cvarney@ansleyps.org

Administrative Staff:

Name	Position
Kim Jonas	Superintendent
Cory Grint <u>Garrod Fernau</u>	Principal/ <u>A.D.</u>

Instructional Staff:

Name	Department	Grades
Milissa Birnie	School Counselor	PK-12
Elizabeth Curlo	Spanish	7-12
Stephanie Evans	Elementary	5 th Grade

Garrod Fernau	Social Studies and Activities Director	7-12
Victoria Gibbons	Science	9-12
Haley Varney	Elementary	1 st Grade
Kristi Horn	Title I and Reading	PK-6
Ashley Jelinek	Ag Education	7-12
Lora Jewell	Elementary	Kindergarten
Kalli Johnson	Music	PK-12
Isabella Kissell	Language Arts	7-12
Jana Kaelin	Middle School Math	6-8
Meghan Kratzer	Elementary	3 rd Grade
Lindsey Kulhanek	Elementary and JH Math	6 th Grade/7-8
Jennifer Ryan	Elementary	Preschool
Ashley Kroese	Ag Education	7-12
Travis Olson	Computers and Tech. Coordinator <u>Technology and MS</u> <u>Language Arts</u>	7-12
Brenda Petersen	JAG	7-12
Tara Reed	Elementary	2 nd Grade
Kristi Ryan	Elementary	4 th Grade
Kalla Sawyer	Art	PK-12
Jody Schirmer	Math	9-12
Sheri Schirmer	Speech Pathologist	PK-12

Troy Schirmer	Business	9-12
Brenda Petersen	JAG	9-12
Mitchell Sloggett <u>Gavin Sheen</u>	Physical Education	PK-12
Jamee Smith	Media Specialist/Science	PK-12/7-8
<u>Caorlyn Troxel</u>	<u>Language Arts</u>	<u>9-12</u>
Aaron Wagner	Social Studies and JH Reading and <u>A.D.</u>	7-12
Jackie Wagner	Special Education and JH Reading	K-12

Support Staff:

Name	Position
Kirsten Scott	Office Assistant
Danyle Goodman	Office Assistant, Bookkeeper
Tammy Cash	Para-Professional
Marianne Cox	Para-Professional
Karla Hickenbottom	Para-Professional
Jessica O'Brien	Para-Professional
Amanda Shafer	Para-Professional
<u>Cami Scott</u>	<u>Para-Professional</u>
Kurt Kulhanek	Para-Professional
Laura Hendricks	Head Cook

Maggie Pryce	Cook
Joanie Gehrt	Nurse
Janet Coffman	Bus Driver
Amy Hoblyn	Bus Driver
Miriam Lewis	Bus Driver
Donna Hoblyn-Bittner	
Brian Meyer	Custodian
Chris Dobitsch <u>Brittney Schulte</u>	Custodian
Mark Joedeman <u>DJ Eberle</u>	Maintenance

**SECTION FIVE:
APPENDIX**

Ansley Public School 2025-2026 Calendar

		Student days													
		Early Dismissal				School Hours				AUGUST					
		Holiday - No School				Mon-Thur: 8:00 a.m.- 3:34 p.m.				Aug. 8, 11-12 Teacher Inservice					
		Teacher Work/In-Service Day - No School				Fridays: 8:00 a.m.- 2:30 p.m.				Aug. 11 - Open House					
August 2025						January 2026						Aug. 13 - 1st Day of School (Early Dismissal 1:00pm)			
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	SEPTEMBER	
					1	2					1	2	3	Sept. 1 - No School - Labor Day	
3	4	5	6	7	8	9	4	5	6	7	8	9	10	Sept. 15 P-T Conferences (No school)	
10	11	12	13	14	15	16	11	12	13	14	15	16	17	OCTOBER	
17	18	19	20	21	22	23	18	19	20	21	22	23	24	Oct. 10 End of quarter	
24	25	26	27	28	29	30	25	26	27	28	29	30	31	Oct. 13 - Teacher In-service	
31														Oct. 30 Early Dismissal 2:30pm	
September 2025						February 2026						Oct. 31 - No School - Fall Break			
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	NOVEMBER	
	1	2	3	4	5	6								Nov. 14 - Teacher In-service	
7	8	9	10	11	12	13	1	2	3	4	5	6	7	Nov. 26-29 - No School - Thanksgiving Break	
14	15	16	17	18	19	20	8	9	10	11	12	13	14	DECEMBER	
21	22	23	24	25	26	27	15	16	17	18	19	20	21	Dec. 19 - End of 2nd Quarter	
28	29	30					22	23	24	25	26	27	28	Dec. 24-28 - NSAA Moritorium	
October 2025						March 2026						Dec. 23-31 - No School - Winter Break			
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	JANUARY	
			1	2	3	4								Jan. 1	
5	6	7	8	9	10	11	1	2	3	4	5	6	7	Jan. 2 - Teacher In-service	
12	13	14	15	16	17	18	8	9	10	11	12	13	14	Jan. 5 - School Resumes	
19	20	21	22	23	24	25	15	16	17	18	19	20	21	FEBRUARY	
26	27	28	29	30	31		22	23	24	25	26	27	28	Feb. 9 P-T Conferences	
November 2025						April 2026						Feb. 19 - Early Dismissal 2:30pm			
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Feb. 20 Teacher In-service	
						1				1	2	3	4	MARCH	
2	3	4	5	6	7	8	5	6	7	8	9	10	11	Mar. 11 - Early Dismissal 2:30pm	
9	10	11	12	13	14	15	12	13	14	15	16	17	18	Mar. 11 - End of 3rd Quarter	
16	17	18	19	20	21	22	19	20	21	22	23	24	25	Mar. 12-13 No School-SPRING Break	
23	24	25	26	27	28	29	26	27	28	29	30			Mar. 16 - No School-Teacher Inservice	
30														APRIL	
December 2025						May 2026						Apr. 2 - Early Dismissal 2:30pm			
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Apr. 3 - Easter Break-No School	
	1	2	3	4	5	6						1	2	Apr. 20 - Teacher In-service	
7	8	9	10	11	12	13	3	4	5	6	7	8	9	MAY	
14	15	16	17	18	19	20	10	11	12	13	14	15	16	May 6 - Senior's Last Day	
21	22	23	24	25	26	27	17	18	19	20	21	22	23	May 9 - Graduation - 2:00 p.m.	
28	29	30	31				24	25	26	27	28	29	30	May 15 - End of 4th Quarter	
1st Qtr. = 41						3rd Qtr. = 46						May 15 - Students' Last Day (Early Dismissal 1:00pm)			
2nd Qtr. = 44						4th Qtr. = 42						May 18 - Teacher Work Day			
Student Days = 173						Contract Days 185									

Prom: April 11th

Ansley Public Schools Teacher Evaluation Tool

Foundational Knowledge

The teacher demonstrates a comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development, and achievement.

Foundational Knowledge

Not Meeting Standard	Developing	Proficient	Distinguished
<p>The teacher DOES NOT:</p> <ul style="list-style-type: none"> - Possess a strong command of the content and related instructional strategies in the discipline(s) he or she teaches. - Understand intellectual, social, emotional and physical development of students, how they learn and how they differ. - Understand how national, state and local standards impact teaching. - Understand the components of an effective curriculum. 	<p>The teacher DOES:</p> <ul style="list-style-type: none"> - Possess a strong command of the content and related instructional strategies in the discipline(s) he or she teaches. - Understand intellectual, social, emotional and physical development of students, how they learn and how they differ. - Understand how national, state and local standards impact teaching. - Understand the components of an effective curriculum. 	<p>The teacher consistently demonstrates previous performance expectations and:</p> <ul style="list-style-type: none"> - Identifies and diagnoses individual and groups needs and interests. - Understands research-based instructional approaches, strategies, assessments and interventions. - Understands the effect of cultural and societal influences on learning for each student. - Accepts responsibility for the growth of student learning, development and achievement. 	<p>The teacher consistently demonstrates previous performance expectations and:</p> <ul style="list-style-type: none"> - Applies research-based instructional approaches, strategies, assessments and interventions. - Integrates cultural and societal influences into student learning. - Demonstrates evidence of student growth through the use of research-based instructional approaches, strategies, assessments and interventions.

Evaluator Comments:

Ansley Public Schools Teacher Evaluation Tool

Planning and Preparation

The teacher integrates knowledge of content, pedagogy, students, and standards with the established curriculum to set high expectations and develop rigorous instruction for each student that supports the growth of student learning, development, and achievement.

Planning and Preparation

Not Meeting Standard	Developing	Proficient	Distinguished
<p>The teacher DOES NOT:</p> <ul style="list-style-type: none"> - Plan and prepare coherent lessons aligned to standards, learning goals, and instructional objectives. - Use a variety of appropriate, researched-based teaching strategies. - Design and adapt lessons based on student progress, assessment results, and interests. 	<p>The teacher DOES:</p> <ul style="list-style-type: none"> - Plan and prepare coherent lessons aligned to standards, learning goals, and instructional objectives. - Use a variety of appropriate, researched-based teaching strategies. - Design and adapt lessons based on student progress, assessment results, and interests. 	<p>The teacher consistently demonstrates previous performance expectations and:</p> <ul style="list-style-type: none"> - Implements coherent units, lessons, and activities that reflect high expectations and enable each student to achieve standards, learning goals, and instructional objectives. - Considers students' prior knowledge, abilities, and individual circumstances to ensure instruction is differentiated, relevant to students, and rigorous. - Integrates a variety of resources, including technology, to provide challenging, motivating, and engaging learning experiences. 	<p>The teacher consistently demonstrates previous performance expectations and:</p> <ul style="list-style-type: none"> - Designs cross-curricular lessons to improve student learning, development, and achievement.

Evaluator Comments:

Ansley Public Schools Teacher Evaluation Tool

The Learning Environment

The teacher creates and maintains a learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.

