

Ainsworth High School



P.O. Box 65
520 East 2nd Street
Ainsworth, NE 69210
Telephone: 402-387-2082

Mr. Darrell Peterson
Superintendent

Mr. Richard Gilson
7-12 Principal

Mission Statement

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

If any student or parent would like a hard copy of this student handbook, please request it at the High School Office.

Student Information sheets will be handed out the first week of school and must be filled out and signed by student and parent/guardian and returned to the office by the end of the first full week of school.

Dear Students and Parents of Ainsworth High School,

Welcome to the 2014-2015 school year! Our outstanding faculty, staff and administration are committed to preparing students for the next step in their lives. We will work toward this goal by establishing high expectations, maintaining accountability for all involved in our school and continuously improving ourselves, our teaching methods and strategies, our student's skills and our relationships with our students, their parents and the community of Ainsworth. All of this is possible by adopting the premise of, "Never Settle." All of us can do better and improve. This is what we will work towards throughout the year.

We are continuing our Ainsworth Academic Success Program, which includes 9th Hour and After-School tutoring for students that are in need of assistance. This is a great opportunity for our students that are struggling to get the help they need, but also for our non-struggling students to help out their fellow classmates.

This student handbook contains basic information you will find helpful in completing a successful year. Although the information found in this handbook is detailed and to the point, it is not intended to be all encompassing to cover every situation that may arise during the school day or year. Should a situation arise that is not specifically covered in this handbook, the administration will make a decision based on school law, public law, board policies and the common good of the students and the staff of Ainsworth Community Schools. Parents and students, my office is always open for your questions and concerns; feel free to contact the school office or approach me in the hallways when these may arise.

We are looking forward to this exciting year. We have several new staff members joining our district. They bring a fresh perspective and new ideas to our school and students. Remember this is the first year of the rest of your life. Let's make it a great start! GO BULLDOGS!!

Richard Gilson
High School Principal

Ainsworth Middle/High School Directory

Administration

Darrell Peterson – Superintendent	387-2333 (Office)
Richard Gilson – 7-12 Principal	387-2082 (Office)
Sarah Williams – PreK-6 Principal	387-2083 (Office)
Scott Steinhauser/Jeff Konkoleski – Activities Director	387-0535 (Office)

Office

Kelli Kral	382-3214
Danielle Palmer	387-1260

Faculty

Denise Adcock	387-2862	Susan Imm	387-1422
Linda Alberts	273-4347	Jeff Konkoleski	382-3109
Wendy Allen	387-1445	Roger Lechtenberg	387-2306
Pam Barrow	273-4015	Heather Lutter	322-0477
Kim Bejot	382-3358	Juli Murphy	387-1093
Betty Bower	387-2809	Todd Pollock	722-4244
Gerry Carr	387-1187	Karen Prewitt	760-1641
Jeff Carr	387-0528	Mary Rau	387-1983
Roudy Clapper	387-0627	Lisa Schlueter	967-3314
Ronda Davis	387-0708	Kayla Seefus	369-3277
Nichole Flynn	387-0763	Scott Steinhauser	387-2215
Amanda Ganser	387-1930	Lori Stolcpart	244-5406
Tammy Hancock	308-760-7399	Loreece Thornton	273-4017
Jared Hansmeyer	989-2018	Kara Welch	387-2545
Ann Hoch	387-0437	Monica Wiehn	640-1641
Susan Imm	387-1422	Rachel Williams	387-2641
Tami Jacobsen	387-2203		

Ainsworth Community Schools

2014-2015 Calendar

<p>11 FB Practice 11-12 Teacher In-Service 13 First Day Students 18 VB, CC, GG Practice</p>	<p>AUGUST 2014</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>1 No School - Labor Day 8 2:00 Dismiss In-Service 22 2:00 Dismiss In-Service</p>
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<p>6 2:00 Dismiss In-Service 20 No School PT Conf 12:00-8:00 24 No School</p>	<p>OCTOBER 2014</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td style="background-color: #cccccc;">6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>3 2:00 Dismiss In-Service 26-28 Thanksgiving Break</p>							
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<p>8 2:00 Dismiss In-Service 18-19 Semester Tests 18-19 2:00 Dismiss 19 End Q2/S1 22-31 No School</p>	<p>DECEMBER 2014</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td style="background-color: #cccccc;">8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td style="background-color: #cccccc;">19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>1-2 No School 5 School Resumes 19 2:00 Dismiss In-Service</p>							
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<p>9 2:00 Dismiss In-Service 9 PT Conf 4:30-8:00 20 No School 23 2:00 Dismiss In-Service</p>	<p>FEBRUARY 2015</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td style="background-color: #cccccc;">9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td style="background-color: #cccccc;">23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	<p>5-6 No School Spring Break 10 No School SWC Speech 23 2:00 Dismiss In-Service 27 1:15 Bulldog Relay</p>														
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<p>3-6 No School Easter Break 13 2:00 Dismiss In-Service</p>	<p>APRIL 2015</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td style="background-color: #cccccc;">13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p>4 2:00 Dismiss In-Service 17 Graduation 20-21 Semester Tests 20-21 Dismiss 2:00 22 Teacher In-Service</p>							
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Ainsworth Community School's Web Page

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

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

We encourage you to sign up for the News Update feature to stay up-to-date with the happenings at Ainsworth Community Schools.

*Forms are available in the office if you wish to **NOT** have your child's/children's picture displayed on the school's webpage.

