

Handbook for Elementary Students and Parents

2011-2012
McAndrew Elementary
252 N. Elm, PO Box 65
Ainsworth, NE 69210
402-387-2083

Calendar, schedule, and other important information
inside!

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1. Attendance Policy and Excessive Absenteeism - *Policy 5130*
2. Make-Up Work - *Policy 5130.3*
3. Appropriate Use of the Computer and Associated Equipment - *Policy AR-6410*
4. Patron and Parental Involvement - *Policy 1210*
5. Student Fees - *Policy 5340*
6. Offenses and Penalties - *Policy 5560.1*
7. Dress Code - *Policy 5505.1*
8. Notice of Nondiscrimination

Forms to Sign and Return**Attached**

1. Guardianship Information (if applicable)
2. School Census Report
3. Health Information
4. Parent/Student/Teacher Learning Compact
5. Acknowledgement of Receipt of Handbook

ADMINISTRATION

Darrell Peterson - Superintendent
Sarah Williams - Principal

BOARD OF EDUCATION

Mark Johnson - President	Jim Arens - Member
Dan Dailey - Vice President	Angie Davis - Member
Lisa Chohon - Secretary/Treasurer	Scott Erthum - Member

FACULTY AND STAFF-MCANDREW

Caren Fernau	Kindergarten-----Rm 14
Sue Wragge	Kindergarten-----Rm 13
Deb Walker	Grade One----- Rm 10
Stacey Bickham	Grade One----- Rm 16
Robyn Wright	Grade Two-----Rm 11
Kelli Gibson	Grade Two-----Rm 12
Pam Peterson	Grade Two-----Rm 15
Jolene Freeman	Grade Three-----Rm 19
Lois Steuter	Grade Three-----Rm 18
Normal Gleason	Grade Four-----Rm 21
Susan Scholtes	Grade Four-----Rm 17
Judy Hensley	Reading Coach/Title I--Rm 20
Amanda Ganser	Computers-----Rm 9
Tami Jacobsen	Guidance Counselor----Rm 20
Scott Steinhauser	SPED Coordinator-----Rm 130
	School Psychologist
Sarah Hotchkiss	Vocal Music-----Rm 138
Kayleen Hookstra	Resource/Special Ed----Rm 5
Sue Haskell	Speech Therapy-----Rm 6
Roudy Clapper	Physical Education----Gym
Kara Welch	Library/Media-----Rm 9
Linda Hapner	Title I Reading & Math-Rm 20
Denise Adcock	Art Consultant
Deb Runyan	Administrative Assistant
Dianne Daniels	Paraprofessional
Cathie Pankowski	Paraprofessional
Wendy Smith	Paraprofessional
Tami Kovar	Paraprofessional
Linda Trail	Paraprofessional
Brad Witte	Maintenance
Ron Rennich	Maintenance
Nick Krause	Custodian
Cindy Mays	Custodian

2011 - 2012

**AINSWORTH COMMUNITY SCHOOLS
AINSWORTH, NEBRASKA**

McANDREW ELEMENTARY STUDENTS' AND PARENTS' HANDBOOK

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

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

SCHOOL MISSION

The mission of the Ainsworth Community Schools is to help students acquire the knowledge, skills, and attitudes necessary to be successful individuals.

SCHOOL GOAL

Ainsworth Community Schools has set forth the following student-centered goal:

1. Improved reading skills across the curriculum, particularly vocabulary skills

McANDREW DAILY SCHEDULE

7:30	Breakfast Served, Cafeteria
7:45	Teachers on duty
7:50	Students enter classrooms
8:00	Class begins, K-4
11:49-12:35	Kindergarten-4 th lunch and recess
3:15	School dismissed, K- 4

Personnel are required to be on duty from 7:45 am – 3:45 pm.

BREAKFAST / LUNCH PRICES

2011-2012 Prices:	Full Pay Students	Reduced Price Students	Free Priced Students
K-12 Breakfast	\$1.25	\$.30	\$0.00
K-4 Lunch	\$2.20	\$.40	\$0.00
5-12 Lunch	\$2.35	\$.40	\$0.00
Extra Lunch Entrée	\$1.55	\$1.55	\$1.55
Extra Pizza Hut Pizza	\$1.75	\$1.75	\$1.75
Extra Milk	\$.45	\$.45	\$.45
Extra Fruit & Veggie Bar	FREE	FREE	FREE
Visiting Adult Breakfast	\$1.50	\$1.50	\$1.50
Visiting Adult Lunch	\$2.85	\$2.85	\$2.85

ALL CHECKS SHOULD BE MADE OUT TO: *Ainsworth Community Schools*

SNACK MILK:

Kindergarten and 1st Grade only.

1st semester: \$39.15

2nd semester: \$41.40

All Year: \$80.55

ALTERNATE DAILY SCHEDULES -- Kindergarten - 4th Grades

10:00 Late Starts --

- Lunch schedule:
2nd, 3rd & 4th Grades--- 11:15 – 11:45
Kindergarten & 1st Grades --- 12:00 – 12:34 (do not come early)
- Reading schedule:
1st – 4th Grades: 10:00 – 11:30
Kindergarten: 12:45 – 1:45
- No breakfast served. Buses run on usual schedule.

2:00 Dismissals --

- Lunch schedule:
Everyone goes to lunch 5 minutes early
- Reading schedule:
Same as regular schedule.
- Buses leave as soon as they are loaded.

IMPORTANT DATES FOR 2011– 2012

August

Wednesday, Aug. 17	First Day of School
Thursday, Aug. 18	Substitute Teachers Meeting 10am, LC
Monday, Aug. 22	Open House/ Parents Night, Grades 1-4
Tuesday, Aug. 23	FBLA Ice Cream Social, 6:00pm, Cafeteria
Monday, Aug. 29	2:00 Dismissal, Teacher Inservice
Tuesday, Aug. 30	4 th Grade Field Trip to State Fair

September

Monday, Sept. 5	NO SCHOOL, Labor Day
Wednesday, Sept. 14	Progress Reports Sent Home (Grades 3-12)
Friday, Sept. 16	Homecoming
Monday, Sept. 19	2:00 Dismissal, Teacher Inservice
Tuesday, Sept. 20	Elementary Picture Day
	DI Parent's Night, 7pm, LC
Monday, Sept. 26	Elementary Principal's Coffee, 7pm, Elem. Library

October

Monday, Oct. 3	2:00 Dismissal, Teacher Inservice
Wednesday, Oct. 12	End of 1 st Quarter
Monday, Oct. 17	NO SCHOOL, Parent/Teacher Conf. 12:30 – 8:00 pm
Friday, Oct. 21	NO SCHOOL
Monday, Oct. 24	2:00 Dismissal, Teacher Inservice
Thurs-Fri, Oct. 27-28	School musical, <i>Alice in Wonderland</i> , 7:30pm, LC
Friday, Oct. 28	FBLA Elementary Halloween Party, 5:30pm

November

Monday, Nov. 7	2:00 Dismissal, Teacher Inservice
Friday, Nov. 11	Veteran's Day Program, 2:30, Gym
Monday-Friday, Nov. 14-18	Scholastic Book Fair, Elem. Library
Wednesday, Nov. 16	Progress Reports Sent (Grades 3-12)
Wednesday, Nov. 23	12:00 Dismissal, Teacher Inservice, No lunch served
Thurs-Fri., Nov. 24-25	NO SCHOOL, Thanksgiving Break