The Learning Environment

Not Meeting Standard

The teacher DOES NOT:

- Establish relationships that result in a positive learning climate of openness, mutual respect, support and inquiry, and interacts with students in ways that demonstrate and promote recognition of diversity.
- Ensure a safe and accessible environment.

- Establish, communicate, and maintain effective routines, procedures, and clear standards of conduct.
- Establish high expectations for student learning.

- Demonstrate flexibility, enthusiasm and energy, employs a positive attitude.

Developing

The teacher DOES:

- Establish relationships that result in a positive learning climate of openness, mutual respect, support and inquiry, and interacts with students in ways that demonstrate and promote recognition of diversity.
- Ensure a safe and accessible environment.

- Establish, communicate, and maintain effective routines, procedures, and clear standards of conduct.
- Establish high expectations for student learning.

- Demonstrate flexibility, enthusiasm and energy, employs a positive attitude.

Proficient

The teacher consistently demonstrates previous performance expectations and:

- Establishes a collaborative learning community.
- Acknowledges student experiences and builds upon those experiences to increase academic success.
- Establishes high expectations that cultivate each learner's self-motivation and encourage pride in his/her genuine accomplishments.

Distinguished

The teacher consistently demonstrates previous performance expectations and:

- Engages students in learning within their neighborhoods and communities to support their full development.
- Establishes a collaborative learning community built on trust and teamwork that is consistent and supportive of the full development of students as individuals.

Evaluator Comments:

Ansley Public Schools Teacher Evaluation Tool

Instructional Strategies

The teacher uses effective instructional strategies to ensure growth in student achievement.

Instructional Strategies

Not Meeting Standard	Developing	Proficient	Distinguished
<p>The teacher DOES NOT:</p> <ul style="list-style-type: none"> - Use a range of developmentally appropriate instructional strategies and resources that are targeted to meet learning goals. - Communicate effectively with students to promote and support high expectations for student achievement. - Engage students by using varied activities, assignments, groupings, structure, pacing, and a variety of instructional techniques such as direct instruction, inquiry, questioning, and discussion as appropriate for individual student achievement. - Use existing and emerging technologies as needed to support and promote student learning. 	<p>The teacher DOES:</p> <ul style="list-style-type: none"> - Use a range of developmentally appropriate instructional strategies and resources that are targeted to meet learning goals. - Communicate effectively with students to promote and support high expectations for student achievement. - Engage students by using varied activities, assignments, groupings, structure, pacing, and a variety of instructional techniques such as direct instruction, inquiry, questioning, and discussion as appropriate for individual student achievement. - Use existing and emerging technologies as needed to support and promote student learning. 	<p>The teacher consistently demonstrates previous performance expectations and:</p> <ul style="list-style-type: none"> - Assumes various roles in the instructional process appropriate to the content, purpose of instruction, and the needs of students. - Modifies, adapts, and differentiates instruction and accommodations based on data analysis, observation, and student needs. - Uses strategies that enable students to develop skills in critical thinking, creativity, and problem-solving. - Implements engaging learning experiences that draw upon family and community resources. 	<p>The teacher consistently demonstrates previous performance expectations and:</p> <ul style="list-style-type: none"> - Engages in action research and develops new teaching strategies that improve student achievement. - Incorporates existing and emerging technologies for student self-guided learning.

Evaluator Comments:

Ansley Public Schools Teacher Evaluation Tool

Assessment

The teacher systematically uses multiple methods of formative and summative assessment to measure student progress and to inform ongoing planning, instruction, and reporting.

Assessment

Not Meeting Standard	Developing	Proficient	Distinguished
<p>The teacher DOES NOT:</p> <ul style="list-style-type: none"> - Use both formative and summative assessments and the resulting data to drive instruction. - Compile and report assessment data to accurately document students progress over time. - Implement the district's assessment plan. 	<p>The teacher DOES:</p> <ul style="list-style-type: none"> - Use both formative and summative assessments and the resulting data to drive instruction. - Compile and report assessment data to accurately document students progress over time. - Implement the district's assessment plan. 	<p>The teacher consistently demonstrates previous performance expectations and:</p> <ul style="list-style-type: none"> - Develops and uses varied assessments and the resulting data to inform instruction, monitor student progress over time, and provide meaningful feedback to each student. - Interprets assessment data both individually and with colleagues. - Uses strategies that enable students to set high expectations for personal achievement, and to assess, monitor, and reflect on their own work. 	<p>The teacher consistently demonstrates previous performance expectations and:</p> <ul style="list-style-type: none"> - Designs new methods of assessment that provide detailed information and about individual student needs. - Seeks to assure that classroom-based assessment instrument and procedures are effective, free of bias, and appropriate to the developmental and linguistic capabilities of students.

Evaluator Comments:

Ansley Public Schools Teacher Evaluation Tool

Professionalism

The teacher acts as an ethical and responsible member of the professional community.

Professionalism

Not Meeting Standard	Developing	Proficient	Distinguished
<p>The teacher DOES NOT:</p> <ul style="list-style-type: none"> - Protect the established rights and confidentiality of students, families and staff. - Adhere to school policies, procedures, and regulations. - Model ethical behavior in accordance with established standards. - Maintain accurate records, documentation, and data. - Establish and maintain collaborative professional relationships. 	<p>The teacher DOES:</p> <ul style="list-style-type: none"> - Protect the established rights and confidentiality of students, families and staff. - Adhere to school policies, procedures, and regulations. - Model ethical behavior in accordance with established standards. - Maintain accurate records, documentation, and data. - Establish and maintain collaborative professional relationships. 	<p>The teacher consistently demonstrates previous performance expectations and:</p> <ul style="list-style-type: none"> - Systematically reflects on his/her own professional practice in order to bring about continuous improvement. - Seeks to grow professionally through meaningful professional development. - Participates in committees and school projects. 	<p>The teacher consistently demonstrates previous performance expectations and:</p> <ul style="list-style-type: none"> - Contributes to and advocates for the profession. - Makes a substantial contribution to the professional community and to school and district events and projects. - Assumes leadership roles in committees and school projects.

Evaluator Comments:

Ansley Public Schools Teacher Evaluation Tool

Vision and Collaboration

The teacher contributes to and promotes the vision of the school and collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement.

Vision and Collaboration

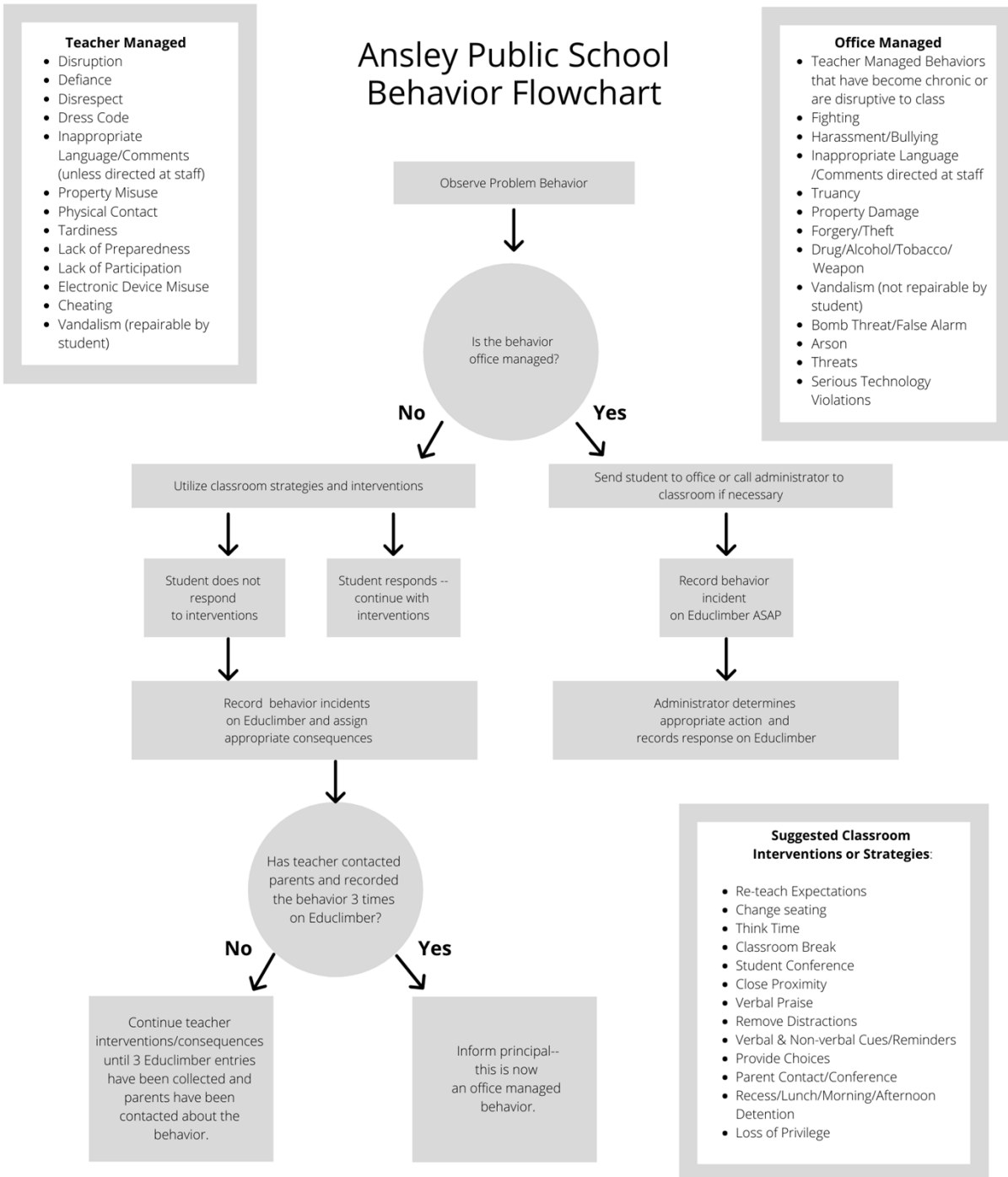
Not Meeting Standard	Developing	Proficient	Distinguished
<p>The teacher DOES NOT:</p> <ul style="list-style-type: none"> - Participate in the development and implementation of the school's vision, mission, and goals for teaching and learning. - Contribute to the continuous school improvement process. - Collaborate with students, parents, families, and the community to enhance student learning. 	<p>The teacher DOES:</p> <ul style="list-style-type: none"> - Participate in the development and implementation of the school's vision, mission, and goals for teaching and learning. - Contribute to the continuous school improvement process. - Collaborate with students, parents, families, and the community to enhance student learning. 	<p>The teacher consistently demonstrates previous performance expectations and:</p> <ul style="list-style-type: none"> - Actively participates in the School Improvement Process. - Uses effective communication strategies and technological resources when appropriate, and takes into account various factors that impact communication with individual students, their families, and the community. 	<p>The teacher consistently demonstrates previous performance expectations and:</p> <ul style="list-style-type: none"> - Collaborates with groups outside of the community to enhance student learning.