AINSWORTH MIDDLE & HIGH SCHOOL SCHEDULES

5th-6th grade enter the building at the west entrance/7th-8th grade enter the building at the south entrance

Regular Schedule	7:55	Warning Bell
8:00 – 8:17 (MS HR)	8:20 – 8:50	(MS 1 st Period)
Period 1	8:00 – 8:50	(HS 1 st Period)
Period 2	8:53 – 9:43	
Period 3	9:46 – 10:36	
Period 4	10:39 – 11:29	
5 th -6 th Lunch	11:20 – 11:50	Recess 11:50 – 12:02
7 th -8 th Lunch	11:29 – 11:59	
Period 5	11:59 – 12:52	Middle School
Period 5	11:32 – 12:22	High School
9 th -12 th Lunch	12:22 – 12:52	
Period 6	12:55 – 1:45	
Period 7	1:48 – 2:38	
Period 8	2:41 – 3:31	Non-Activity participants to locker/clean-up @ 3:21

10:00 Late Start	9:55	Warning Bell
10:00-10:03 (MS HR)	10:05 – 10:35	(MS 1 st Period)
Period 1	10:00 – 10:35	(HS 1 st Period)
Period 2	10:38 – 11:13	
Period 3	11:16 – 11:51	
Period 4	11:54 – 12:29	High School
5 th -6 th Lunch	11:41 – 12:11	Recess 12:11 – 12:23
7 th -8 th Lunch	11:51 – 12:21	
Period 4	12:21 – 12:56	Middle School
9 th -12 th Lunch	12:29 – 12:59	
Period 5	12:59 – 1:34	
Period 6	1:37 – 2:12	
Period 7	2:15 – 2:50	
Period 8	2:53 – 3:31	

2:00 Dismissal	7:55	Warning Bell
8:00 – 8:06 (MS HR)	8:09 – 8:39	(MS 1 st Period)
Period 1	8:00 – 8:39	(HS 1 st Period)
Period 2	8:42 – 9:21	
Period 3	9:24 – 10:03	
Period 4	10:06 – 10:45	
Period 6	10:48 – 11:27	Middle and High School
Period 5	11:30 – 12:09	High School
5 th -6 th Lunch	11:15 – 11:45	Recess 11:45 – 11:57
7 th -8 th Lunch	11:27 – 11:55	
9 th -12 th Lunch	12:09 – 12:39	
Period 5	11:55 – 12:36	Middle School
Period 7	12:39 – 1:18	
Period 8	1:21 – 2:00	

1:15 Dismissal	7:55	Warning Bell
8:00 – 8:06 (MS HR)	8:09 – 8:39	(MS 1 st Period)
Period 1	8:00 – 8:39	(HS 1 st Period)
Period 2	8:42 – 9:21	
Period 3	9:24 – 10:03	
Period 4	10:06 – 10:45	
Period 6	10:48 – 11:27	Middle and High School
Period 5	11:30 – 12:09	High School
5 th -6 th Lunch	11:15 – 11:45	Recess 11:45 – 11:57
7 th -8 th Lunch	11:27 – 11:55	
9 th -12 th Lunch	12:09 – 12:39	
Period 5	11:55 – 12:36	Middle School
Period 7	12:39 – 12:56	
Period 8	12:59 – 1:15	

Semester Test Schedule	Day 1	Day 2
7:55 – Warning Bell		
8:00 – Tardy Bell		
8:00 – 9:15	Period Three	Period Five
9:20 – 10:35	Period Four	Period Six
10:35 – 11:05	5th-6th grade lunch (recess 11:05-11:25)	
10:35 – 11:15	7th-8th grade lunch (gym 11:05-11:25)	
10:35 – 11:25	HS Lunch	
11:25 – Tardy Bell		
11:25 – 12:40	Period Seven	Period Two
12:45 – 2:00	Period Eight	Period One

Certified Teaching Staff are required to be on duty, generally from 7:45 – 3:45. Middle School staff with coaching responsibilities may not be available after 2:40 p.m. Faculty members may leave at 3:35 p.m. on Fridays.

Absences, Not Planned or Due to Illness

A written note or telephone call from the parent/guardian stating the reason for the absence will be required for all student absences. 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. State Law requires this. School officials reserve the right to determine whether or not an absence is School Excused, Self Excused or Unexcused. Students who become ill during school will not be sent home until the school has determined that there will be someone there. It is your responsibility, if both parents work, to let the school know where you can be reached on these occasions. Upon return to school the student will be issued a white slip in order to return to classes and to initiate make up work.

Absences, Planned or Requested

A limited number of planned absences for parent-approved activities may be requested and approved by the Principal. A note or telephone call from a parent or legal guardian concerning the expected absence must be presented. Approval may be denied if the student has excessive absenteeism or poor academic progress.

Work-related absences will not be excused. Any student of any religion shall be excused if his/her absence is for the purpose of observing a religious holiday consistent with his/her creed or belief. For an approved absence, the student will be issued a white slip to initiate make up of his/her class work.

Activities/Athletics

Students participating in interscholastic athletics or activities will be expected to adhere to the policies and conditions of the Board of Education, the Student/Parent Athletic Handbook, school rules and the rules established by each coach or sponsor. Failure to do so will result in disciplinary action.

Activity/Athletic Eligibility

Students who are on the failing list for two consecutive weeks in two subjects will be ineligible for all interschool competitive activities the next week.

Activity/Event Code of Conduct – Student Spectator Guidelines

Students are expected to meet high standards of conduct when representing the school, either as participants or as spectators. Those manners, which are considered proper for conduct as a lady or gentleman, apply at all times. The following guidelines are the expected behavior of students of the Ainsworth Community Schools. It is important to remember that you represent **not only yourselves**, but also **Ainsworth Community Schools**, and the **City of Ainsworth**. Failure to uphold these high standards will result in removal from an activity/event and further disciplinary action through Disciplinary Referral and under Board Policy 5560.1.

Student Spectator Guidelines (at home and away)

- 1) Proper respect to the American flag is expected to be shown during the playing of the National Anthem.
- 2) Unsportsmanlike behavior (booing, pointing, derogatory remarks to players, officials, and/or fans, etc.) will **NOT** be tolerated. Symbolic clothing or use of such which encourages disruption or distraction will not be allowed. Hats or caps may not be worn by student spectators in the gym.
- 3) Students will sit in the Student Section or the Pep Band Section. No one will be allowed to stand on the floor. At **NO** time are students to wander onto the playing court. Students in the stands are to be a **positive influence** upon the game or match going on and not a **distraction**. Students may sit **with their parents** in other sections of the gym. Alumni and visiting students will not be allowed to sit in the AHS student section, nor in the pep band section while the band is in attendance.
- 4) The restrooms and concession stand will only be used during a break between games, matches, or half time. This means students are to stay in the stands while play is going on. Students are also not to be moving about constantly in the bleachers. Students who leave the building may not come back in.
- 5) Pop, juice, Gatorade, etc. in the gym must have a screw on top and may not be brought in from outside the school building.
- 6) The use of artificial noisemakers (air horns, whistles, bells, etc.) is prohibited. Band instruments, including drums, are **NOT** to be played at any time other than when the entire band is playing. Bands should not be permitted to play except prior to the game or match, at intermission, and time-outs.
- 7) Students are to show respect for and follow the directions of staff supervisors and/or Principals at all times.