December

Thursday, Dec. 8	McAndrew Elementary Concert, 7 pm, Gym
Monday, Dec. 12	2:00 Dismissal, Teacher Inservice
Wednesday, Dec. 21	2:00 pm Dismissal, Semester Tests
Thursday, Dec. 22	2:00 pm Dismissal, Semester Tests, End of 2 nd Q./1 st Sem.
Fri. Dec. 23 – Mon. Jan.2	NO SCHOOL, Christmas Break

January

Tuesday, Jan.3 School Resumes, Start of 2nd Semester
Thursday, Jan. 5 DI Fun Night, 7pm, LC
Monday, Jan. 16 2:00 Dismissal – Teacher Inservice
Mon. Jan.23-Fri. Feb 10 NeSA State Wide Writing Tests, Grades 4, 8 & 11
Sunday, Jan. 29 AWC Youth Wrestling Tournament at Ainsworth

February

Wednesday, Feb. 1 Progress Reports Sent Home (Grades 3-12)
Written Spelling Bee Contest, in classrooms (Grades 1-8)
Friday, Feb. 3 Oral Spelling Bee, (Grades 1-8) LC
Monday, Feb. 6 2:00 Dismissal, Parent/Teacher Conferences, 4:30 – 8:00pm
Thursday, Feb. 16 2:00 Dismissal
Friday, Feb. 17 NO SCHOOL – Winter Break
Monday, Feb. 20 Elementary Principal’s Coffee, 5:30pm, Elem. Library
Monday, Feb. 27 2:00 Dismissal, Teacher Inservice

March

Wednesday, Mar. 7 End of 3rd Quarter
Thurs-Fri, Mar. 8-9 NO SCHOOL – Spring Break
Monday, Mar. 19 2:00 Dismissal, Teacher Inservice
Tuesday, Mar. 20 DI Presentation Night, 7pm, LC
Friday, Mar. 23 1:15 Dismissal, HS Track Invitational
Saturday, Mar. 24 Regional DI at Ainsworth

April

Thursday, Apr. 5 2:00 Dismissal – Teacher Inservice
Friday, Apr. 6 NO SCHOOL - Easter Break
Monday, Apr. 9 NO SCHOOL – Easter Break
Tuesday, Apr. 10 Progress Reports Sent (Grades 3-12)
Saturday, Apr. 14 DI Affiliate Finals in Kearney
Friday, Apr. 20 NO SCHOOL, District Music at Ainsworth
Monday, Apr. 23 Elementary Principal’s Coffee, 7:30pm, Elem. Library
Thursday, Apr. 26 McAndrew Elementary Spring Concert, 7pm. Gym
Saturday, Apr. 28 DI Pie Day
Monday, Apr. 30 2:00 Dismissal, Teacher Inservice

May

Tuesday, May 1 National Teacher’s Day!
Monday, May 7 2:00 Dismissal, MS Track Inv. 3pm
Sunday, May 13 Graduation, 2:30pm, Gym
Wednesday, May 16 2:00 Dismissal, Semester Tests
Thursday, May 17 2:00 Dismissal, Semester Tests
End of 4th Q./2nd Sem.

ABSENCES, TARDIES AND SICKNESS

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

1. A written excuse, personal contact, or telephone call from the parents, stating the reason for the student's absence, will be **REQUIRED** for all student absences prior to the absence. In the case of an unplanned absence, please notify the school immediately the morning of the absence. School officials reserve the right to request a statement from the attending physician in the case of an extended absence due to the health of a student.
2. All students must have office permission and must sign out to leave the school grounds. When a student returns, they must report to the school office and sign in.
3. Students who have been absent due to a communicable disease must have written permission from a doctor before they will be allowed to return to school.
4. Tardiness is rarely excusable. A student will be marked tardy when he or she arrives after 8:00 am and must report to the school office to sign in. Penalties for excessive tardiness will be dealt with on an individual basis.
5. Students who become ill during school will not be sent home until the school has determined that there will be someone there. If both parents work, please let the school know where you can be reached. Ill students must sign out before they leave.

Procedures for excessive absences:

1. As per Ainsworth Community School Policy 5130 (a copy is included at the end of this handbook), all questions of absences will be referred to the respective principal.
2. The principal will review the attendance records of any student missing five days per quarter. When the principal determines that a child is unlawfully absent from school, the principal will arrange a conference with the parent or guardian, the child, and any other school personnel in an attempt to solve the truancy problem.
3. If the child continues to be or becomes habitually truant, then the principal will serve written notice to the person violating the compulsory attendance laws, warning him or her to comply with its provisions.
4. If in one week after the time such notice is given, such person is still violating such laws, then a report will be filed with the Brown County Attorney and the Social Services Director.

ARRIVAL TO SCHOOL

School begins promptly at 8:00 am. Students will be counted tardy after 8:00 am. Children are not to arrive early. Arrangements must be made for child care/supervision in the morning before school. No students will be admitted to the building prior to 7:55 am, unless they are eating breakfast. On cold, windy, and otherwise inclement days, students will be permitted to come into the building entryways and remain there until they are given permission to go to their classrooms.

ATHLETIC AND EXTRACURRICULAR EVENTS

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

BICYCLES AND SCOOTERS

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

BULLYING AND HARASSMENT

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

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

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

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

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

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

BUS REGULATIONS

Regular Routes: Students shall be on time at the approved bus stop. Do not cross the road until the bus has stopped completely and the driver has extended the stop arm. Students are to board the bus one step at a time. Rigid standards of discipline must be maintained at all times in order to insure the safety of riders and the driver.

While Riding the Bus: The riding of the bus is a privilege and may be revoked for violation of the rules or for conduct, which is detrimental to the safe operation of the bus. The driver is in full charge of the

bus and the students. Students are to comply promptly with all requests of the driver. The driver may assign seats. Students shall go directly to their seats and remain seated there until they arrive at their destination. Students shall not leave the bus from the emergency door unless an emergency exists. Students shall not run or push while leaving or entering the bus. Students that live on the opposite side of the road are to go approximately twelve (12) feet in front of the bus before crossing.

The school bus driver has the authority and the responsibility to discipline students on the bus.

Route Bus Discipline Procedure:

For any conduct deemed inappropriate by the bus driver the following procedure will be used.

- A. The first incident of inappropriate behavior will result in a verbal warning from the bus driver. The driver will submit a written Bus Incident Report to the appropriate principal. The Principal will have a conference with the student.

- B. The second incident involving the same student will result in a second report submitted to the principal. The Principal will arrange a parent conference or contact to discuss the incident and inform parents of possible consequences.

- C. Upon the third incident by the same student, a third report will be submitted. The third incident will result in a short-term suspension from riding the school bus.

- D. Upon receiving a fourth incident on the same student the consequence will be suspension from riding the school bus for the remainder of the school year.

COMPUTER USAGE

The use of computers/internet is a privilege, not a right. Inappropriate behavior may lead to penalties including revoking permission to use the computers (long term or short term), disciplinary action, and/or legal action. Ainsworth Community School's Administrative Regulation 6410 (included at the end of the handbook) explains the terms and conditions for use of computers.

CONCERNS AND QUESTIONS

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

If the problem is not resolved after meeting with the teacher or employee, a meeting should be arranged with the principal. The principal has a form available for written complaints.

DETENTION AND STAYING IN FOR RECESS

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

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

DISMISSAL

Students must leave school premises immediately after school unless under the direct supervision of a teacher or an adult. K-2nd grade students waiting for parents, siblings or sitters will be dismissed from the east side of the elementary building. Students may return to the playground after 4:00 pm.