Evaluator Comments:

This appraisal is based upon formal visits, observations, and/or conferences, as well as other informal observations and conferences. The teacher's signature indicates that he or she has seen the report and has been given a copy. It does not necessarily imply agreement with the contents thereof. A written response by the teacher may be attached.

Conference Date: _____ Evaluator: _____ Teacher: _____

Ansley Public School Behavior Flowchart



Conversations with students regarding behavior should center around our PRIDE Characteristics:

P	R	I	D	E
PARTICIPATION You take an active role in your education.	RESPECT You show consideration, appreciation, and acceptance.	INTEGRITY You are honest and sincere in words and actions.	DEDICATION You don't give up when things are difficult.	EXCELLENCE You strive to do your best at all times.



IN AN EMERGENCY TAKE ACTION



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

STUDENTS

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

ADULTS

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



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

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



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

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



EVACUATE! (A location may be specified)

STUDENTS

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

ADULTS

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



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

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

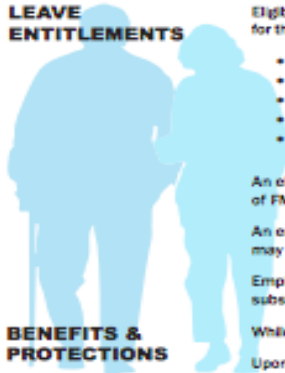
ADULTS

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

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the 202~~5~~³-202~~6~~⁴ Ansley 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.

Print

Signature

Date

ANSLEY PUBLIC SCHOOLS STUDENT HANDBOOK



2025-2026 Edition

Ansley Public Schools
1124 Cameron Street
Ansley, NE 68814
Phone: (308)935-1121
Fax: (308)935-9103

MISSION STATEMENT

Providing a nurturing and inclusive environment that fosters academic excellence, personal growth, and lifelong learning.

VISION STATEMENT

Empower all students, everyday, to pursue their highest ambitions and make a positive impact on their community.

**OUR MOTTO:
EVERY STUDENT, EVERY DAY**

WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than Friday, August 18, 2025.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Kim Jonas
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about Ansley Public Schools. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

Notice of Non-Discrimination

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Kim Jonas at PO Box 370, Ansley, NE 68814, (308)935-1121. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov. Also see the "Discrimination and Harassment" section contained in this handbook.

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SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

Anonymous Reporting

Safety concerns such as bullying and threats can be reported to the administration by using the school's Anonymous Reporting Tool. This tool can be accessed by going to the school's website at ansleypublicschool.org.

Asbestos

Ansley Public Schools is in compliance with all health laws and the Environmental Protection Agency in regard to asbestos in our school buildings. A detailed plan and updated information for the school district is open to public review at the Superintendent's office at (308) 935-1121.

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined in board policy in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

The building principal is designated as an attendance officer for the district. At his or her discretion, the principal may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student or for a child whom the student is parenting
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits (Students are allowed 2 days during their 11th grade year and 4 days during their 12th grade year to go on college visits; these days will not count as absences)
9. Personal or family vacations
- 10.

Excessive Absenteeism

When a student receives 10 absences or the hourly equivalent in any semester, the Attendance Officer will follow the procedure for addressing barriers to the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the principal may file

a report with the county attorney of the county in which the student resides. Nebraska State Statute 79-209 will also be observed.

Absences due to illness

The school district will contact parents if a student becomes ill at school.

Makeup Work

A student who is absent due to illness has two days for every day of absence to complete missed assignments up to 10 days. It is the student's responsibility to ask teachers about work that they have missed due to an absence.

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) When possible, complete all class work in advance for any absence that can be anticipated.
- 2) Be in attendance for the entire school day in order to attend practice or participate in a scheduled student activity. Arrangements for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the administration.
- 3) Check out of school at the office if leaving during the school day and check back in upon returning to the school. Students leaving during the day must be cleared in advance by a note or phone call from their parents.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) Call the school office at (308) 935-1121 or (308) 935-1122 and all times that their student is absent or intends to be absent.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds four days.

Pregnant or Parenting Students

Students who are pregnant or parenting are encouraged to continue participating 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 should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

Behavior and Conduct

Student behavior and conduct should reflect our school-wide behavior expectations. The SPARTAN PRIDE Scale outlines these expectations.

Administrators and classroom teachers will establish specific conduct rules and procedures to assist students in maintaining SPARTAN PRIDE at all times.

SPARTAN PRIDE				
P	R	I	D	E
PARTICIPATION	RESPECT	INTEGRITY	DEDICATION	EXCELLENCE
You take an active role in your education	You show consideration, appreciation, and acceptance.	You are honest and sincere in words and actions.	You don't give up when things are difficult.	You strive to do your best at all times.
<ul style="list-style-type: none"> You are fully engaged in the classroom You contribute positively to classroom activities You do what is asked of you You are present, on time, and ready to learn 	<ul style="list-style-type: none"> You treat others (and their property) as you want to be treated You consider others' viewpoints and opinions You speak and act appropriately You follow school rules 	<ul style="list-style-type: none"> You do the right thing even if it's hard You do what you say you'll do You are willing to help others You take responsibility for your actions 	<ul style="list-style-type: none"> You ask for help when you need it You learn from your mistakes You are willing to put in extra time and energy You work hard no matter what 	<ul style="list-style-type: none"> You work to earn the best grade possible You show pride in yourself and your work You go above and beyond what is expected of you You are a positive influence on others
<p>E + R = O EVENTS + RESPONSE = OUTCOMES The events that happen in life + your response to those events = will determine the outcomes that you have. So take PRIDE in your Response!</p>				

Failure to meet expectations or to follow rules/procedures may result in various interventions and/or disciplinary actions by teachers and/or the administration.

Bicycles

All bicycles should be equipped with locks and parked properly in designated areas. The school is not responsible for damage or theft while bicycles are on school property.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy. Any check for these payments should be made out to Ansley Public Schools unless

otherwise instructed. Pursuant to board policy, the district will assess an additional penalty for any check returned from the bank for insufficient funds.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each elementary classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.

3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Cafeteria Rules

Elementary

1. Students waiting to be served should be quiet and orderly.
2. Students must treat lunch personnel with respect.
3. Students are to sit with their class. All other seating arrangements in the lunchroom are at the discretion of the teachers/paras.
4. Students will be allowed to visit quietly at the lunch table.
5. Students are responsible for leaving the eating area clean and neat. All students are to return trays to the counter and discard milk and paper in the proper receptacles. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
6. Students will leave the lunchroom quietly and walk quietly to the playground.
7. Notify the Superintendent's office if your student has a food allergy.

Secondary

1. Students waiting to be served should be quiet and orderly.
2. Students must treat lunch personnel with respect.

3. All food and drink stays and is eaten in the cafeteria/commons areas. NO food/drinks will be allowed in the gyms.
4. All students must be in the cafeteria/commons area, activities gym, first-floor hallway, unless they have permission to leave during the noon hour.
5. All students who are leaving during the noon hour must exit and return through the front doors on the west side of the building by the secretary's office.
6. When leaving the building for lunch, students are required to sign out with the school secretary and sign back in with the school secretary when they return to school.
7. No students are allowed upstairs during the noon hour unless a teacher sends a pass with the student to come to the teacher's room or the teacher comes to the cafeteria/commons area or activities gym and escorts the student upstairs to the teacher's classroom.
8. No students are allowed in the locker rooms.
9. Beverage machines may not be used during the noon hour.
10. Abuse of Noon Lunch Rules will result in restriction of lunch hour privileges.

Cell Phones and Other Electronic Devices

As long as they do so safely, responsibly, respectfully, and comply with all other school rules, students may use cellular phones or other electronic devices before and after school. Students in grades 7-12 may also use cellular phones or other electronic devices during lunch. (not during passing periods)

Cell phones should be silenced and put away or placed in the classroom storage area (depending on the teachers expectations) during class unless given explicit permission by the teacher. If the phone is out during class, the teacher will confiscate it. If the phone is a continuous problem, the student will be sent to the office. In addition, students are to leave the phone in the classroom when leaving to use the restroom, etc.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not use cell phones or electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of

conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state agencies.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated and given to the administration. For a first offense, devices will be returned to students at the end of the day. For subsequent offenses, devices may be returned to parents. Students who violate cell phone policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Using an AI program to create/generate work that is submitted for a grade.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as

knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person 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) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Only students who are Juniors or Seniors may leave campus for lunch, if they have secured their parents' written permission and submitted it to the office.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Communicable Diseases

A student who has been diagnosed with a communicable disease shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School Athletic Association (NSAA) events will be subject to its rules and procedures, if any.