Asbestos/Hazardous Materials

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

Attendance and Truancy

Students are expected and required to be in each class every day that school is in session.

Attire and Grooming

The school administration, staff and teachers will continue to encourage all students to dress in a fashion that reflects good tastes and a style appropriate for a school day. All clothing is expected to be neat, clean and not disruptive to the learning environment. Clothing advertising alcoholic beverages, controlled substances, or that with obscene or questionable printing and/or sexually suggestive messages will not be permitted. If a student is wearing inappropriate clothing, an attempt will be made to provide appropriate clothing at school. The student will be responsible for his/her time out of class. If you question the appropriateness of something, it is probably not appropriate. Hats or caps are not to be worn in the building at any time during a school day and are to be removed upon entering the door. Hats or caps will be confiscated by school personnel and held by the Principal until the end of the school year. This includes events in the gym. The wearing of clothing that is intended to be worn outside will not be permitted to be worn inside during the school day. Please refer to School Board Policy 5505.1 in this handbook.

Banned or Prohibited Items

Any item or situation that distracts or interferes with learning in the classroom is prohibited. Backpacks, cinch sacks, duffle bags and other “bags” are prohibited to be carried by students during the day. Students may use them to bring their materials before school, then leave them in their assigned locker throughout the day. They may then take their bags home at the end of each day. The only permitted bag that students may have with them during the day is their school issued laptop bag. Items prohibited or banned include, but are not limited to, laser lights, hand-held video games, virtual or electronic “Pets”, Super balls, Yo-yos, etc.

Blue Slips

Blue slips are issued for students to leave the school building or campus. Disciplinary action will be taken against any student leaving the school without a blue slip. Blue slips will be issued only upon parent or principal approval.

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 incidence 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 the parent 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 report on the same student the consequence will be suspension from riding the school bus for the remainder of the school year.

Activity Bus: The same rules and regulations should be followed as for the regular routes except

1. The emergency door may be used to load and unload large equipment (i.e. band equipment, sports gear)
2. If it is necessary for a sponsor to talk with a student, the sponsor may walk to the student's seat or have the student come to the sponsor's seat. Otherwise, students are to stay seated at all times.
3. Any student who rides to an event on a school bus will also return home on the bus unless the sponsor has written permission (a Travel Release Form) from the parents for the student to return home some other way. This form must be completed and **personally handed to the Coach/Sponsor after the event** is completed and upon departure with the student. Failure to do so will result in the student riding school provided transportation from the activity.

Care of School Property/Vandalism

The citizens of the district have provided the equipment and facilities to make it possible to provide the educational experience for our students. Students are expected to show their appreciation by taking care of the building, equipment and grounds so that they can be passed on in good condition to future students. Any student who defaces, damages or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action. No open food or drink containers are allowed in school. The only exception to this is a special event in a classroom in which case the individual teacher will be responsible.

Cell Phones

(7-12 Policy)

Cell Phones are prohibited in the classrooms during class periods. Students may use their phones before school, at lunch, after school and in between class periods only. Any staff member may confiscate the cell phone if they observe a student in violation of this policy.

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

(K-6 Policy)

Cell Phones and other handheld electronic devices are to remain off and in the student backpack or locker throughout the day.

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

Church Night

Wednesday evening has been set aside for church activities. No school activities will take place after 6:00 p.m. unless approved by the Superintendent of Schools.

Closing of School

In case the school must be closed or opened later than usual because of inclement weather or some other cause, an announcement will be made through the School Reach notification program, over KBRB radio and Channel 10/11 TV. Please do not call the school unnecessarily under these circumstances as it ties up the lines in case of emergency.

Complaint or Concern

If a parent or student has a concern about a school policy or situation, the parent should contact the person with whom you have a concern to discuss it. Also, there is a grievance procedure, which may be followed for formal complaints. The form for following this procedure is contained near the back of this handbook

Computer Laboratory and Use of District Computers

Both staff and students are required to follow guidelines, which have been developed for the use and care of the computers that are located throughout the school buildings and in the media center laboratory. These guidelines are printed in full in policy 6410. Failure to adhere to these guidelines will result in disciplinary action, which may include being banned from all district computers. The personal use of Hot Mail, email, chat rooms or Facebook are **not allowed** by students on district computers or on student assigned laptops during school hours. E-mail involving classroom assignments or the counselor and supervised by school personnel will be allowed.

Counseling Services/Guidance

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

Dances and the Junior/Senior Banquet and Prom

All school dances are held for the enjoyment of Ainsworth High School students. Any dance sponsored by a school organization will be governed by school rules and Board policies. Additional guidelines for the Juniors/Seniors Banquet and Prom are as follows:

1. A student must have paid his/her class dues in full before he/she will be allowed to attend the Banquet or Prom.
2. Because this is a special event, students are expected to dress formally.
3. Only AHS Juniors and Seniors may attend the Banquet.
4. Juniors, Seniors, and Prom Servers are invited to the Prom Dance. Dates of those invited must be high school freshmen or older.
5. Students attending the Junior/Senior Banquet and Prom will submit to a breathalyzer test.

Detention

If a teacher finds it necessary for a student to be detained, that teacher will be responsible for the student's supervision. If a bus student must serve detention, arrangements with the parents/guardians and student should be made for detention.