DRESS CODE

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

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

Following is a list of examples of attire that is not appropriate for school. This list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting. (Ainsworth Community Schools' Dress Code Policy 5505.1 is included at the end of this handbook.)

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

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

During the late fall, winter and early spring our weather can be quite unpredictable and quite harsh. We do expect the students to be dressed for the weather. Depending upon all weather factors, it is generally expected that the student will have proper winter clothes, such as a winter coat, snow boots or overshoes, stocking caps, gloves or mittens, etc. The students *will* go outside for recess unless it is dangerously cold.

EQUAL RIGHTS POLICY STATEMENT

It is the policy of the Ainsworth Community School System not to discriminate on the basis of sex, age, marital status, religion, disability, race, color or national origin. Discrimination claims must be filed with Darrell Peterson, Superintendent, Ainsworth Community Schools, Phone: 387-2333.

FIRE DRILLS AND TORNADO DRILLS

Fire drills will be conducted monthly and tornado safety drills will be reviewed and practiced during the second semester of the school year.

GIFTS AT SCHOOL

Please do not send or arrange for the delivery of balloons or gifts to school for a child's birthday or other occasions.

GRADING SCALE AND CODE

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

GUIDANCE SERVICES

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

HEALTH SERVICES

Student illnesses:

If a student becomes ill during the school day, the parent or guardian will be contacted. Please make sure the office knows how to reach a parent or guardian during the day. Also, please provide emergency contact information in the case that the parent or guardian cannot be reached.

Health related information:

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

Attack on Asthma Emergency Protocol:

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

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

Medications:

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

School health screenings:

The Educational Service Unit (ESU) provides health screenings to all students in the fall. If the ESU health screen reveals any concerns, parents will be notified soon following the screening. All ESU health screening results will be sent home near the end of 1st quarter.

Immunization requirements:

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

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

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

Physical Exam and Vision Exam requirements:

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

Head lice procedures:

All children are checked for head lice during the first few days of school. In addition, periodic head checks are made throughout the school year. If signs of head lice exist, the student must be removed from and not return until proper treatment has been given and all nits removed. The child must be checked by the principal or the school nurse in order to be readmitted to school.

HOMEWORK

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

LIBRARY

The elementary library is available for student use during school hours. In order to reduce expenses due to loss of books or vandalism, we adhere to these basic rules:

1. Each student should have only two books checked out. They may be kept for up to two weeks. Reference materials may require other visits during the day.
2. Students should visit the library only once during the day unless accompanied by a teacher, an aide, or on special assignment by the teacher.
3. New encyclopedias may not be checked out or taken home from the elementary library.

LUNCH, BREAKFAST, AND SNACK MILK PROGRAMS

Under special federal programs, hot lunch and snack milk is served to students who wish to participate. Forms will be sent home to apply for free or reduced participation in these programs. Parents who wish to be included under these guidelines must complete the forms and return them to school **before participation is effective. These forms must be completed each year and will not carry over to the next school year.**

Breakfast will be offered to students Kindergarten through High School. If your student wishes to eat breakfast, he or she should be at the school lunchroom at 7:35 am. The menu will be published in the newsletter and the newspaper. Price for elementary students is \$1.25.

The price of hot lunch is \$2.20 for K-4th grade students and \$2.85 for adults. This includes milk. Additional milk costs \$.45 each.

Students in Kindergarten and 1st grades have the opportunity to drink snack milk during the school day. The cost of milk will be \$.45 per carton. This must be paid for by semester or for the entire year. The cost is \$39.15 for 1st semester and \$41.40 for 2nd semester. **Students will not be allowed to drink snack milk until payment has been received.**

*Students going home for lunch **must not** return to school until time for classes to begin and they must not be on the playground before going to lunch.

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

PARENT INVOLVEMENT

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

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

Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Ainsworth Community Schools has a parental involvement policy applicable to parents of all children, including parents participating in Title I programs.

PARENTS' RIGHTS UNDER FERPA

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

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, home phone number, grade in school, name of parents or guardian, and date of birth. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: **two weeks from the time this information is first received**. The district may disclose information about former students without meeting the conditions in this section.

PARTY INVITATIONS

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

PERFECT ATTENDANCE AWARD

McAndrew elementary school will be recognizing students for perfect attendance at the end of each quarter, semester, and at the end of the year. To earn perfect attendance, a student must have no tardies and must be present for a full day. He or she will be counted present if he or she misses 1 hour and 15 minutes (or less) of a day for illness, doctor's or dentist's appointment, or for a wedding or funeral.

PETS

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

PHYSICAL EDUCATION

Students will need a pair of tennis shoes especially for PE. These shoes are to be worn in the gym in order to protect the gym floor. These shoes should not be worn outside.

PROMOTION AND RETENTION

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

REPORT TO PARENTS

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

Shortly after the middle of each quarter of school, progress reports will be distributed to students in 3rd and 4th grades. This will keep parents informed of their child's progress during the first four or five weeks of each quarter. Also, parents may obtain a password to their child's PowerSchool account, which is the electronic database used by the school. To obtain the password to your child's account, contact the elementary school office at 387-2083. Please note that 3rd and 4th grades have lunch account, attendance, *and* grades posted on PowerSchool. Kindergarten, 1st, and 2nd grades only have lunch accounts and attendance posted.

SCHOOL CLOSING NOTIFICATION

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

SCHOOL WEB PAGE

In an effort to improve student learning and to help students realize they are part of a bigger world, we would like to demonstrate their projects on our school's website. We are using our digital camera to take pictures of classes, groups, as well as students working on projects. **With the exception of the Spelling Bee results and the end of the year Achievement Awards, we will not be mentioning any full names or addresses, just displaying students immersed in learning!**

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

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

SMOKE-FREE ENVIRONMENT

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

SPECIAL EDUCATION

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

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

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

STAFF QUALIFICATIONS

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

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

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Ainsworth Community Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

STUDENTS' PRIVACY

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

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

STUDENTS' PROPERTY

Students may bring personal items to show or demonstrate during class time. However, personal items such as toys, trading cards, balls, bats, radios, CD and DVD players, DS Games, iPods, hand-held video games, walkie-talkies, cell phones, etc. should not be brought to school. Toy guns or related war toys should not be brought to school. Personal items should be left in the classroom or on the coat rack during recesses. **According to School Policy 3525, backpacks brought to school by any student should contain a nametag or other information, which identifies the owner with his or her address.** Also, it is a good idea to label your child's coat. The school is not responsible for lost, stolen, or damaged personal items. Children should not bring money to school. Except for special projects, lunch,

or when students are required to bring money to school, parents should follow this guideline. The school will not assume the responsibility of the loss.

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

TELEPHONE

Please do not call your child at school unless it is absolutely necessary. Messages will be relayed to your child or she or he may return the call during free time if necessary. In cases of family crisis or emergency, more immediacy will be shown. The telephone is for emergency use only. Students may not use it to arrange after school play dates. These arrangements must be made at home before school.

TESTING

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

TITLE I

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

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

VISITS TO SCHOOL

All visitors must check in with the elementary office, upon entering the building. Parents and guardians are invited and encouraged to visit their child's classes. Please contact your child's teacher ahead of time before making a visit. Visits before September 15 or after May 15 will require extraordinary reasons or permission from the principal. Children will not be allowed to visit school unless they are accompanied by an adult or by special permission from the principal. Visits should usually be for an hour or less.