Communication with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards and parent/teacher conferences. The classroom teacher will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents via ParentSquare, phone call, mail, email, personal contact, and/or school website. Parents are encouraged to contact the school whenever they have questions or concerns.

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.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

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.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, and/or superintendent of schools, as set forth:
 - 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, gender, marital status, disability, related to military service, 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 respondent.
 - i. 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.
 - ii. 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:
 - i. All relevant details of the complaint;
 - ii. All witnesses and documents which the complainant believes support the complaint;
 - iii. 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.
- a. The 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 the 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.
 - i. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - ii. 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 put his or her concerns in 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.

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. Individuals who file complaints (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.

Computer Check-Out

Because Ansley Public Schools is a 1:1 school, each student is assigned a computer. If the computer assigned to your child is lost, stolen, or damaged through negligence, vandalism, or failure to follow proper care guidelines, the student and/or parent is responsible for the cost of repair or replacement.

There may be a need for students to take computers home for long-term use, temporary use, or for remote learning purposes. When computers are taken home for temporary use, students are responsible for checking-out the computer with their classroom teachers. They are also expected to bring the computer back to school the following school day. If the computer is checked out for remote learning or long-term use, the computer needs to be returned at the end of the remote learning period or the end of the school year.

If the parent/guardian, would rather that the technology NOT be brought home, please inform the school so that we may honor that request.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational

purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

- a. Loss of computer/internet privileges;
- b. Short-term suspension;
- c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
- d. Other discipline as school administration and the school board deem appropriate.

2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

2. This policy allows the school to act as an agent for parents in the

collection of information within the school context. The school's use of student information is solely for education purposes.

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher, school counselor, or the building principal to discuss parental concerns, student needs, or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. 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. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *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>.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

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 a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of any unlawful discrimination or harassment should contact the school administration at (308)935-1121 or in person at school. Students may also 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.

Dress Code

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards. Students are expected to adhere to the standards of cleanliness, grooming, and dress that are compatible with the requirements of a good learning environment.

The District prohibits student attire or appearance that:

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

Students are prohibited from wearing the following attire:

- Clothing displaying indecent, suggestive, or profane writing, pictures, or slogans
- Clothing that advertise or displays alcohol, tobacco, or any illegal substance
- Caps, hats, or bandannas during school (unless permitted for school activities or celebrations)
- Short shorts or cutoffs
- Clothing that is excessively torn, ripped, or cut that exposes flesh or underclothes
- Bare "midriff (belly button) styles, see through and low, cutlow cut blouses, halters, tank tops or thin strapped tops (spaghetti straps)

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students are required to park their vehicles in student parking areas and leave them unoccupied until it is time to drive home.
2. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
3. Students must drive with care to ensure the safety of pedestrians.
4. Students may not drive carelessly, recklessly, or with excessive speed. The speed limit on school property is 10 miles per hour.
5. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.
6. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.
7. Students are to park appropriately and in the designated student parking lot west of the school unless given explicit permission by the administration.
8. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

Drug Free Schools

Ansley Public Schools believes that: (1) alcohol, tobacco, inhalants/"vapes" and other drugs endanger the student's ability to receive the best possible education in a safe and secure environment. (2) The possession, distribution, selling or use of alcohol, tobacco, inhalants/"vapes" and other drugs by students constitutes an illegal activity regardless of the circumstances or

surroundings. (3) The rules of conduct will include avenues for support and education.

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, inhalants/"vapes", or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco, inhalants/"vapes" use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must share emergency information with the school for each child enrolled in the district. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

Our school will conduct routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Extracurricular Activities

Ansley offers a variety of extracurricular athletic and academic activities to students who are in grades 7-12. Students should remember that when they are participating in contests or other events, they are representatives of Ansley Public School and should abide by rules of good conduct and good sportsmanship.

Specific details regarding eligibility, practices, lettering, and participation can be found in the Ansley-Litchfield Activity Handbook or through the coach/sponsor.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

*See the Appendix for a School Vision Evaluation Form

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Food Service Program

The Healthy, Hunger-Free Kids Act of 2010

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in 5052 School Wellness Policy were determined and selected after reviewing and considering evidence-based strategies. You may find these policies on the school website or requested through the superintendent office.

The school district participates in the National School Lunch program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:55 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$1.75 and adults \$2.05 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for PK-6 students is \$2.65. Lunch for 7-12 students is \$2.75. Lunch for adults is \$3.80. The school district charges \$1.00 for extras on the main course.

Milk break

The school will offer a milk program to students in grades PK-2. All milk served to a student (except the initial carton served with lunch) will cost \$.50 per half pint, which may change during the school year. Milk will be served at the morning recess. Milk cards are \$10.00 and can be purchased through the office; they will be monitored by the classroom teacher.

Payment for Meals

If a student lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its

resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

The school district is required to make reasonable efforts to collect unpaid meal charges. Once a family's account reaches \$40.00, those students will no longer be allowed to have seconds on the main course. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

Notice of Non-discrimination

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

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Head Lice

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any

indication of lice or louse eggs, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

The District will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless and shall have access to the same services offered to other students. It is the intent of this policy to remove barriers to the enrollment and retention of homeless children and youth in the District.

The District's homeless liaison is the Superintendent. Students in homeless situations who require assistance should contact the Superintendent at 308-935-1121.

Illness or Injury at School

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home.

Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

If a child becomes ill or is injured while at school or while being supervised by a member of the school district's staff, the staff member shall take reasonable steps to render assistance and, when appropriate, summon medical assistance. Staff will notify a student's parent or guardian when a student needs medical attention.

Parents must share emergency information for each child enrolled in the district.

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Immunizations

1. Each student wishing to enroll in the school district must be immunized as required by state law and the rules and regulations promulgated by the Nebraska Department of Health and Human Services in effect at the time of the student's enrollment.
2. The district is not responsible for the cost of such immunizations.
3. Any student who does not comply with this policy shall not be permitted to continue attending school.
4. The building principal shall be responsible for maintaining immunization records for the students enrolled in his/her building and shall share that information with the school's threat assessment and crisis teams as appropriate.

Exceptions

1. Provisional Enrollment

Students who meet the statutory requirements for provisional enrollment may be allowed to attend school for sixty days without the necessary immunizations.

2. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:

a) A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or

b) An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.

c) Students who are exempted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

*See the Appendix for further information regarding immunizations

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials.

Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Students are encouraged to keep their lockers locked. Lock combinations or duplicate keys should be kept on file in the principal's office.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. Each student is responsible for any fine that accumulates on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication

- Parents/guardians must provide a physician's written authorization for the administration of the medication.
- Parents/guardians must provide their own written permission for the administration of the medication.
- The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication

- Parents/guardians must provide written permission for the administration of the medication
- The medication must be brought to the school in the manufacturer's container.
- The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to

administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year. Parents should communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties.

Personal Items

The school provides the necessary equipment for classroom and school day activities. Students are cautioned to not bring valuable items to school. The school is not responsible for damaged or lost personal items or equipment.

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but must have a pair of clear, indoor tennis shoes for gym use during P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Playground/Recess Rules

Outside recesses are required throughout the year for elementary students with the following exceptions: when it is raining or snowing, when the temperature is below 20 degrees, or when lightning or an approaching storm is in the immediate area. Individual exceptions to outside recess may include a teacher's request to keep the student indoors or a doctor's request to have the child remain inside for a period of time designated by the physician.

Students are expected to wear adequate clothing and boots for cold and wet weather. Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

Recess Expectations

1. Students will walk to and from the playground.
2. Students will carry equipment from the classroom to the playground and return equipment to the classroom after recess (no bouncing, throwing, or knocking balls out of hand when going to or coming back from the playground).
3. Students will use jump ropes only for jumping.
4. Students are to stay outside for recess. They must have permission from the playground supervisor to return inside before the recess period is over.
5. Students must stay on school property.
6. Students must have written notes from their parents and/or doctors if they are unable to go outside for recess.
7. Students will return to the building quietly when recess is over.
8. Students will walk in the hallways, going in and out of their assigned doors quickly and quietly.
9. Students must not chase balls that roll into a street. The playground supervisor will assign one person to get the ball.
10. Students must not swing sideways on the swings and no more than 1 on the slide when coming down.
11. Students should not play guns of any kind or play with sticks.
12. Students will leave playground "chatter" about scores, "might have been", etc. on the playground.
13. Students are not permitted to use any high school athletic equipment.
14. Students must not run between the swings when others are swinging.
15. Students must not play dodgeball on the playground equipment.
16. Students who want to play football must play with no contact.

Inside Recess Expectations

1. Only appropriate shoes are allowed in the gym. Students not wearing tennis shoes must remove their shoes.
2. Students are not allowed to run in and out of the gym without permission.
3. Gym equipment must be used appropriately.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

Staff will supervise students on the school's playgrounds, equipment, and surrounding areas when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police/HHS Questioning and Apprehension

Police, HHS, or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with an investigation. The school district shall inform parents when officers or HHS officials seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Prom

The banquet will be for Ansley and Litchfield juniors, seniors, and their respective dates. Faculty, staff, school board members and spouses/dates and special guests may be invited. Ordinarily, the banquet will be prepared by junior class sponsors, students, and/or parents and served by eighth grade students selected by class rank/grade point average.

The Prom Dance is for Ansley and Litchfield juniors, seniors, sophomores, freshmen, and their respective dates. Each student is allowed one date. Dates cannot be in middle school and cannot be 21 or over. Dates who do not attend Ansley or Litchfield schools must be approved by the principal the Monday prior to Prom. When students exit the prom, they must sign out and log the time they left and will not be allowed to re-enter.