Disciplinary Referral Procedures

For any conduct and/or behavior deemed inappropriate by faculty or staff the following procedure will be used:

- A) Faculty, staff, and/or supervision personnel will initially deal with inappropriate conduct/behavior within their classroom guidelines or general school policies. Initial incidents will be documented through the use of PowerSchool log entries. Measures will be taken to ensure inappropriate behavior will not be repeated. Measures may range from a warning, to extended detention time and parent conference.
- B) After efforts have been made (with no progress) to correct the behavior of the same individual student, and when warranted, the staff member will file a Student's Behavior Disciplinary Action Report with the Principal.
- C) Upon receiving a second Disciplinary Action Referral for the same student, regardless of the source, the Principal will send both referral reports home to the parents/guardians of the student.
- D) 1 - Upon receiving a third Disciplinary Action Referral for the same student, regardless of the source, the Principal will set up a conference with the student, parent/guardian, teacher/s, and the principal.
2 - When a staff member files a third Referral for the same student, they will send the Student's Behavior Disciplinary Action Report with the student to the appropriate Principal's office.
3 - In both cases the student will be placed in In-School Suspension and not allowed back into classes until a conference is held. The outcome of the conference will determine how and if the student will be allowed back into classes.
- E) Subsequent Referrals for the same would fall under Policy 5560.1 and may result in the student being removed from the class for the remainder of the school year.

Dismissal or Removal from Class, Study Hall or Activity

When a student's behavior in a class, study hall or other activity endangers himself or others; when it takes so much of the attention of the teacher, the sponsor or other students that the class or activity can no longer be conducted normally; or when behavior is openly rebellious and disrespectful to the teacher, the sponsor or other members of the group involved, the student may be removed on either a temporary or permanent basis. If a student is removed permanently, after an investigation by the principal indicates the removal is necessary and proper, the student will be given an RF (Removed-Fail) on the official transcript. If it is deemed appropriate by the Principal further disciplinary action will result. **Students must obey the reasonable instructions of any school district personnel regardless of the staff member's regular job assignment.** If the student feels he/she has not been treated fairly, they can then bring this concern to the attention of the Principal who will investigate the matter and make a determination; however, when the staff member directs a student to do something, the student is to comply with the request. Failure to follow a valid request could perhaps result in charges of insubordination.

Dropping or Adding Subjects and Schedule Change

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

Emergency Information

Each student is required to have on file at the school office the following information: Parent/guardian name, complete/current address, home phone and parents'/guardians' work phones, emergency phone number of friend or relative, family's physician's name and number and medical alert information.

The forms for this information will be handed out and must be completed and returned to the office by the end of the first full week of school.

Equal Rights and Non-Discrimination Statement

It is the policy of the Ainsworth Community Schools not to discriminate on the basis of gender, handicap, race, color, creed or national origin. Discrimination claims may be filed with Superintendent of Schools Darrell Peterson at 387-2333.

Evacuation/Fire Drills

All persons will leave the building according to the guidelines posted in each classroom when a fire drill is in progress. When the alarm sounds, walk quickly from the room in a quiet and orderly manner. Exit the building immediately but do not run. While outside stay close to your class group and teacher so proper procedures can be carried out by teachers.

Grading Procedure

All classes, core and exploratory, will be graded according to the following scale:

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

Grades for Seniors the Final Semester

Board Policy 5220.1 states graduating seniors may elect to be excused from final test at the end of 2nd semester. Parents/Guardians are expected to keep informed of a student's progress at all levels of their education and not to wait until the final week of a student's educational experience to inquire as to a student's graduation status.

Graduation Requirements and Participation in the Commencement Ceremony

In order to receive a signed diploma from AHS, each student must have earned a minimum of 240 credit hours. In addition, specific credits must be earned in English, Mathematics, Social Studies, Science and Physical Education. Students should check Board Policy 5215 for an explanation of these requirements. Policy 5215 was amended in 1997 to allow those students who are no more than ten (10) credits short of meeting graduation requirements to participate in the Commencement Ceremony in May. **All students and their parents are urged to stay alert to grade and credit requirements and to contact the Counselor or the Principal if there are questions. Do not wait until the last semester when it may be too late to make corrections.**

Hall Passes

Students out of the classroom *must have their hall pass with them at all times!* Leaving the room without the hall pass, is cause for disciplinary action and will result in the student being placed on a "no pass list" which prohibits the student from leaving any class for a designated period for any reason other than personal approval by principal as requested by a teacher.

Handbooks

This handbook is designed to provide the student with necessary information, which is needed for a successful school year.

Honor Roll

The High School will publish a Roll of Excellence, GPA 4.0 and an Honor Roll, GPA 3.5 to 3.99 with no grade below a "B-".

Lockers

Lockers are the property of the school and are loaned to a student for his/her use. Each student is responsible at all times for the items or contents, which are found to be located in the locker. The school, under the direction of the Principal, retains the right to inspect lockers or a locker whenever the Principal deems it is appropriate or necessary or whenever there is reasonable suspicion of inappropriate contents. Students are expected to keep their locker doors locked and to not remove or jam the locking devices. The student is responsible for damage done to his/her locker unless it can be proven that someone other than the person to whom the locker has been assigned has caused the damage.

Lost Books

A student is responsible for all textbooks and materials issued by the school. If books, handbook/planner or materials are lost or damaged, they must be paid for before replacements are issued. Students are advised not to leave their textbooks or planner/handbook unsecured or unattended. Lockers are designed to hold textbooks and other materials for which the student is responsible.

Lunch Procedures

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

Any student with a **\$10.00** or more lunch deficit will **not** be allowed to go through the lunch line. The student will be allowed to pick up a lunch in the office. The students will be allowed an alternative lunch for a **MAXIMUM** of two consecutive days.

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

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

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

USDA is an equal opportunity provider and employer.

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

Medication:

- 1) Medication permit forms must be completed and signed by the parent/guardian prior to the administration of any medication (including non prescription) at school. Permit forms are available at the office.
- 2) Prescription medication must be in the original pharmacy labeled container bearing the student's name. Non-prescription medication must be in its original container with the students name written on the container. Pills and medicine brought in small containers or plastic bags will not be given.
- 3) All medication must be kept in the office.

Report Cards/Progress Reports

Report cards are sent home with students every nine weeks. Parent/Teacher Conferences are scheduled according to the school calendar. At these conferences, 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 have need to do so.

Shortly after the middle of each quarter of school, progress reports will be distributed to students. This will keep parents informed of their child's progress during the first four or five weeks of each quarter. Parent use of PowerSchool is encouraged to check student progress on a regular basis.

School Visitors

Parents are always welcome to visit the school for purposes of observation and when they have a concern. For the protection of the students and security in the school, it is required that any person entering the building during the school day come directly to the office before going to any other part of the building. No student is to leave the school with a visitor unless they have checked out through the office.