WITHDRAWAL PROCEDURE FROM AINSWORTH ELEMENTARY

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

GENERAL SCHOOL RULES

THE STUDENT SHALL BE EXPECTED TO FOLLOW THE "ROSE":

Respect the rights and property of Others, Self, and the Environment at all times

Following the "ROSE" includes, but is not limited to:

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

THE PARENTS SHALL BE EXPECTED TO:

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

ABSENCES.

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage such regular and punctual student attendance. The Principal and teachers are required to maintain an accurate record of student attendance.

All questions related to absences should be referred to the student's respective principal. Absences will be excused for the following reasons:

- I. Illness which causes a student to be absent from school.
- II. Death in the family.
- III. Medical or dental appointments. When possible, appointments should be scheduled outside of school time.
- IV. School activities when approved by the school administration. Class work is to be made up by 4:00 P.M. the day prior to leaving for the activity.
- V. Attendance at conference, district, or state activity if requested by parent or guardian prior to absence. Supervision of the student, when absence is requested by the parent or guardian, is the parent or guardian responsibility.
- VI. Court appearances that are required by a court order.
- VII. Family trips in which student accompanies parent(s)/legal guardian(s).
- VIII. College visits (two per year for senior students and 1 per year of junior students).
- IX. Other absences which have received prior approval from the Principal.

Absence for reasons other than illness, death in the family, or emergencies (including impassable roads) will be arranged with the student's principal. When possible, sufficient time should be allowed so the student will be able to complete classwork prior to the absence.

A written statement from a parent or guardian is needed for readmittance to school if prior arrangements have not been made. The absence may result in an unexcused absence which will be determined by the principal. Prearranged absences will be noted on the student's makeup slip.

Students are responsible for all work missed during an absence. Upon returning to school, the student will have two days to make up work for the first day missed and will have one additional day for each additional day missed. In cases of absences due to extended illness the principal may adjust the time for makeup work to be completed. School officials reserve the right to request a statement from the attending physician in the case of extended absences due to the health of the student.

Excessive Absenteeism

Any administrator, teacher or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without a lawful reason shall within three days report such violation to his or her principal. The principal shall immediately cause an investigation of the case

to be made. When the principal believes that the child is unlawfully absent from school the school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absence." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, such services shall include as appropriate, but not limited to the following:

- I. One or more meetings between a school attendance officer, or school social worker, or the school Principal or member of the school Administrative staff designated by the school administration, the child's parents or guardian and the child, if necessary to report and to attempt to solve the problem of excessive absenteeism. If the parent/guardian refuses to participate in such meeting, the principal shall place in the child's attendance records documentation of such refusal.
- II. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.
- III. Educational evaluation, which may include a psychological evaluation with the written consent of the parents or guardian, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- IV. Investigation of the problem of excessive absenteeism by the school principal or member of the school administrative staff, to identify conditions which may be contributing to the problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parents or guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

Excessive absenteeism, truancy and tardiness are violation of school rules. The services to be provided in response to trancies and tardiness shall also include disciplinary measures, including but not limited to restriction of extra-curricular activities and other activities, additional work assignments before, during or after regular school hours and removal from a particular class or classes. Suspension or removal from a particular class or classes. Suspension (short term or long term) or expulsion from school may be imposed for excessive absenteeism, truancy or tardiness, provided that alternatives to such action have been used or determined by the principal to be inappropriate for the circumstances.

School sponsored activities are not to be counted as absences if the student attends as a representative of the school district or if the school administration authorizes the attendance by non-participating students. (Example: School may be dismissed so the student body may attend a state tournament.) Students attending a school sponsored activity shall be responsible for making up work prior to the activity. The activity sponsor shall be responsible for reporting the date of the activity to students, staff, and the office of the principal in sufficient time for the student to make up work prior to the event. Sponsors of activities shall check their students to see that they have satisfactorily made up work prior to leaving on the activity. Attendance of an activity not sanctioned by the school will be considered an unexcused absence unless the student has prior approval of the principal.

Reporting Excessive Absenteeism to the County Attorney. If the child is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which the person violating the compulsory attendance laws (i.e., the child, the child's parent, or the person who has legal or active charge or control of the child) resides. When reporting excessive absenteeism, the attendance officer shall inform the county attorney whether the excessive absences are due to documented illnesses that make attendance

impossible or impractical. This may be done by informing the County Attorney of either the number of absences due to such illnesses or that the attendance officer is of the opinion that prosecution is not warranted. At such time the school Principal or Administrative staff determines the student or parent/guardian refuses services or fails to cooperate with services, or services are unsuccessful, the attendance officer may file a report with the County Attorney.

Reporting to the Commissioner. The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials by the District relative to a student enrolled in the District.

Refer to [AR-5130.1, Attendance](#) and [AR-5130.3, Makeup Work](#).

Legal Reference: Neb. Rev. Stat. ‘ ‘ 79-201 and 79-209; Neb. Rev.Stat. ‘ 79-527

Policy Adopted: July 29, 2002; Jul 10, 2006, Aug 9, 2010
JBD & JBE

Make-up Work

AR-5130.3

The make-up work of students will be counted for course credit when satisfactorily completed according to the guidelines stated below.

To receive credit for work missed due to excused absences, as defined by the principals of the middle and high schools, the student upon returning to school is responsible (a) for requesting assignments for make-up work and (b) for completing the make-up work on his or her own initiative by the due date. The teacher will provide materials and assistance to a student who is making up work for these reasons.

To receive credit for work missed due to a parental requested pre-arranged absence the student is responsible (a) for requesting assignments for make-up work prior to his or her absence and (b) for completing the make-up work on his or her own initiative by the due date.

A ‘0’ (zero) will be recorded for all unexcused absences.

Due to short-term excused absences (five (5) days or less) The student will have two days to make up work for the first day missed and will have one additional day for each additional day missed. In the case of long-term excused absences of more than five school days, the same procedure will be followed up to a maximum of ten (10) days allowed to make up work. In cases of extended absences due to illness the principal may adjust the time for makeup work to be completed.

The use of computers, associated equipment, network resources, and the Internet is a privilege and not a right. Inappropriate use will result in the cancellation of those privileges.

School officials will attempt to see that materials accessed are appropriate for students. However, it may be possible that students may enter inappropriate material into their computers or may download material that has not been authorized or edited by school personnel. The board of education feel that the advantage of integrating this instructional tool into the overall educational program outweighs the negative aspects that could occur. All school district personnel are charged with the responsibility of assisting in the monitoring of the use of the school computers and the associated electronic equipment. The school district has also installed a filter program, which will provide added security limiting what students can access on the Internet. Any misuse of this media of instruction by students may result in a reprimand, prohibiting the use of the equipment for a specified period of time, or in the suspension or expulsion from school, depending upon the seriousness of the offense of the number of times a student may have been observed misusing the equipment. Misuse of computers and the associated electronic equipment by staff members may result in a reprimand, prohibiting the use of the equipment for a specified period of time, suspension of teaching duties, or in a release from contract, depending upon the seriousness of the offense of the number of times the staff member may have been observed misusing the equipment. If either students or staff violate any state or federal statute school officials shall be responsible for reporting the information to the appropriate authorities.

Terms and Conditions for Use of Computers.