1. The prom dance will be held in the Ansley or Litchfield high school gymnasium unless other arrangements are approved.
2. The public will be invited for viewing of the Parade of Formals.
3. The dance must conclude by 12:00 A.M.
4. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible. In such cases students will be detained at the Prom until released to proper law enforcement officials or the student's parent/guardian.
5. All general rules of etiquette are to be followed throughout the prom festivities.

Prom is a "formal" banquet and dance. No low-cut or revealing outfits will be admitted to Prom. Ladies will wear formal dresses or other appropriate apparel. Gentlemen will wear new or near new pants, appropriate dress shirt, tie, sports jacket, suit or tuxedo. Dates of students are expected to follow the same dress code and conduct as Ansley High School students. Administration has the right to refuse entry to the prom banquet, parade of formals, and dance for dress code violations.

Hours for decorating for the prom must be approved by the principal. The junior class is responsible for all cleanup.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a policy in consultation with parents to comply with the federal Protection of Pupil Rights policy (PPRA). The policy is available on the district's website or upon request from the district's administrative office.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes kissing, excessive hugging and/or touching, or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide

the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The regular school day goes from 8:00 a.m. until 3:34 p.m. on Mondays-Thursdays and 8:00 am until 2:30 pm on Fridays. The daily class schedule is as follows:

<u>MONDAY-THURSDAY</u>		<u>FRIDAY</u>		<u>ELEMENTARY LUNCH</u>
1ST PERIOD	8:00-8:53	1ST PERIOD	8:00-8:45	PK - 11:36
2ND PERIOD	8:53-9:46	2ND PERIOD	8:45-9:30	K - 11:41
3RD PERIOD	9:46-10:39	3RD PERIOD	9:30-10:15	1ST - 11:46
4TH PERIOD	10:39-11:32	4TH PERIOD	10:15-	2ND - 11:51
5TH PERIOD	11:32-12:25	11:00		3RD - 11:56
LUNCH	12:25-12:55	5TH PERIOD	11:00-	4TH - 12:01
6TH PERIOD	12:55-1:48	11:45		5TH - 12:06
7TH PERIOD	1:48-2:41	6TH PERIOD	11:45-	6TH - 12:11
8TH PERIOD	2:41-3:34	12:30		
		LUNCH	12:30-1:00	
		7TH PERIOD	1:00-1:45	
		8TH PERIOD	1:45-2:30	

The main entrance doors will open no earlier than 7:30 am and the school district requests that students not be in the school prior to this time due to no supervision. Students are to leave the school grounds after dismissal unless

they are involved in an afterschool activity or request by administration for serving school suspensions. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 10 minutes after the school day ends. Supervision before or after these times is not guaranteed. Parents must arrange for their children to leave school promptly at the end of the day.

Self-Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the building principal.

*See the Appendix for information regarding the Emergency Response to Life Threatening Asthma or Systemic Allergic Reaction Protocol.

Smoking, Vaping and Tobacco

The use of or possession of any tobacco product, including cigarettes, cigar, or other tobacco or tobacco 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.

Smoking, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is prohibited by students and non-students on school property.

Sniffer (Drug) Dogs

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in board policy.

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

Standard Response Protocol (SRP)

Like many other schools around the state, we have implemented the Standard Response Protocol (SRP) as a part of our school's Crisis and Emergency Plan. By using the same language and procedures as other school districts, our hope is that our students will know what to do if an emergency should ever occur here at Ansley or while they are visiting another school.

*See the Appendix for a Standard Response Protocol poster. For further resources, please visit www.iloveguys.org.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not already being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices.

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property.

6. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity. Board policy details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities.

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

8. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$0.

9. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$0 per page for reproduction of student records.

10. Participation in Before-and-After-School or Pre- Kindergarten Services.

The district will charge reasonable fees for participation in before-and- after school or pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount charged by the district for these services shall be \$ 0.

11. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount charged by the district for summer and night school shall be \$0.

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities.

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$__0__.

Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from

students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Student Information and Privacy

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is PowerSchool.

The building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous

absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law.

Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district:

Name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent

Parents may prevent the release of this directory information by filing a written objection with the district not that 10 days from the start of the school year or within 10 days of enrollment.

*See the Appendix for more information regarding student privacy and directory information.

Student Schedule Changes

Student schedule changes may be made without penalty during the first five days of each semester. Drop and Add slips are to be obtained from the principal or the school counselor and must be signed by the student, parent, teachers, counselor, and principal before the class is added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and school counselor.

Tardiness

When a 7-12 student arrives late to school or back to school from lunch, he/she must report to the office for a pass. These particular tardies will be handled by the administration and may result in detention, non-school day attendance, or loss of privilege.

Once a student is in school and is tardy to a different class, the teacher of that class will handle the discipline for that tardy. Students are considered tardy to class if they are not in their classroom when class begins unless they have a pass from the teacher who detained them.

Students in grades 7-12 who are more than 20 minutes tardy to a class will be marked absent for that period. Exceptions will be made during times of inclement weather.

Telephone Calls

Students may use designated school phones to contact parents/guardians during the school day with permission of staff. Families will be responsible for any long distance fees that are accrued.

Parents/guardians are advised that the best way to contact their students is by calling the school office.

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. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior (including **substantive threats**) to a member of the administration immediately and comply with any other mandatory

reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such reports 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.

3. Threat Assessment Team

The threat assessment team shall consist of the school crisis team. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. 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 a member of the team. Upon receipt of an initial report of any threat, the team 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 team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team 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 its investigation to the student's individualized education plan team.

5. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team'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 team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team 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 Safety Plan.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact the school or their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses only if (a) the option student lives on an existing bus route or (b) the option student makes arrangements to be picked up and dropped off at preexisting stops along an existing bus route.

Bus Regulations

Riding school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles.

Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.

- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

Consequences:

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

- 1) Note home to parents
- 2) Suspension of bus riding privileges
- 3) Exclusion from extracurricular activities
- 4) In-school suspension
- 5) Short-term or long-term suspension from school
- 6) and/or Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events, and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 30 days but may change at any time

Classroom Recordings by Staff.

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Recordings Made by Parents/Guardians and Patrons.

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including

things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Visitors

All visitors must enter through the main access entrance. They must sign in and sign out in the main office and wear a visitor's badge. Other school students may visit our school as guests of Ansley students. Permission must be granted by the principal at least one day prior to the visit. Guests who arrive without prior permission may not be allowed access.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. This information will be given to you via the phone messaging system, radio KRVN (880 AM)-Lexington and KCNI (1280 AM) or KBBN (95.3 FM); KBRY (92.3 FM)-Broken Bow, and/or over television Channel 11 and Channel 13. Parents should have a plan in place to accommodate these circumstances. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the office. If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

**SECTION TWO:
ACADEMIC INFORMATION**

Downlist/Ineligibility

1. Students who have a grade of 75% or less will be placed on the Downlist and special reports or down slips will be emailed/mailed starting the 3rd week of each grading period.
2. If a student is failing any class for two consecutive weeks they will be ineligible. The class does not have to be the same. Example: If a student is failing Math the first week and English the second week the student would be ineligible.
3. A down/failing list will be compiled and forwarded to the teachers and coaches on a weekly basis. Students on the down list may attend practice, travel with the team, and sit on the bench, but they may not suit up or participate.
4. Teachers are required to have their students' grades updated on PowerSchool each Monday by 10:00 a.m. Parents are also encouraged to check their child's grades on this system. If parents or students need the login and password to check their grades on PowerSchool, they need to contact the secretary in the high school office.
5. The ineligibility runs from Tuesday to the following Monday. If there is no school on Monday, then the eligibility is pushed back to where as the second day of the school week will be the first day of ineligibility.

Grades

Ansley Public School uses the following letter grading system for secondary students:

A	93 - 100	Excellent
B	85 - 92	Good
C	77 - 84	Satisfactory
D	70 - 76	Needs Improvement
F	Below 70	No Credit

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

An "INC." shall designate Incomplete. Students have two weeks after the grading period is over to make up incomplete work. Failure to do so will cause the student to receive "0's". No incompletes will be given at the end of

the year, as all course work must be completed by the end of the fourth quarter.

Graduation Awards

According to board policy, graduates whose final total grade point average is 99 percent to 100 percent shall be designated to graduate with "High Distinction". Graduates whose final total grade point average is a 97 percent to 98 percent shall be designated to graduate "With Distinction." Graduates whose final total grade point average is a 96 percent to 93 percent shall be designated to graduate as "Graduating With Honors."

Graduation Requirements

A student must have completed and passed a minimum of 250 credits to graduate. Students must receive a full 5 credits per semester for all required classes. High School students are required to take and pass the following classes.

English – 40 credits – to include English 9, English 10, English 11, and English 12 **or** an approved dual credit college English class.

Social Sciences – 30 credits – to include American History and Government

Sciences – 30 credits – to include Physical Science, Biology, and Earth Science **or** Chemistry

Mathematics – 30 credits (10 each during Freshman year, Sophomore year, Junior yr)

Physical Education & Health – 10 credits (usually Soph yr)

Speech Communications – 5 credits (usually Fresh yr)

Intro to Tech / Computer Applications – 5 credits (usually Fresh yr)

Electives – 100 credits – to include Career and Professional Studies including:

Personal Finance (Sr yr) **and** Post-Secondary Studies/Career & Colg Planning (Jr yr)

Transfer students must meet the minimum hour requirement for graduation, both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of the verified students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma consistent with the student's Individual Education Plan.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the school counselor.

Honor Roll

The purpose of the honor roll is to recognize those secondary students who demonstrate academic excellence. Honor rolls will be determined at the end of each grading period. Students will be recognized accordingly:

- ☐ Students who receive no grade lower than an "A" will be placed on the Principal's Honor Roll.
- ☐ Students receiving no other grade lower than a "B" will be placed on the Honor Roll.
- ☐ All class grades are figured the same for honor roll status.
- ☐ Honor roll lists are published in the Custer County Chief each quarter.