Search and Seizure

School authorities may seize any contraband, or controlled substance or any object considered to be illegal, and any material or object which violates a school rule or poses a hazard to the safety and well being of any person or the learning environment. Students are not to bring any item of this nature to school or to a school activity.

Semester Ending Tests

All high school students will be required to take semester ending tests, in all classes each semester, with the exception of seniors who can be excused from second semester tests if they choose.

Student Entrances

All High School students will use the west entrance of the school. After activity practices, students are to wait for rides, parents, etc., outside the entrance and not in the building. ***Students are not to be in the school building before or after school hours, unsupervised.***

Tardies

An accumulation of three tardies per class during the nine-week session will result in one detention. After three tardies the student will serve a detention for each tardy occurred during the remainder of the nine weeks.

Telephone

Students are not to leave the classroom to make telephone calls during class time. Personal calls are to be made from the school only in case of emergency and with staff permission. Students will be called out of class to answer the phone only in case of emergency. All other phone messages will be taken and taped to the student's locker. Students are not to use the classroom phones with the only exception being an emergency situation. Parents and students are urged to plan ahead in order to hold phone messages to a minimum.

There is no guarantee that a phone message will reach a student.

Reasonable Suspicion Testing

If there is reasonable suspicion that a student has consumed alcohol in violation of district policy and the student has been advised as to the violation of and the disciplinary action being taken under the district's alcohol policy, the student may be required to take a test with a breath testing device. The test will be administered by district personnel and/or legal authorities.

Testing as a Condition for Participation in Extra-curricular Activities

Students who wish to participate in extra-curricular activities may be required to submit to a breath test, even if there is no individualized suspicion that the student has consumed alcohol. For example, all students who wish to participate in prom may be required to provide a breath test prior to entry at the dance. The administration, in consultation with activity sponsors, shall determine which extracurricular activities will be subject to breath testing.

Testing Procedures

The following procedures govern the use of breath testing devices by school administrators:

1. Students who are suspected of violating the district's alcohol policy who are referred to the administration and who deny the consumption of alcohol, even though the administration has reasonable suspicion that a student had imbibed an alcoholic beverage, may be required to take a test using a breath testing device.
2. Students who test positive for alcohol will be disciplined for violation of the school district's drug and alcohol policies.
3. Students who refuse to take the test will not be permitted to participate in extra-curricular activities. The administration may use other evidence in the student's case to make curricular disciplinary recommendations for students who refuse to take the test.
4. Results of each student's breath test(s) will be made available to the student's parents or guardian upon request.
5. A student who refuses to take a breath test or who tests positive for the presence of drugs or alcohol will be released from school or school activities only to the student's parents or guardian or an adult designated by the student's parents or guardian.
6. Staff, students, and parents will be notified annually of these procedures.

Ainsworth Community School Board Policies and Administrative Regulations

4015

Sexual Harassment

Sexual harassment of any employee, classified or certified, of any student, of a vendor, or by any individual under the jurisdiction of this school district is expressly prohibited as a violation of both State and Federal law and by board policy. The area of jurisdiction of the school district covers employees when on or in school district property, regardless of duty hours, or while an employee is off or outside school district property but still on an assignment for the school district.

Persons subjected to sexual harassment shall report the incident to the school district's Title IX officer, high school principal, telephone number (402) 387-2082, or the superintendent of schools, telephone number (402) 387-2333. Should the superintendent of schools be the focus of any accusation, a report of the incident should be made to the president of the board of education. The report of any incident may be formal or informal and should be reported within ten (10) working days of the occurrence. Informal reports may be made verbally or in writing. If the person filing an informal report has not received a response or is not satisfied with the response received may, within ten (10) working days, file a formal complaint. Classified personnel filing a formal complaint shall follow the grievance procedures set for by Policy 4235, Grievance Procedure for Classified Personnel. Certified personnel filing a formal complaint shall follow the grievance procedures set forth by Policy 4620, Grievance Procedure For Certified Personnel.

Sexual harassment may include, but not limited to, verbal harassment or abuse, pressure of any type for sexual activity, remarks of a sexually demeaning implication, unwelcome touching, or any suggestion of sexual involvement which carries with it any implied or explicit threat concerning one's grades or employment.

Regarding school employees, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:

- I. Submission to sexual conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- II. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual.
- III. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any form of retaliation against a person on reporting a sexual harassment incident shall be prohibited. Such retaliation could include, but not be limited to, job reassignment, adjustment of working hours, or a change in working conditions. After the filing of either a formal or informal complaint the accused person of sexual harassment incident shall be notified of the complaint.

The services of any employee that is the subject of the accusation may be temporarily suspended, with or without pay, while the accusation is being investigated. If, after review of any report, it is determined that the accusation is valid, action taken by the superintendent of schools and/or by board of education may range from a simple reprimand to the separation of employment with the school district. The action taken will depend upon the severity of the incident.

The personnel files of any employee falsely accused of sexual harassment will be purged of all references of the incident.

Consensual sexual relationships involving adults of legal age will not be considered sexual harassment.

Policy Adopted: July 29, 2002

Attendance Policy and Excessive Absenteeism

5130

Student Attendance

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 regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

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

-College visits beyond those that are excused, undocumented college visits and underclass college visits.

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

-Other absences in which the parent has not communicated a viable reason for the student's absence.

-Non-School sponsored class skip day.

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

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

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.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Ainsworth Community Schools or resides in the Ainsworth Community School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to 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 lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. After five (5) accumulated days of self-excused and unexcused absences in a semester, verbal or written communication by school officials will be given to the person or persons who have legal or actual charge or control of any child. Students who accumulate seven (7) self-excused and unexcused absences in a semester shall be deemed to have "excessive absences." Such absences shall be determined on a per half day basis for elementary students and on a per class basis for middle and high school students. When a student has excessive absences, the following procedures shall be implemented:
 - a. After seven (7) accumulated days of self-excused and unexcused absences in a semester, verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
 - b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
 - (i) Illness related to physical or behavioral health of the child.
 - (ii) Educational counseling;
 - (iii) Educational evaluation;
 - (iv) Referral to community agencies for economic services;
 - (v) Family or individual counseling; and
 - (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference: Neb. Rev. Stat. §§ 79-201 and 79-209
Date of Adoption: August 11, 2014

Assignment, Classification of Students, and Graduation Requirements

5215

Pupils will be placed in accord with school board policies by the school principals and staff, in cooperation with the parents or guardian at a grade level to which they are best adjusted academically, socially, and emotionally.