- I. The use of the school district's computers shall be consistent with the school's educational objectives and all school policies, rules and regulations. The use of computers for recreational games is prohibited.
- II. To knowingly transmit or receive any materials in violation of any state or federal law, or any school district policy, rules or regulation, is prohibited. This includes, but is not limited to: the use of, or distribution of, copyrighted material; originating or being a party to any threatening, harassing, pornographic, obscene, or profane material; assisting in the acquisition, or distribution of, materials related to the illegal use of manufactured or restricted substances; the use of, or distribution of, defamatory or discriminatory materials, or material protected by trade secret. Never view, send or access material that you would not want your teachers or parents to see. Should students receive inappropriate messages or material from other students they should report it to their teacher immediately.
- III. Commercial activities, product advertising, political lobbying or extensive use of computers or associated equipment is prohibited.
- IV. When using the district's computers:
 - No person will deliberately or willfully cause damage to computer equipment or software or assist others in doing the same.
 - Each person will respect the rights of others to the privacy of files they store on a computer or a disk and not view those files without the owner's permission or damage such files.
 - Each person will follow any regulations posted in the computer lab or other rooms where computers are in use.
 - Each person will follow the directions of the adult in charge of the computer lab or other rooms where computers are in use.
 - There will be no use of the Internet for chat rooms or e-mail purposes. Students will lose their access to district computers if this rule is not respected.

Do not use another user's name without permission from that individual and then only with the approval of the staff member of the network administrator. Users are not to make purchases or obligate funds on the Internet with approval of the network administrator.

Any problems, which arise from the obligation of funds, shall be the liability or responsibility of the user unless prior approval is given by the building principal or the network administrator. All users hereby release Brown County School District No. 10 from any and all claims or damages of any nature arising from their access, use, or inability to access or use computers or the network system and agree to indemnify and hold Brown County School District No. 10 harmless from the same. Brown County School District No. 10 makes no warranties of any kind for the information or the service it is providing.

AR-6410 Adopted: July 29, 2002
New Administrative Regulation

Board of Education
School District No. 10

Patron and Parental Involvement

1210

The board of education of Brown County School District No. 10 recognizes the importance of parental and community involvement in the education of the youth of this school district. All school district patrons, including parents and guardians, are encouraged to visit school, monitor classes, attend school assemblies, and attend all other school functions so as to gain an understanding of the operation of the school. Anyone planning to visit a class or a school assembly should contact the teacher prior to the visitation to determine if the class activity for a particular time would be favorable for a person to observe or if there is adequate space for those attending. Refer to Policy No. 1320.

From time to time the board of education shall request school district patrons, including parents and guardians, to serve on committees to advise the board of education or school officials concerning school activities, the selection of textbooks, library materials, or other material which may be used in supporting the educational process. Refer to Policy 1210.1, Citizen Advisory Councils and Committees.

The superintendent of schools, or his or her designee, shall notify the parents or guardian prior to the administration of any survey involving their child. Information shall be given as to the nature of the survey, the date and time when the survey shall be administered, and the purpose of the survey. Any parent or guardian who, after observing the survey instrument, may request in writing that his or her child be exempt from the survey. Such requests shall be honored.

Parents and guardians shall have the right to review all files relating to their child, including test scores. Student files may be viewed in the presence of the individual responsible for maintaining those files. Nothing shall be removed from student files without the authorization of the building principal. Refer to Policy 5205, Confidentiality of Records.

School officials shall notify the parents or guardian when any student may be subjected to a standard norm referenced or criterion referenced test or a standardized test such as, but not limited to the Iowa Test of Basic Skills or California Achievement Test. Information shall be given as to where these tests may be reviewed and when they will be administered. Parents and guardians may review any standardized tests prior to the administering of these tests to the students. Contact should be made with the building principal or school guidance counselor to review these tests. Parents or guardians may not review examinations associated with student skill development of subject matter mastery prior to the administering of these exams if these exams are directly related to day-to-day

assignments. However, these may be reviewed after the exam has been administered. Refer to Policy 6420, Examinations and Testing.

Examinations and Testing.

The school district shall not participate in any experimental evaluation methodologies, experimental testing instruments, or any testing which would tend to inquire into the values, beliefs, or privacy rights of any student, parent, or guardian unless the parent or guardian request, in writing, that such test be given or unless permission is received from the parent or guardian prior to administering such test.

Parents or guardians may request that a child be excused from participating in a specific class activity, from taking a specific test, or from other school experiences. Such requests must be made in writing and should state the rationale for the request and indicate the length of time the child should be withheld from the specific activity. The parent or guardian is encouraged to visit with the child's teacher and/or the building principal to discuss the rationale for the request. If the request involves a medical condition of the child, the school reserves the right to request a statement from a physician.

Anyone having a concern relating to the operation of the school is encouraged to visit with the child's teacher and/or the building principal. Patrons, including parents or guardians, may submit formal complaints about the instructional materials as set forth in [AR-6415](#), Request For Reconsideration of Media.

For all other complaints refer to Policy 1205, Receiving Questions and Complaints From the Public.

The board of education shall review this policy every four years. If any amendments are made, a public hearing will be held to solicit input from parents, guardians, and the public.

Legal Reference:

[§79-530](#)

Parental Involvement,

Through

§79-533

Legislative Findings, Public

School District, Adopt Policy,

Involvement, Contents, Hearing, Review.

Policy Adopted: July 29, 2002

IFA & KF

Student Fees

5340

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

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

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

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear nonspecialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear nonspecialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

- (a) Extracurricular Activities: Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
- (b) Courses
 - (i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens and erasers. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
 - (ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
 - (iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other

than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.

- (iv) **Music Course Materials.** Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- (v) **Parking.** Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities–Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities–Fees for participation. Any fees for participation in extra-curricular activities for the school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except

to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

The school board will hold an annual public hearing at a meeting of the school board on the student fee Policy 5340. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Legal References:

Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)

Neb. Rev. Stat. §79-2,104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or prekindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

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

Program	General Description of Fee or Material:	\$ Amount of Fee (Anticipated or Maximum)¹ or <u>or</u> Specific Material Required:
<u>Elementary Program:</u>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt, undergarments.
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged.
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, recorders and a "gig bag", etc.) Limited instruments available for use by any student. Refundable damage deposit of \$20.00 for use of school owned instrument.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers, notebooks, etc.)	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from a class supply list that may be handed out by the office or a teacher.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs.
Summer school courses	Classes offered during the summer, or at night, if any	\$60 per class.

¹ Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the school year.

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

School Meals		Breakfast--\$2.00 Lunch--\$3.70 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class: \$325 Other classes: \$60 per class.
Student Locker usage	Use of school combination lock.	Refundable damage deposit of \$25 per year may be required for students who wish to use a school locker.
Parking	Use of school parking lot during school day	\$20.00 per year. Students may be required to sign and display a parking permit.
<u>Extracurricular and other programs:</u>	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
<u>Athletic Programs:</u>		
Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.
Athletic Participation Fee	Fee to participate in athletic programs.	In the event an athletic participation fee is charged, the fee will be \$50 per year maximum.
Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing,	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic

	equipment, or other items associated with the sport or activity.	bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, arm or leg pads, etc.). Additional required items for particular sports or activities include: <table border="1"> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Cross County</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>No additional</td> </tr> <tr> <td>Golf</td> <td>Golf bag & clubs</td> </tr> <tr> <td>Speech/Debate</td> <td>Dress attire; copies of research</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Volleyball</td> <td>Volleyball knee pads</td> </tr> <tr> <td>Wrestling</td> <td>Knee pads.</td> </tr> <tr> <td>Cheerleading and Dance Team Squads</td> <td>Shoes, approved uniforms (top & skirt; jacket), poms and other accessories</td> </tr> </table>	Basketball	No additional	Cross County	No additional	Football	No additional	Golf	Golf bag & clubs	Speech/Debate	Dress attire; copies of research	Track	No additional	Volleyball	Volleyball knee pads	Wrestling	Knee pads.	Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
Basketball	No additional																			
Cross County	No additional																			
Football	No additional																			
Golf	Golf bag & clubs																			
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Track	No additional																			
Volleyball	Volleyball knee pads																			
Wrestling	Knee pads.																			
Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories																			
Travel meals	Meals	Students are responsible for their own meals while traveling. Meals are furnished for overnight district and/or state-level competitions. Individual sports or activities may request students to pay up to \$50 per season to be used towards team travel meals.																		
Locker use	Padlock for gym locker	Refundable damage deposit of \$25 per season may be required.																		
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.																		
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed \$50.00 per club if assessed by its members.																		

Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00.
<u>Clubs/Organizations:</u>		
Future Business Leaders (FBLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Science Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Foreign Language Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
<u>Social & Recognition Activities:</u>		
School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
School dances	Admission to prom, homecoming, etc.	\$25.00 per event
Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special

		yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.
Extracurricular Activity Trips	Transportation, lodging, meals, admission to events, etc.	<p>Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. Refer to Policy and/or AR's No. 6315, "Educational Trips"; 5305, "Activity Funds"; 3420, "Fund Raising"; 3515.1, "Transportation"; 3515.3, "Activity and Field Trips". The maximum costs of such trips will be \$1,000 per student.</p> <p>If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>

Policy Adopted: Jul 15, 2002; Jul 14, 2003; Jun 14, 2004; Jul 10, 2006, Jul 12, 2010, Aug 12,2010

Offenses and Penalties

5560.1

Listed here are the rules and standards of Ainsworth Community Schools dealing with student conduct and behavior which have been established and duly adopted by the board of education. They are shown in this manner because they illustrate a clear and useful scheme for cataloging offenses and penalties. Such a listing helps parents, students, and staff to know exactly what is expected and avoids the uncertainty and misunderstandings that can cause troublesome incidents.

The infractions of school discipline listed below are grouped in categories according to the seriousness of the offense. The list has been drawn from past records and from known situations. It is not intended to be

exclusive or all inclusive. All types of infractions may not be included and so modifications will be made if necessary at the discretion of the principal. In all instances interpretation is left to the principal to modify penalties suggested whenever extenuating circumstances seem to be present in order that justice may be tempered with mercy and understanding.

Conduct for which expulsion has been specified as a sanction has been found and determined by the board of education to have the potential to seriously affect the health, safety, or welfare of the student, other students, staff members, or any other person or to otherwise seriously interface with the educational process.

1.0-GROUP A

The following conduct if such conduct occurs on school grounds or during an educational function or event off school grounds.

- 1.1 Frequent tardiness.
- 1.2 Being in an unauthorized area without permission.
- 1.3 Littering school grounds or buildings.
- 1.4 Improper care of books or school materials.
- 1.5 Deliberate damage to books or school property.
- 1.6 Marking or defacing school property.
- 1.7 Traffic or parking violation.
- 1.8 Improper use of vehicle.
- 1.9 Forgery of pass or written excuse from home.
- 1.10 Unauthorized occupancy of school facilities by students.
- 1.11 Inappropriate public display of affection.
- 1.12 Wearing hats or caps in school buildings.
- 1.13 Disruptive behavior.
- 1.14 Throwing snowballs on school grounds.
- 1.15 Rowdy behavior or running in buildings.
- 1.16 Eating outside of the cafeteria (commons area during lunch).
- 1.17 Inappropriate dress.
- 1.18 Soft drink during school time (excluding lunch).
- 1.19 Out of classroom without a pass.
- 1.20 Other offenses appropriate to this category.

Penalty (Group A)

Any or all of these penalties may be imposed:

Warning; after school detention and notification of parents; sent home to bring parents for a conference; extra assignment; writing a theme; work assignment; restriction of extracurricular activity; financial restitution will be required of the pupil in all cases of deliberate damage, defacing or destruction.

Assessment of penalties (any of the above listed penalties may be imposed at any time; listing of penalties for first or multiple offenses is only a guideline for administrator to consider):

First offense: Warning.

Second offense: Conference with parent and student.

Penalty(s) imposed from list.

Third offense: 3.0 - Group C applies.

2.0-Group B

The following conduct if such conduct occurs on school grounds or during an educational function or event off school grounds.

- 2.1 Truancy.
- 2.2 Attitude implying insolence toward a member of the school staff when in the opinion of the principal an attitude can be substantiated and whenever it is apparent that a staff member has not intentionally aggravated the situation causing the attitude.
- 2.3 Intentional disturbance of class, cafeteria or school function.
- 2.4 Leaving school ground or authorized area without permission (except noon time).
- 2.5 Fighting in school or on school property whenever blame can be attached to one or more students; instigating or being responsible for causing a fight to occur; or any deliberate involvement of the individual, the principal may at his or her discretion, consider the offense to be a Group D offense or absolve the student from any complicity when, in his or her judgment, either a greater penalty is warranted or a penalty is not warranted.
- 2.6 Smoking, or other use of tobacco, possessing or displaying of smoking materials or tobacco within the restricted area of school property during the times schools are in session or when school activities are being held, before and after school, or during times when students are understood to be within the direct control of the school system.
- 2.7 Unauthorized absence from classes and study halls.
- 2.8 Tampering with report cards or other school records.
- 2.9 Swearing or vulgar or obscene language.
- 2.10 Failure to serve detention.
- 2.11 Cheating.
- 2.12 Open defiance of authority.
- 2.13 Disrespect shown toward a school faculty or staff member.
- 2.14 Other offenses appropriate to this category.

Penalty (Group B)

Any or all of the penalties may be imposed:

After school detention; removal from class; in-house suspension up to three (3) days; short term suspension; work assignment; restriction of extracurricular activities; notification of parents and/or conference; probation.

Assessment of penalties (any of the above listed penalties may be imposed at any time; listing of penalties for first or multiple offenses is only a guideline for administrator to consider):

- First offense: Penalty(s) imposed from list. Notify parents.
- Second Offense: Out of school suspension. Parent conference before return.
- Third offense: Long term suspension; expulsion; probation.

3.0 Group C

The following conduct if such conduct occurs on school grounds or during an educational function or event off school grounds.

- 3.1 Multiple or repeated violations of the rules and regulations.

Penalty (Group C)

Any or all of the penalties may be imposed:

Short term suspension (up to five (5) days); notification of parents; long term suspension (up to twenty (20) days; work assignment; restriction of extracurricular activities; expulsion; probation.

Assessment of penalties (any of the above listed penalties may be imposed at any time; listing of penalties for first or multiple offenses is only a guideline for administrator to consider):

First offense:	Penalty(s) from list imposed. Parent conference to return.
Second Offense:	Out of school suspension. Conference.
Third Offense:	Out of school suspension and probation. Conference.
Fourth Offense:	Expulsion.

4.0 Group D

The following conduct if such conduct occurs on school grounds or during an educational function or event off school grounds.