National Honor Society

The National Honor Society chapter of Ansley Public Schools is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the Advisor, which bestows this honor upon qualified students on behalf of the faculty of our school each year.

Students in the 10th, 11th, or 12th grades are eligible for membership. In accordance with the rules of the National Honor Society, candidates for membership shall have at least a class rank average of 90 or above. They must have completed their first semester of their Sophomore year before they are eligible to become a new member and students that use general classes to fulfill degree requirements will be ineligible. But this alone is not enough.

A selection committee will vote on those students based on Service (to the school), Leadership (both in and out of the classroom) and Character traits shown daily. They must have a 3.5 average based on a scale of 0 - 5.

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

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

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

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

Promotion and Retention

The professional staff at Ansley Public Schools will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Report Cards

Report cards are issued following the end of each nine-week reporting period.

Testing

It is the policy of the district to notify parents of any standardized testing that may be scheduled within the school district.

**SECTION THREE:
STUDENT DISCIPLINE**

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home,

and at all school activities (home and away or any time while on school or district property).

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

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

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Ansley-Litchfield Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

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

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance on non-school days. When in-school suspensions, after-school assignments, non-school day attendance, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. Administrators may develop specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include the principals and/or the superintendent.

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

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

After/Before School Sessions and Detentions

Teachers and administrators may require students to come in before/after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of before/after school time or a detention so that the parents may make transportation plans for the following day.

- Before/after school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with a before/after school session is responsible for working it out with the teacher.
- Detentions are generally 30 minutes, served in a detention room designated by the building principal.

Non-School Day Attendance

The building administrator may require a student to attend school on a day when students are normally not required to attend (teacher inservices, work days, early dismissals, etc.). This disciplinary action is generally reserved for students who have an unexcused absence or excessive tardies. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not attend when assigned to do so will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. This school-sponsored suspension will take place in a designated location where the student will complete assignments and/or other productive activities. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

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

Short-Term Suspension

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

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal

shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including tests and quizzes. Individual classroom teachers will determine due dates for the work.

Weapons and/or Firearms

No student may bring, possess, handle, or transmit a weapon and/ or firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. Students will be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms and state law.

Long-Term Suspension

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

Pre-Kindergarten through Second Grade Students

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

Expulsion

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

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable

- belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
 5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
 6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
 7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
 8. Engaging in bullying as defined in section 79-2,137 and in these policies;
 9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
 10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
 11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health

- and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
 - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on

personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

Reporting Requirement to Law Enforcement

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

- 1. The violation includes possession of a firearm;
- 2. The violation results in child abuse;
- 3. It is a violation of state law that the administration believes cannot be adequately addressed by discipline from the school district;
- 4. It is a violation of state law that endangers the health and welfare of staff or students; or
- 5. It is a violation of state law that interferes with school purposes.

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

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a

personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parent(s), guardian(s), or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

**SECTION FOUR:
STAFF DIRECTORY**

Members of the Board of Education:

Name	Contact Information
Mrs. Jaimee Bailey	jabailey@ansleyps.org
Mr. Brent Petrick	bpetrick@ansleyps.org
Mr. Tim Loy	twloy1111@gmail.com
Mrs. Danielle Ostrand	dostrand@ansleyps.org
Mr. Derek Clay	dclay311@gmail.com
Mr. Chris Varney	cvarney@ansleyps.org

Administrative Staff:

Name	Position
Kim Jonas	Superintendent
Garrod Fernau	Principal

Instructional Staff:

Name	Department	Grades
Milissa Birnie	School Counselor	PK-12
Elizabeth Curlo	Spanish	7-12
Stephanie Evans	Elementary	5 th Grade
Garrod Fernau	Social Studies and Athletic Director	11-12 Grade
Victoria Gibbons	Science	9-12
Kristi Horn	Title I	PK-6
Ashley Jelinek	Ag Education	7-12
Lora Jewell	Elementary	Kindergarten

Kalli Johnson	Music	PK-12
Jana Kaelin	Math and Tech	7-12
Meghan Kratzer	Elementary	3 rd Grade
Lindsey Kulhanek	Elementary	6 th Grade
Jennifer Ryan	Elementary	Preschool
Travis Olson	JH Eng and Tech. Coordinator	7-12
Tara Reed	Elementary	2 nd Grade
Kristi Ryan	Elementary	4 th Grade
Kalla Sawyer	Art	PK-12
Jody Schirmer	Math	9-12
Sheri Schirmer	Speech Pathologist	PK-12
Troy Schirmer	Business	9-12
Gavin Sheen	Physical Education	PK-12
Jamee Smith	Library and JH Science	PK-12/7-8
Carolyn Troxel	Language Arts	9-12
Haley Varney	Elementary	1 st Grade
Aaron Wagner	Social Studies and Activities Director	7-12
Jackie Wagner	Special Ed and JH Reading	7-12

Support Staff:

Name	Position
Kirsten Scott	Secretary
Danyle Goodman	Secretary, Bookkeeper
Amanda Shafer	Para-Professional
Marianne Cox	Para-Professional
Karla Hickenbottom	Para-Professional
Jessica O'Brien	Para-Professional
Cami Scott	Para-Professional
Kurt Kulhanek	Para-Professional
Laura Hendricks	Head Cook
Maggie Pryce	Cook
Joanie Gehrt	Nurse
Janet Coffman	Bus Driver
Amy Hoblyn	Bus Driver
Miriam Lewis	Bus Driver
Donna Hoblyn-Bittner	Bus Driver
Brian Meyer	Custodian
Brittney Schulte	Custodian
DJ Eberle	Maintenance

SECTION FIVE: APPENDIX

The Nebraska Department of Education is pleased to partner with Attack on Asthma Nebraska to insure that all schools have the education, training and life-saving medications required to implement the emergency protocol Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (anaphylaxis). The emergency protocol is part of the recent revisions to Rule 59, Regulations for School Health and Safety, which became effective on October 1, 2003.

The regulation requires that Ansley Public School be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction. Ansley Public School will be ready to implement the protocol in emergency situations.

The protocol requires that 911 is called first. After that call is made, an Epipen injection will be given and then albuterol is provided through a nebulizer. An Epipen is a small prefilled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist for breathing in through a mask or mouthpiece.

The mandated protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or allergy reaction. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The mandated protocol is a standing medical order that has been signed by Dr. David Minnick of the Central Nebraska Medical Clinic, P.C.

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

If you have questions or concerns about the protocol or your student's health issues, please contact the Ansley Public School.

IN AN EMERGENCY TAKE ACTION



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

STUDENTS

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

ADULTS

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



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

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



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

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



EVACUATE! (A location may be specified)

STUDENTS

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

ADULTS

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



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

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

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Ansley Public Schools

Important Information Concerning
Student Privacy Rights

During the school year your child may make headlines as a hero of the big game, or he or she might win an academic honor. Often, stories about what is happening at school will feature students. We also might want to use your child's name or may get a great photograph or videotape of your child that we'd like to use in a school district publication or presentation.

The Family Education Rights and Privacy Act (FERPA) permits school districts to release "Directory Information" to certain people or institutions, such as the news media, unless the child's parent or guardian requests that such information not be released. "Directory Information" includes the following:

- Student name, address and phone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student
- Publishing student names in the school newsletters or other publications

Ansley Public Schools will not release student information for commercial or other purposes. The purpose of a release will always be related to the conduct of school business.

If you do NOT want us to release "Directory Information" and/or publish your child's photograph, and/or release videotape of your child, please complete and return the form below as soon as possible. OTHERWISE, IT IS NOT NECESSARY TO TAKE ANY ACTION. If you have any questions, please call 308-935-1121.

Ansley Public Schools
Directory Information & Photographs

Please print - Return one form for each child.

Directory Information

- Do not release any "Directory Information" on my child.
 Do not release "Directory Information" on my child, but you can include my child's name in the school newsletter and school directory.

Photograph/Videotape

- Do not release my child's photograph/videotape to the news media or use my child's photograph in any District-wide printed publication (such as a calendar) or the school website.

Class Photograph

- Do not release my child's individual class photo for use in the school annual or yearbook.

Military Recruitment Information

- Do not release any information about my child to military recruiters.

Child's name: _____ School/Grade: _____
Parent/Guardian Printed Name: _____ Phone Number: () _____
Signature: _____ Date: _____

Summary of the School Immunization Rules and Regulations

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

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

The School Rules & Regulations are available on the internet: http://dohs.ne.gov/Pages/req_1173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
 Updated 01/26/2018

**SCHOOL VISION EVALUATION
Report Form**

A School Vision Evaluation is required for all children **within six months prior to entering** Nebraska schools for the first time (includes beginner grades including Kindergarteners, transfers, and other students new to Nebraska) [Nebraska Revised Statute 79-214]

Name: _____ Date of Birth: _____

School: _____ Date: _____

Student Status (check one): Beginner Grade Transfer Student from Out of State

REQUIRED TESTS*	Pass	Fail	Recommend Further Evaluation (comments noted below)
Amblyopia	_____	_____	_____
Strabismus	_____	_____	_____
Internal Eye Health	_____	_____	_____
External Eye Health	_____	_____	_____
Visual Acuity			
	Right eye @ distance (20 ft.):	20/ _____	aided/unaided
	Left eye @ distance (20 ft.):	20/ _____	aided/unaided
	Right eye @ near (16 in.):	20/ _____	aided/unaided
	Left eye @ near (16 in.):	20/ _____	aided/unaided

*A vision evaluation consisting of these required tests meets the legal requirements for the State of Nebraska but is not a complete eye examination such as most eye doctors perform.