Middle School Promotion Requirements.

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

English.....	2 Semesters
Science.....	2 Semesters
Social Studies.....	2 Semesters
Mathematics.....	2 Semesters
Health/Physical Education.....	As scheduled

High School Credit for Middle School Courses

High school credit may be awarded to students in a middle grades course if the course content and requirements are equivalent to a course offered in the high school.

High School Promotion Requirements.

Students who have satisfactorily completed the eighth grade shall be classified as freshmen. Students must have received passing grades and accumulated the credit hours to be classified in the high school as:

Sophomore.....	50 Credit Hours
Junior.....	100 Credit Hours
Senior.....	160 Credit Hours

Students will not be retained at any grade level, however, any student who does not receive a passing grade in any subject will be given the opportunity to retake that subject (or an equivalent subject) the following year.

Students who have an Individual Education Program must meet standards established by that program for classification and graduation.

Graduation Requirements.

Graduation will be made upon the recommendations of the high school principal and superintendent of schools. Students must have attended Ainsworth High School his or her senior year and passed all subjects required for graduation, and completed 240 hours of credit, with 192 credit hours earned as specified below. Core courses shall mean courses which includes language arts, social science, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness. Any exceptions to this policy must be brought before the board of education for special consideration. Following is a list of specific course requirements which each student must pass to meet graduation requirements:

Specific Core Requirement:

English.....	40 Credit Hours	English I, II and III are required and/or 2 semesters each of reading, writing and speaking classes.
Social Studies.....	30 Credit Hours	Am. History and Government/Economics are required.
Mathematics.....	30 Credit Hours	Algebra I & Geometry are required.
Science.....	30 Credit Hours*	
Physical Education.....	10 Credit Hours	
	140** Credit Hours	

* Beginning with the Class of 2015(20 credits required for Classes 2012, 2013 & 2014

**Beginning with the class of 2015 (130 credit hours required for 2012, 2013 & 2014

Although it is the intent of the board of education that all students attend Ainsworth High School for the term of four years, it is recognized that whenever a student has accumulated the necessary credit hours to meet all graduation requirements he or she may exercise one of the following options:

- I. He or she may end his or her high school education immediately. If the student selects this option he or she may participate in the first graduation ceremony following completion of the required educational program. By invitation of the Junior Class the student may attend the Junior-Senior Banquet and Prom.
- II. He or she may continue high school on a full-time basis. This option must be utilized in order for a student to participate in any school activities.
- III. He or she may continue attending school on a part-time basis.

Any senior enrolled during the second semester of his or her senior year but fails to complete ten credit hours toward graduation requirements shall be offered the alternative to participate in the graduation program but shall receive a progress certificate in lieu of a diploma. The diploma will be presented upon the successful completion of the graduation requirements.

A student may take 'correspondence' or 'extension' courses to make up for courses he or she has failed or as additional courses for enrichment. Courses will be approved by the school district only if it is impossible for a student to take a similar course offered by the Ainsworth Middle School or High School. To receive credit for meeting the school district's graduation requirements or for the course to appear on the student's transcript of grades the High School principal must provide prior approval for taking the course and approve the course supervisor. Payment for the cost of the correspondence or extension course will be the responsibility of the student and his or her parents or guardian.

Adults who have earned a General Educational Development (G.E.D.) diploma by attending adult basic education classes will be eligible for an Ainsworth High School diploma upon request, subject to the approval of the board of education. A G.E.D. diploma will be issued only after the applicant's normal high school graduation class has been graduated for at least one year.

Refer to [AR-5215.1](#), Request for Early Graduation.

Legal Reference: [§79-526](#) District Board, Schools, Supervision and Control.

Semester Ending Tests

5220.1

Semester ending performance assessments shall be administered to all students enrolled in the High School classes.

The content of the semester ending performance assessment shall be based on skills learned, material covered and work accomplished as is defined in the Curriculum Guide for the specific subject area. The performance assessment shall be fairly administered, graded and recorded for all students.

The semester ending performance assessment shall be weighted no more than 20% of the grade for the semester.

Students who may elect to be excused from the semester ending performance assessment in other subject areas are:

1. graduating Seniors—second semester excused from semester test day.

Policy Adopted: July 29, 2002, July 11, 2011
IHAA

Student Activities

AR-5300.1

The district recognizes its responsibility to provide students participating in board approved extracurricular activities and/or athletics the opportunity to participate or compete in the activity when conducted at local, district or state-level competitions with the State of Nebraska.

The district will limit financial support for any approved school group or individual student participating as a member of such group when the group or individual student earn qualification to compete beyond the State of Nebraska if the group is clearly an extension of the class room and if the sponsoring organization(s) does not pay for national expenses. The following parameters for funding will apply:

1. The district's general fund budget will budget up to a maximum of \$5,000 for "Contingency Expense" in line item No. 01-2191-675-0-000. The budgeted amount may be decreased or deleted for any year due to unforeseen or other budgeting limitations.
2. The maximum expenditure approved for transportation, school vehicle, meals, rooms for any one school group or team shall be a total of \$800.
3. The maximum expenditure approved for transportation, school vehicle, meals, rooms for any individual student who may have competed as a member of an approved school group shall be a total of \$100.
4. All expense requests shall be submitted to the Board of Education by the Superintendent of Schools for approval and acknowledgement.
5. Coaches and/or Sponsors of school approved activity groups shall be directed to inform parents and students before the start of an activity, which may earn qualification to compete beyond the state-level of competition, that personal expenses will undoubtedly be incurred beyond the amount the school district is expected to provide.
6. AR-5300.1 shall be included within the student activity handbook.

Refer to: Policy and AR-6315, "Educational Trips"; Policy 5305, "Activity Funds"; Policy 3420, "Fund Raising"; Policy 3515.1, "Transportation, Use of School Vehicles"; and Policy 3515.3, "Activity and Field Trips".