- 4.1 Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
- 4.2 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.
- 4.3 Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.
- 4.4 Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
- 4.5 Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
- 4.6 Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. 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 substance or inhalant.
- 4.7 Public indecency.
- 4.8 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 which occur off school grounds not at an educational function or event. For purposes of this provision sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in section 79-267(8), as such sections now provide or any hereafter from time to time be amended.
- 4.9 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.
- 4.10 A repeated violation of any rules or standards validly established by the school district's board of education or school officials if such violations constitute a substantial interference with school purposes.
- 4.11 Making a bomb threat, setting a false fire alarm, or starting or causing fires.

Penalty (Group D)

Any or all of the penalties may be imposed:

Short-term suspension (up to five (5) days); long-term suspension (up to twenty (20) days); notification of parents; notification of law enforcement personnel; recommend enrollment in a drug or alcohol counseling program at the expense of the student or his or her parents; expulsion; work assignment; restriction of extracurricular activities; probation.

Assessment of penalties (any of the above listed penalties may be imposed at any time; listing of penalties for first or multiple offenses is only a guideline for administrator to consider):

First offense: Penalty(s) from list imposed. Probation. Parent conference.

Second offense: Expulsion.

5.0 - Group E

The following conduct if such conduct occurs on school grounds or during an educational function or event off school grounds:

- 5.1 The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
- 5.2 The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon.
- 5.3 Bringing a firearm to school.

Penalty (Group E)

The penalty shall be expulsion for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

If the offense is within 5.3, the penalty shall be expulsion from school for a period of not less than one year. The superintendent of schools may modify such one year expulsion requirement on a case-by-case basis.

Expulsion Penalty

Definition Expulsion shall mean exclusion from attendance in all schools within the school system for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (a) within ten (10) 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 (10) 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 5.0 - Group E, 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.

Summer Review

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for a review before the beginning of the school year. The review shall be conducted by the hearing examiner who conducted the initial expulsion hearing, or a hearing examiner appointed by the superintendent of schools in the event no hearing was previously held or the initial hearing examiner is no longer available or willing to serve, after the hearing examiner has given notice of the review to the student and the student's parents 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 examiner that the student be readmitted for the upcoming school year. If the 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 of education. Otherwise, the student may be readmitted by action of the superintendent of schools.

Suspension of Enforcement

Enforcement of an expulsion action may, at the discretion of the superintendent of schools, 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 which the school district deems appropriate for the rehabilitation of the student. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer, or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include individualized learning programs to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the school district, and action to expunge the record of the expulsion action may be taken at the discretion of the superintendent of schools, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by the superintendent of schools.

Students Subjected to Juvenile or Court Probation

Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the superintendent of schools or designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the superintendent of schools or designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicated, be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in school board policy and state statutes.

Suspension Pending Penalty of Long-Term Suspension or Expulsion

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, and a notice of intent to

discipline the student by long-term suspension or expulsion is filed with the superintendent of schools, the student may be suspended by the principal until the date the long-term suspension or expulsion takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent of schools.

Probation

Probationary status may be given when a student has committed any offense or when by the discretion of the principal, other methods of discipline would not be effective.

A certified letter shall be written to the parents informing them of the problem and that their child is placed on probationary status for a specific length of time. A copy of this letter will be kept by the superintendent of schools and one copy filed in the principal's office, if probation is given after a violation for which the student may be expelled.

A request to have the student expelled from school will be submitted to the superintendent of schools if the student continues to be troublesome. The parents will be notified by certified letter if this action becomes necessary.

All students on probation must adhere to the following guidelines:

- I. Must attend all classes and study halls for which he or she is scheduled, and be punctual.
- II. Must obey all school rules and regulations.
- III. Must be obedient, polite, courteous, and respectful of all school employees.
- IV. Must respect the rights of his or her fellow students.
- V. Must maintain passing grades in all subjects taken.
- VI. Must attend school every day, except for personal illness or death in the family. It is the parent's responsibility to notify school authorities immediately of any such absences.
- VII. Such other and further conditions as may in the discretion of the principal be required.

Any violation of the above probationary regulations will result in suspension and the principal's recommendation of expulsion.

Policy Adopted: Jul 29, 2002; Apr 11, 2005; Jun 12, 2006
JDD

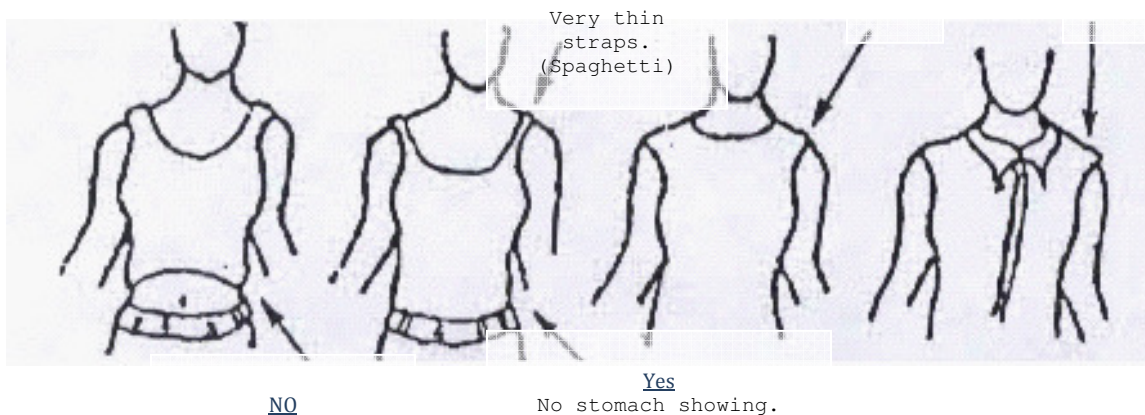
Dress Code

5505.1

Ainsworth Community Schools understands and acknowledges that there are many different styles and fads in which people dress in today's society. It is difficult to have a dress code that is to the satisfaction of everyone, however, it is important that we administer guidelines that promote an environment conducive to learning. The dress code at Ainsworth Community Schools is in effect at all times that school is in session, and at any activities in which Ainsworth Community Schools is taking part. Students should not dress in a manner that is

dangerous to the safety of anyone or interferes with the learning or teaching process in our school. The dress code set forth is not all inclusive and other forms of attire may be deemed inappropriate by the administration on an individual basis.

1. No apparel containing references to drugs, tobacco, alcohol will be allowed. No apparel containing vulgarity, obscenity, or profanity will be allowed. This includes pictures, words, advertisements, or symbols.
2. No apparel containing sexual references or innuendo will be allowed.
3. Undergarments are not to be visible at any time.
4. No mesh shirts will be allowed unless a full shirt is worn underneath.
5. No apparel that exposes the mid-riff area will be allowed.
6. Shoes must be worn at all times.
7. No hats or caps may be worn inside the school building.
8. The wearing of clothing that is intended to be worn outside will not be permitted
9. Shorts and skirts should be mid-thigh in length.
10. The presence of any apparel, jewelry, accessory, notebook, chains, or manner of grooming that is disruptive to the learning environment or identified as a potential safety risk will not be permitted.
11. Halter tops and low-cut necklines will not be allowed. Sleeveless shirts and tank tops are allowed, however, there must be straps over both shoulders of at least 1" in width.



Students who violate the dress code will be required to change clothing and a parent will be notified. An attempt will be made to provide appropriate clothing at school. If that is not possible, the parent will be asked to bring an appropriate change of clothing while the student remains in the office. Students will not be allowed to leave school for the purpose of changing clothes. Any school time missed to change inappropriate clothing will be considered an unexcused absence. The third violation will result in a parent conference. Continued violations could include suspension or expulsion from school.