ADDITIONAL TESTS	Pass	Fail	Recommend Further Evaluation	Did Not Test
Eye Alignment at Distance	_____	_____	_____	_____
Eye Alignment at Near	_____	_____	_____	_____
Depth Perception	_____	_____	_____	_____
Color Vision	_____	_____	_____	_____
Focusing Amount	_____	_____	_____	_____
Focusing Flexibility	_____	_____	_____	_____
Focusing Lag (Accuracy)	_____	_____	_____	_____
Convergence (Crossing) Ability	_____	_____	_____	_____
Saccade (Rapid) Eye Movement	_____	_____	_____	_____
Pursuit (Tracking) Eye Movement	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____

COMMENTS/RECOMMENDATIONS: _____

Evaluation performed by: _____ O.D. ___ M.D. ___ P.A. ___ A.P.R.N.
(signature)

Office Phone Number: (_____) _____ - _____ Date: _____

Nebraska Foundation for Children's Vision (www.NEchildrensvision.org)

01/01/2010

Commented [1]: Add NEW Calendar

Anasley Public School 2024-2025 Calendar													
		Student days											
		Early Dismissal											
		Holiday - No School											
		Teacher Work/In-Service Day - No School											
		End of quarter											
<p style="text-align: center;">School Hours Mon-Thur: 8:00 a.m.- 3:32 p.m. Fridays: 8:00 a.m.- 2:30 p.m.</p>													
August 2024							January 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30	31	26	27	28	29	30	31	
September 2024							February 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30						23	24	25	26	27	28	
October 2024							March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5							1
6	7	8	9	10	11	12	2	3	4	5	6	7	8
13	14	15	16	17	18	19	9	10	11	12	13	14	15
20	21	22	23	24	25	26	16	17	18	19	20	21	22
27	28	29	30	31			23	24	25	26	27	28	29
							30	31					
November 2024							April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2				1	2	3	4	5
3	4	5	6	7	8	9	6	7	8	9	10	11	12
10	11	12	13	14	15	16	13	14	15	16	17	18	19
17	18	19	20	21	22	23	20	21	22	23	24	25	26
24	25	26	27	28	29	30	27	28	29	30			
December 2024							May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7					1	2	3
8	9	10	11	12	13	14	4	5	6	7	8	9	10
15	16	17	18	19	20	21	11	12	13	14	15	16	17
22	23	24	25	26	27	28	18	19	20	21	22	23	24
29	30	31					25	26	27	28	29	30	31
<p>1st Qtr. = 45 2nd Qtr. = 40 Student Days 172</p>							<p>3rd Qtr. = 46 4th Qtr. = 41 Teacher Days 185</p>						
<p style="text-align: right;">Rev. 5/13/24</p>													



ANSLEY-LITCHFIELD

ACTIVITIES HANDBOOK

2015-2016

Ansley-Litchfield Spartans ACTIVITY HANDBOOK

Section 1 – Intent of Handbook:

This handbook is intended to be used by students, parents and staff as a guide to the rules and regulations as well as general information concerning the Ansley-Litchfield Spartans Athletic Teams and activities, as appropriate. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

When used in this Handbook, the term “administrations” shall mean the superintendent and/or the principal of Ansley Public Schools and Litchfield Public Schools. This handbook does not create a “contract.” The administrations reserve the right to make decisions and make rule revisions at any time to implement the athletic program and to assure the well being of all athletes. The administrations will be responsible for interpreting the rules contained in the handbook. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during athletic activities including games, practices, and traveling to games and practices. Should a situation or circumstance arise that is not specifically covered in this handbook, the administrations will make a

decision based upon all applicable school district policies, and state and federal statutes and regulations.

Section 2 - Extra-Curricular Activities

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The athletic program for the Ansley-Litchfield Spartans is designed to provide opportunities for those students who desire competitive activity in athletics. The rules and regulations set forth in the Title IX guidelines on sex discrimination as well as requirements established by the Nebraska State Activities Association will guide these programs. (See attached NSAA Athletic Bylaws.) All students are welcome to try out for any of the interscholastic teams available to them with the understanding that they agree to follow the guidelines established in this handbook. Junior High students will be allowed to participate in the same activities as high school; volleyball, football, cross country, wrestling, basketball, and track. Practices will extend past the school day and most activities are during the school week.

Section 3 – Activity Philosophy

Activities are considered an integral part of our schools' programs of education which provide experiences that will be helpful to boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society.

A great athletic tradition is not built overnight; it takes the hard work and dedication of many individuals over many years. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the student's educational experiences.

As a member of an interscholastic team, the student has certain responsibilities to uphold. An athlete is one who accepts these responsibilities. Participation is a privilege that carries with it responsibilities to the schools, teams, student bodies, communities and to the students themselves. In their play and their conduct, students are representing all of these groups. The student bodies, the communities, and other communities judge our schools on our athletes' conduct and attitudes, both on and off the area of competition. Make your schools proud of you and your communities proud of your schools, by your performance and your devotion to high ideals.

Section 4 – Safety

The Ansley-Litchfield Spartans' philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, adhere to all safety instructions, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic

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

Section 5 – Team Travel

The Ansley-Litchfield Spartans require that activity team members travel to and from out-of-town events as a unit. This builds team chemistry and unity. An athlete may be signed off the bus by his/her parents only and with coach approval. Any exceptions to this rule must be approved by an administrator prior to departure to the event. Only those people involved with the activity will be allowed to travel in the school vehicle.

When an athletic team is required or will be away from home all day for a contest, or if the return home is exceptionally long, arrangements will be made to feed the team members. The activity director will make the decision on when the teams will be fed.

Section 6 – Attendance and Academics

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contest, he/she should contact the coach or sponsor in advance.
3. On the day of a contest or practice, students arriving after **10:00** a.m. will not be allowed to participate in extracurricular activities.
4. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
5. Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

Section 7 – Academic Grade Standard for Activities Participation

1. Special reports or down slips will be emailed/mailed starting the 3rd week and will run through the first quarter. If a student is failing any class for two consecutive weeks they will be ineligible. The class does not have to be the same, if failing a math the first week and english the second week the student would be ineligible.
2. A down/failing list will be compiled and forwarded to the teachers on a weekly basis.
3. Teachers are required to have their students' grades updated on PowerSchool each Monday by 10:00 a.m. Parents are also encouraged to check their child's grades on

this system. If parents or students need the login and password to check their grades on PowerSchool, they need to contact the secretary in the high school office.

4. The ineligibility runs from Tuesday to the following Monday. If there is no school on Monday, than the eligibility is push back to where as the second day of the school week will be the first day of ineligibility.

Section 8 – Team Selection, Playing Time, and Parent/Coach Conferences

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Lineup decisions are primarily the result of careful consideration about our own team’s chemistry and our opponent’s strengths and weaknesses. Playing time is earned by hard work, proven performance. Coaches take a season-long view about each player’s time on the field/court.

Delegating playing time is a zero-sum exercise, meaning that one person benefits from playing while another person endures. The decision to give one player more time on the field means another player will get less. As such, all good coaches know that with each decision, however well-considered, comes the likelihood that someone will be disappointed. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative: Student participants must demonstrate that they can and will represent themselves and their schools in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success: Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criterion include the student’s: (1) talent or skill, (2) desire to improve the student’s own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.
3. If you are concerned about a sport-related issue that requires you to speak directly with a coach, we ask that you wait at least 24 hours after the event. Cooler heads are inevitably more productive. We always enjoy chatting with parents at the conclusion of games, but cannot address non-emergency issues at that time. We also cannot interrupt practice sessions.
4. If a parent requests a meeting with a head or assistant coach regarding any aspect of their child’s involvement in extracurricular activities, the following procedures shall apply to the conference:
 - a. The parent and the student will both be present
 - b. The coach will be present. If the discussion is with an assistant coach, the head coach will be present.
 - c. An administrator or athletic director will be present if requested by either the coach or parent.
 - d. If the administrator needs to be present, the administrator will set up the meeting at a mutually agreed time.
 - e. Any variation of this policy must be approved by the administration.

Strong teams have strong benches. Players who keep focused on the game while not on the court greatly increase their chances of success once they enter the game. Spirited bench players almost always infect their teammates with optimism and extra energy.

Section 9 – Conduct

Sportsmanship – All parents (and players) are expected to demonstrate the highest level of sportsmanship while representing the Ansley-Litchfield Spartans athletic program. Please cheer for our team’s efforts and successes. Parents and other fans should never celebrate our opponents’ mistakes.

Parent Expectations – Officials are off-limits for parents. Refrain from yelling at the referees – before, during and after the match – no matter what the perceived error or injustice. Coaches believe players must learn to perform under adversity, and to not waste emotion or effort on things not within their control.

Take the time to learn more about rules and strategy. What sometimes seems like a blown call or a poor coaching decision often looks much different if you have a more detailed appreciation for the nuances of a sometimes-complicated sport.

Consider it a sign of trouble if a player looks into the stands repeatedly for parental approval or disapproval during a game.

Section 10 – Pre-Practice Requirements

All athletes must meet the following requirements before they start practice.

1. Return a signed sports physical to the school office or Athletic Director

Starting, Dismissal and Length of Practice

All starting times of practices will be designated by the individual coach. All athletes are expected to be on the field or court at the time set by the coach. In order for athletes and their parents to plan accordingly and for the welfare of the athlete, the following is suggested concerning the length of practices. This is just a guideline and the coach must use his/her own judgment – Senior High Athletes 2 hours. It is recommended practices be completed by 6:15 pm and 6:00 pm on Wednesdays.

Participation on Other Teams

As per NSAA guidelines, any individual who is a member of any Ansley-Litchfield Spartans interscholastic athletic squad cannot participate in any other organized sport, in school or out of school, during the period that he/she is a member of an interscholastic squad. EX: Town team basketball or League volleyball.