AR-5300.1 Adopted January 12, 2004

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

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

(2) Personal or consumable items & miscellaneous.

- (a) Extracurricular Activities: Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
- (b) Courses
 - (i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens 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 a proposed student fee policy. 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.

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

Students

5450

Dating Violence

Ainsworth Community Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142

Date of Adoption: June 14, 2010

Dress Code

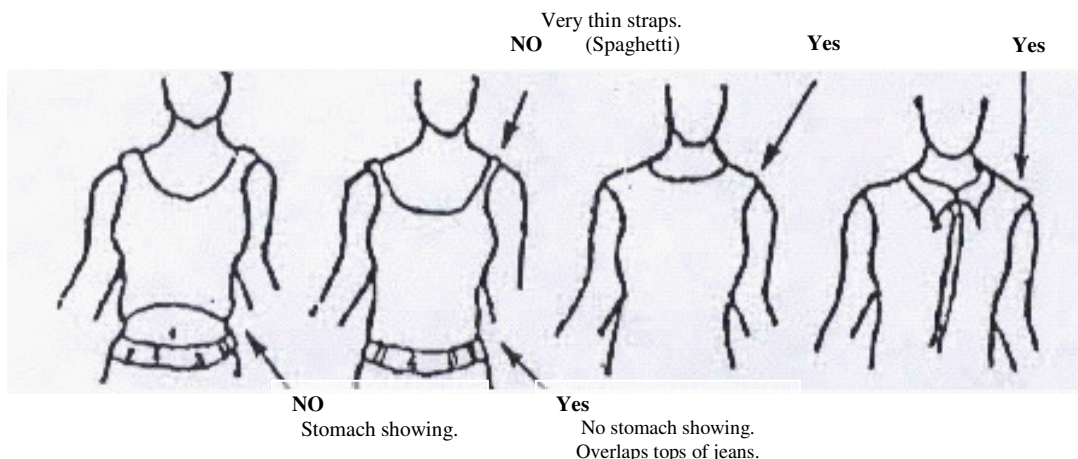
5505.1

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



School Dances & Royalty Candidates

5552

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

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

1. **Who Can Attend:** Only students of Ainsworth Community Schools and their guests may attend.
 - a. Students currently attending Ainsworth High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Ainsworth High School or their own school are generally considered appropriate dates or invited guests.
 - b. Persons who are older than 20 years of age and not attending high school are generally not appropriate dates or invited guests for our school dances.
 - c. Some school dances may be restricted to students attending specified grades levels at Ainsworth Community Schools. For any dances at the middle school level, only students attending Ainsworth Community Schools in the grade(s) for which the dance is being held may attend.
 - d. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
 - e. Rules for dances may restrict students and their guests from leaving dance until the dance ends without first signing out with a sponsor.
 - f. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. **Prohibited Substances:** Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using these or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.
3. **Appropriate Attire:** Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

Eligibility for Attendance at Dance, Homecoming or Prom Activities

1. **Students Currently Under Activity Suspension Policy 5555 or Currently Under An Out of School Suspension**
 - a. Students may attend Prom and Homecoming Activities.
 - b. Students may not attend other school sponsored dances.
 - c. Students may not participate in Homecoming Royalty Night activities or be part of an entry in the Homecoming Parade.
 - d. Students may not participate in the Prom Grand March.
 - e. Students may not be a royalty candidate or prom server.

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

1. **Conduct Qualifications:**
 - a. The student may not, starting with their first day of school their junior year, including any summer/vacation time for Homecoming and Prom Royalty Candidates, and beginning their first day of school their sophomore year for prom servers, have violated the Substance Abuse/ Activity Suspension Policy 5555.
 - b. Students who have received more than one out of school suspension during the school year in which they are eligible to be a Homecoming and Prom Candidate or Prom Server will not be eligible to be a Homecoming or Prom Candidate or Prom Server.
 - c. Students who move into the district will be held to the requirements beginning with their first day of school at Ainsworth Community Schools in which the Qualifications would apply to them.
2. **Pre-Qualification of and Acceptance by Student:** All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student's eligibility for the honor of being nominated for or awarded dance royalty.
3. **Specific Dance Eligibility and Selection Requirements:**
 - a. Homecoming Queen & King:
 - Only a senior girl shall be eligible to be Queen/Princess and only a Senior boy shall be eligible to be King/Prince.
 - To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
 - b. Prom King and Queen:
 - Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. The candidates may not have been previously selected as Homecoming King or Queen.
 - Only sophomore students will be chosen to be Prom Servers.
 - To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.

Substance Abuse/Activity Suspension

5555

Students who participate in the District's Activities and Athletic Programs are prohibited from possessing, distributing, transmitting or using any of the following substances:

- any legal drug requiring a prescription except as directed by and used in accordance with a physician's prescription;
- any drug paraphernalia;
- any beverages that contain alcohol; and
- any tobacco products, e-cigarettes and all other tobacco like products, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

This prohibition begins on the first day of fall practice allowed by the Nebraska State Activities Association and continues until the end of the last day of athletic competition for the school year, even if that date extends past the last day of school. This prohibition applies to student conduct at all times and places, including conduct away from school grounds and away from school activities.

If the activity sponsor or a member of the school's administration suspects that a student has violated this policy, the sponsor or an administrator will hold an informal conference with the student. At that conference, the student will be given an opportunity to tell his or her side of the story. The superintendent or his/her designee will then consider all available information, including the student's version of events. If the superintendent or designee determines that there is a reasonable cause to believe a violation of this policy has occurred, he or she shall impose the following consequences:

1. If the student self-reports the violation of this policy by 10:00 a.m. the next school day, the superintendent or designee may impose the following consequences:

1st offense: the student may not participate in any activities for the next 10 school days, but may continue to participate in practices.
2nd offense: the student may not participate in any activities for the next 20 school days, but may continue to participate in practices.
3rd offense: the student may not participate in any activities or practices for the remainder of the school year that is in session.

2. If the student does not self-report, and the superintendent or designee determines that there is reasonable cause to believe a violation of this policy has occurred, the superintendent or designee may impose the following consequences:

1st offense: the student may not participate in any activities for the next 15 school days, but may continue to participate in practices.
2nd offense: the student may not participate in any activities for the next 30 school days, but may continue to participate in practices.
3rd offense: the student may not participate in any activities or practices for the remainder of the school year.