Policy Adopted: May 11, 2005

Notice of Nondiscrimination

The Ainsworth Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Superintendent of Schools PO Box 65 Ainsworth, NE 69210, 402-387-2333

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the above person. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

STUDENT INFORMATION SHEET

(Please complete for **each** student)

Student's Name _____
(last) (first) (middle)

Address _____ **City** _____ **Zip** _____

Birthday _____ **Age** _____ **Birth Place** _____ **Gender** _____

Is your student Hispanic or Latino: YES NO

Student's Race: _____ White _____ American Indian or Alaska Native _____ Asian
(check all that apply) _____ African American _____ Native Hawaiian or Other Pacific Islander

Student's Home Phone: _____
(This number will be used for SchoolReach early morning contact.)

Doctor's Name: _____ **Phone:** _____

Dentist's Name: _____ **Phone:** _____

Has your student ever received educational services from Nebraska before? YES NO
Explain: _____

Has your student attended preschool? YES NO Where: _____

FAMILY INFORMATION:

Father's Name _____ Employer _____
Mailing Address (Box) _____ City _____ Zip _____
Home Phone _____ Work Phone _____ Cell Phone _____

Mother's Name _____ Employer _____
Mailing Address (Box) _____ City _____ Zip _____
Home Phone _____ Work Phone _____ Cell Phone _____

SCHOOL REACH INFORMATION:

School Reach is a home messaging system for providing timely messages to your homes and daytime phones when there is a need.

Home number: _____ (for early morning contact)

Day time contact numbers: #1 _____
#? _____

#1 Local Emergency Contact other than parent: _____

Address _____ Home Phone _____
Relationship _____ Work Phone _____

#2 Local Emergency Contact other than parent: _____

Address _____ Home Phone _____
Relationship _____ Work Phone _____

(OVER)

#1 Emergency Contact other than parent: _____
Address _____ Home Phone _____
Relationship _____ Work Phone _____

#2 Emergency Contact other than parent: _____
Address _____ Home Phone _____
Relationship _____ Work Phone _____

Child lives with: _____ both parents _____ father _____ mother _____ guardian (relationship)

Name of Brothers:	Birthdates	Name of Sisters:	Birthdates
_____	_____	_____	_____
_____	_____	_____	_____

My son/daughter is covered by the _____ Insurance Company.
OR

We will purchase the necessary insurance provided by the school to cover our daughter/son. **Yes** **No**

GUARDIANSHIP INFORMATION
(return only if applicable)

If student is not living with one or both biological parents, please complete the following:

Name of person with whom student will reside: _____

Current Address: _____ Home Phone: _____

Employer: _____ Work Phone: _____

How long has the student lived with you? _____

Relationship with the student: _____

Why is the student living with you?: _____

Who is legally responsible for this student? _____

Are you assuming all parental responsibilities for this student? _____

Are you assuming personal liability for any willful misconduct of this student? _____

Who claims this student as a dependent for tax purposes? _____

Parents must complete this form. It is due back to school by the end of the first full week of school.
(Fill out guardianship information only if applicable.)

MCANDREW ELEMENTARY SCHOOL
STUDENT HANDBOOK ACKNOWLEDGEMENT CERTIFICATION
(MUST complete for **each** student)

I hereby acknowledge having received a copy of the Ainsworth McAndrew Elementary Handbook for 2011-2012. I understand that I will be responsible for knowing and following procedures and regulations outlined in this Handbook. I will also take the Handbook home for my parents to read in order that they might understand the procedures and regulations of the school.

"THIS RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING THIS SCHOOL DISTRICT HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THE SCHOOL DISTRICT EXACTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN SCHOOL BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE SCHOOL DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS SCHOOL DISTRICT FULLY UNDERSTAND THE SCHOOL DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREINABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Student Signature

_____ **Date** _____

Parent(s)/Guardian(s) Signature

_____ **Date** _____

_____ **Date** _____

THIS FORM MUST BE RETURNED TO THE CLASSROOM SIGNED BY STUDENT AND PARENT/GUARDIAN BY THE END OF THE FIRST FULL WEEK OF SCHOOL.

HEALTH INFORMATION
(please complete for each student)

Student's name: _____

Grade: _____

Permission for Non-Aspirin (Acetaminophen) or Ibuprofen:

Please check one of the following options for the 2011-2012 school year:

____ Acetaminophen (Non-Aspirin) or Ibuprofen, at a dose appropriate for my child's weight and age, may be given up to 2 times per school day if my child complains of mild headache or other minor discomfort. It is **not** necessary to call a parent before providing it.

____ If my child complains of mild headache or other minor discomfort, I wish to be notified and I will make a decision about Acetaminophen or Ibuprofen provision at that time.

Acetaminophen or Ibuprofen will be given by the school nurse or a staff member trained in medication provision. Be assured that if your child is complaining of pain on an ongoing basis, if fever is > 100 degrees, or if the child is suspected of being ill, the parent will be notified. In addition, if your child is requesting one of these medications often, the parent will be asked to supply the medication.

Parent's signature

Date

Parent home phone: _____ Parent daytime phones: _____

Please check if student has the following:

____ Asthma ____ Diabetes ____ Seizure disorder ____ SEVERE allergies

____ Other, please explain: _____

Reminder:

If your child is entering Kindergarten or is an out-of-state transfer, a physical exam and vision exam is required.

If your child is entering 7th grade, a physical exam is required.

School Census Report
(please complete 1 census sheet per family)

The school census report is required of all Nebraska school districts by the Nebraska Department of Education. The Department of Education uses it to fairly allot their funds for school use among the schools according to their population of people in the school district that range in age from newborn to 21 years of age. If you receive more than one of these forms, you need to complete only one per family. **THIS FORM MUST BE RETURNED TO THE CLASSROOM BY THE END OF THE FIRST FULL WEEK OF SCHOOL.**

Last Name _____

Father's Name _____

Mother's Name _____

Address _____

Phone # _____

.....
 List All Children – Birth to 21 Years

First	Name Middle	Last	Place of Birth (City & State)	Sex	Date of Birth Month/Date/Year	Age

.....
**If you know of anyone living in Brown County with children who are all under school age,
 please list below.**

Name	Address	Phone #	Number of Children

PARENT – STUDENT – TEACHER LEARNING COMPACT

As a Parent/Caring Adult:

I understand that my participation in my child's education will help his/her achievement and attitude.

I, _____, will agree to carry out the following responsibilities:

- Provide a quiet workplace to do schoolwork and encourage my child to complete schoolwork.
- Make sure my child gets adequate sleep and has a healthy diet.
- Make sure my child is at school regularly and on time.
- Spend a special time each day reading with my child and monitor his/her TV viewing.
- Communicate and work with teachers and school staff to support and challenge my child.

As a student:

I know my education is important to me. It will help me become a better person.

I, _____, agree to do the following:

- Believe I can and will learn.
- Return completed schoolwork on time.
- Be responsible for my own behavior.
- Obey school and bus rules.
- Respect and cooperate with other students and adults.

As a teacher:

I understand the importance of the school experience to every student and my role as a teacher.

I, _____, agree to carry out the following responsibilities:

- Believe that each child can learn.
- Teach necessary concepts to your child.
- Help each child grow to his/her fullest potential.
- Maintain open lines of communication with your on you child's progress.
- Provide a safe, positive and healthy learning environment for your child.
- Show respect for each child and his/her family.

*Hand in hand we will work together to carry
out the agreement of this contract.*