Off Season Practice Regulations

In order that we may always have a well-rounded athletic program, the following guidelines will be followed concerning off-season unorganized practices:

1. No athlete will use the school facilities without the permission of one of the coaches. That permission will be granted by the Athletic Director upon request from one of the coaches.
2. Nothing will be done by any coach or athlete to take away from the sport in season.
3. Coaches will encourage their athletes to participate in another sport during the off-season.

4. No individual will be allowed to change sports during a season unless they have the approval of the coach of the sport they are dropping.
5. If an individual is dropped from a squad because of disciplinary reasons, by the coaching staff, they may not practice for the next sports season using school facilities or under the supervision of a coach until the sport which he/she was dropped from is completed.

Section 11 – Drug and Alcohol Violations

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extracurricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also their schools and communities in all of their actions. Special conduct rules exist for the reasons that:

- a) Participants in extracurricular activities assume a responsibility for leadership and are representatives of our schools. The student bodies, the communities and other communities judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their schools and communities proud.
- b) Activities are a privilege. Extra-curricular activities have an important place in the educational program of the Ansley and Litchfield Public Schools. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy. The rules of conduct apply to actions of the student, regardless of whether they occur on or off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct adopted by each school.) These rules apply to conduct which may occur at any time during the school year beginning with the official starting day of the fall sport season established by the NSAA and extending to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

Drug and Alcohol Violations:

Students who are found to be in violation of the following paragraphs shall be subject to disciplinary action, which applies to ALL CO-OP activities.

1. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substances, inhalants or being under the influence of any of the above; or possession of drug paraphernalia. (NOTE: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug. For example, being at a student party at which other students are drinking that school officials may reasonably determine that the student was in "possession" of the items as well.)

2. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substances or inhalants.

**OFFENSES COUNTED AGAINST A STUDENT
RESET AT THE BEGINNING OF EACH SCHOOL YEAR.**

Students may be suspended from participation in non-athletic activities for violating the rules and standards of behavior outlined in the student handbook adopted by the Board of Education of each individual school.

First Offense – Suspension from CO-OP programs (other than practice) for designated activities for 20 calendar days from date of finding. This does not include attending public events held at the school. During this suspension, the student will be required to attend and participate in all practices or rehearsals at the coach/sponsor’s discretion, and may be required to travel with the team at the coach’s discretion and be with the team during the contest.

Second Offense - Dismissal from the team or group for the remainder of that season without lettering privileges, as well as a suspension from all CO-OP activities for the remainder of that season. Extra CO-OP activities include any event sponsored by a school organization that is outside the regular classroom activities.

Third Offense –Ineligible for all CO-OP activities for the remainder of the school year.

Section 12: State Qualifiers Protocol

In the event that a team, or team members, qualify for state finals competition, the following guidelines will be used per sport to determine who will travel with the team. No exceptions will be made to these guidelines:

1. Football: The entire football team will travel when qualifying for the state final game, as the potential exists for every player to be able to participate.
2. Volleyball: The varsity squad only will travel to state level competition.
3. Wrestling: Members of the wrestling team who qualify individually will travel to the state competition.
4. Basketball (Boys and Girls): Varsity Team members only will travel to state level competition.
5. Cross Country: Only team members who qualify individually will travel to state competition, unless the entire teams qualifies.
6. Track: Team members who qualify in individual events will travel to state competition. For relay teams who qualify, the coaches may select one alternate to travel with the team as well.

Only teams whose student managers take an active role in the game may take managers with the team when traveling to compete in state events. Limit of 3-4 managers will be enforced for all team sports, and the managers who travel must be in Junior High.

Section 13 – Concussions

1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3. Response to Concussions.

- a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed healthcare professional who is professionally affiliated with or contracted by the school.
- b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed healthcare professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administrator may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed healthcare professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school is not required to determine or verify the individual's qualifications.

- c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

Legal Reference: Neb. Rev. Stat. §§ 71-9102 to 71-9106
Date of Adoption: [Insert Date]

Heat and Hydration Protocol

<http://nsaahome.org/sports-medicine/>

Lettering Requirements for Ansley-Litchfield Spartans

Each time an individual letters in a sport, they will be awarded a letter certificate by the coach of that sport at the conclusion of the year. The first time an individual letters in any sport, a standard chenille letter representing Ansley-Litchfield Spartans Athletics will be awarded during an awards ceremony.

Athletes are expected to show respect for coaches and their rules, games officials, other players and their school. It is further expected that an athlete will complete their season of competition and return all issued equipment in satisfactory condition during a period of time set by their coach.

All lettering requirements are based on varsity competition. To earn a letter in any varsity sport, the following factors are taken into consideration:

- Completion of the sport
- Care of equipment
- Cooperation with team, coach and faculty
- Contribution, participation, attitude, and conduct displayed during the season
- Use of self-discipline
- Regular attendance of practice
- Coach's discretion

FOOTBALL

1. Coach's recommendation and/or,
2. Participation in 25% of all varsity quarters

VOLLEYBALL

1. Coach's recommendation and/or,
2. Participation in 25% of all sets played

CROSS COUNTRY

1. Coach's recommendation and/or
2. Place in a major meet

WRESTLING

1. Coach's recommendation and/or,
2. Score 20 varsity team points or wrestle in 10 varsity matches

BASKETBALL

1. Coach's recommendation and/or,
2. Participation in 25% of all varsity quarters

TRACK

1. Coach's recommendation and/or,
2. Place in a varsity meet

RECEIPT OF 2022-2023 PARENT/STUDENT ACTIVITY HANDBOOK OF THE ANSLEY-LITCHFIELD SPARTANS

Your signature on this form confirms you have received the 2022-2023 Ansley-Litchfield Spartans Parent-Student Handbook and that you understand this handbook contains the conduct and discipline rules for the 2022-2023 Ansley-Litchfield Spartans as adopted by both the Ansley and Litchfield School Boards. With your signature, you agree to follow these rules. It is understood that approved policies of non-discrimination and equity as well as specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Drug-Free Schools Statement:

Your signature on this form shall also serve to demonstrate that you, AS PARENT OR GUARDIAN OF A STUDENT PARTICIPATING IN ACTIVITIES AS A ANSLEY-LITCHFIELD SPARTAN, have received notice of the STANDARDS OF CONDUCT of this sports coop expected of students concerning the ABSOLUTE PROHIBITION of unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of ANY school activity as described in Board Policy or Administrative Regulation.

This notice is being provided to you pursuant to the SAFE AND DRUG-FREE SCHOOL LAW and 34 C.F.R. Part 86. Both are FEDERAL LEGAL REGULATIONS for the District to obtain federal financial assistance.

YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS PARTICIPATING IN ANSLEY-LITCHFIELD SPARTANS ACTIVITIES FULLY UNDERSTAND THE POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS PART OF THE COOP'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT **COMPLIANCE WITH THESE STANDARDS IS MANDATORY**. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Parent/Legal Guardian Signature: _____

Date: _____



Grinding Wheel



Grinding sander



Table Saw



Drill Press



Metal Band Saw



Planer

<p>Superintendent Goal 1: Educational Leadership – The Superintendent provides educational leadership ensuring resources align and support best practice for instructional standards, as well as implementation of current and/or applicable curriculum/assessments to support student success.</p> <p>1a. Develop Instructional Framework 1b. Ensure the district-adopted instructional framework is implemented consistently by providing professional development to staff and administration regarding adopted instructional framework. (Could take 1-2 years) 1c. Integrate the district-adopted instructional framework into certificated staff evaluations. (Could take 1-2 years)</p>	<p>Progress on Superintendent Goal 1:</p> <p>1a. Develop Instructional Framework</p> <ul style="list-style-type: none">• Continue with the PLC project (“what we teach”)• February 21st In-Service (begin process of “how we teach”)• Creation of Instructional Framework Timeline• Planning session with ESU 10 on 7/11/25. Team will start initial work on 7/21/25.• <p>1b. Ensure the district-adopted instructional framework is implemented consistently by providing professional development to staff and administration regarding adopted instructional framework.</p> <ul style="list-style-type: none">• Team has been selected• Scheduling for work sessions—most will happen during scheduled PD days next year• Team will meet this summer at an ESU 10 work session <p>1c. Integrate the district-adopted instructional framework into certificated staff evaluations.</p>
<p>Superintendent Goal 2: Budget Planning & Management – The Superintendent provides organizational leadership district-wide to ensure fiscal responsibility by allocating, using, and investing district resources to support effective instruction and improved student learning.</p> <p>2a. Lead a budget planning session in spring/early summer. 2b. Develop a forecast of expenditures for the next 1, 5, and 10 years.</p>	<p>Progress on Superintendent Goal 2:</p> <p>2a. Lead a budget planning session in spring/early summer.</p> <ul style="list-style-type: none">• June BOE Meeting <p>2b. Develop a forecast of expenditures for the next 1, 5, and 10 years.</p> <ul style="list-style-type: none">• Walkthrough with Conditioned Air Mechanical• Elementary Chiller• CAM will be at school on 4/22/25

Superintendent Goal 3: Board – Superintendent Relations – The Superintendent collaborates with the board to define district expectations, policies, and goals to support instruction and student learning.

- 3a. Lead the board to define committee structure/use and implement as defined.
- 3b. Get board meeting information on SPARQ by Monday before regular board meetings.
- 3c. Obtain additional training on SPARQ paperless meetings.

3a. Lead the board to define committee structure/use and implement as defined.

- Present committee structure models
- Poll on committee structure models
- Present yearly calendar
- Present Board Committee Guideline Structure
- Complete Committee Work Plan

3b. Get board meeting information on SPARQ by Monday before regular board meetings.

- Ongoing

3c. Obtain additional training on SPARQ paperless meetings.

- [Attending SPARQ training on 7/17/25](#)

Other:

- [Stage and Ag Room Lighting](#)
-