3. If the superintendent or designee determines that the student's violation is egregious, he or she may impose the next harshest consequence listed above.

If the misconduct occurs on school grounds, in a school vehicle or on campus, then Policy 5560 will also apply.

Legal Reference: [§79-258](#) Administrative and Teaching Personnel, Authorized Actions.
[§79-267](#) Student Conduct, Constituting Grounds for Long-Term Suspension, Expulsion or Reassignment. Enumerated.
[§79-526](#) District Board, Schools, Supervision and Control.
[§79-714](#) Public Schools, Health Education, Instruction on Effect of Alcoholic Drinks and Narcotics.

Policy Adopted: July 29, 2002; Apr 11, 2005, July 14, 2014
EBL & JCCA

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: July 29, 2002; Apr 11, 2005; Jun 12, 2006

Make-up Work and Exceptions **Students**

6010.1

- I. Students may receive approval to miss classes due to:
 - (1) Attendance at a funeral for a member of the immediate family (parents, siblings and grandparents),
 - (2) Illness which causes a student to be absent from school,
 - (3) Doctor or dental appointment which require student to be absent from school,
 - (4) Court appearances that are required by a court order,
 - (5) School sponsored activities which require student to be absent from school,
 - (6) Family trips in which student accompanies parent(s)/legal guardian(s),
 - (7) Other absences which have received prior approval from the Principal,
 - (8) College visits (two per year for senior students and 1 per year for junior students).

Students will be excused to participate in school activities when these activities are approved by the school administration. Students may be excused from school to attend a conference, district, or state activity if requested and are supervised by a parent or guardian.

Students who miss classes to attend an activity must have their school work made up in advance.

- I. It is required that the activity sponsor email to the faculty bulletin a list of students in advance of the event (Yellow slip). If this occurs the students will not be required to obtain individual make-up slips, but all work must still be made up in advance of the event.

Staff

- I. Staff members who will miss school to attend or sponsor an activity must have all planning done for the substitute teacher. Class assignments shall be meaningful lessons and work for the students who remain in school.

Exceptions.

An exception to this policy will be for state-sponsored events and contests which are scheduled during normal school days, and over which the school district has no control but in which there will be local students participating. The board of education and administration may make exceptions to this policy as may be deemed appropriate.

Refer to Policy 5130, Absences and Truancy.

Policy Adopted: July 29, 2002; Apr 11, 2005

Policy JCF

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, e-cigarettes and all other tobacco like products, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect, including non-medical vapor and vapor dispensers, regardless of whether such products contain nicotine possessing or displaying of smoking materials or tobacco within the restricted area of school property and school vehicles 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, e-cigarettes and all other tobacco like products, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect, including non-medical vapor and vapor dispensers, regardless of whether such products contain nicotine 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 (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.

ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER/INTERNET NETWORK

6410

The Ainsworth Community School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. In order for the Ainsworth Community School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any question about these provisions, you should contact the building principal. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing the acknowledgement form that accompanies the student handbook, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

A student who submits to the School, as directed, a properly signed handbook acknowledgment form and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only.

III. ACCEPTABLE USES

A. Educational Purposes Only.

The Ainsworth Community School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether contemplated activity is educational, you may consult with the Principal to help you decide if a use is appropriate.

B. Unacceptable Uses of Network.

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a work, virus, "Trojan horse", "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. This includes on-line gambling. You should not give others private information about yourself or others, including full name, home address, phone number, credit card numbers and social security numbers.

C. Net Etiquette

All users must abide by rules of network etiquette, which include the following:

Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Avoid language and uses, which may be offensive to other users. Don't use access privileges to make, distribute, or redistribute jokes, stories, or other materials which are based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

IV. INTERNET SAFETY

A. General Warning: Individual Responsibility of Parents and Users

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials, inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

B. Personal Safety

Users are always cautioned to be safe. In using the computer network and Internet, users should not reveal personal information such as a home address or telephone number. Users should not divulge real last names or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Students should not, under any circumstances, arrange a face-to-face meeting with someone they "meet" on the computer network or Internet without their parent's permission (if students are under 18). Regardless of a student's age, he/she should never agree to meet a person with whom he/she has only communicated on the Internet, and particularly not in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities.

It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violated state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information.

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly home addresses, telephone number, credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by state law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures.

The School, either by itself or in combination with the Educational Service Unit providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled with school administrator approval, as necessary, for purposes of bona fide research or other education projects being conducted by students, age 17 and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and/or, taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. PRIVACY

Network and Internet access is provided as a tool for the education of every student. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer Network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District, and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The use of the School District's computer network and Internet access is a privilege, not a right. A user who violates this Policy shall, at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access of and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claim, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy.

By signing the acknowledgment form that accompanies the student handbook, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parents (s) or guardian (s) are agreeing to indemnify and hold the School, the School District, the Educational Service Unit that provides the Internet access opportunity to the School District and all of their administration, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's activities during his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parent(s) or guardian(s)), or such new Policy must be signed if the user wishes to continue to receive service. If changes occur in some or all of the information a user provides to obtain an account, the user must notify the person designated by the School to receive such information within 72 hours of the change.

6410 Adopted: October 12, 2009

Policy II

Procedures for Resolution of Public Concerns, Questions or Problems

AR-1205

It shall be recommended to the public that the procedure to follow to seek answers or resolution to any concern, question or problems related to the operation of the school district with any of the district's personnel is;

- I. The person who has the question or complaint must first attempt to resolve the issue or complaint at the first possible level through a conference arranged with the appropriate school employee.
- II. If the complaint is not resolved after compliance with Subparagraph I, a written complaint shall be filed with the district employee's supervisor or building principal or principal's designee, on a form provided by the school district administration. The principal, or principal's designee shall respond in writing in a reasonable amount of time.
- III. If the complaint is not resolved by the Subparagraph II written response, the written complaint and response may then be filed within ten (10) days of such written response with the superintendent of school, or his or her designee. The superintendent of school, or his or her designee, shall then render a further written response within a reasonable amount of time.
- IV. If the complaint is not resolved by the Subparagraph III written response, the person complaining may then bring the matter before the board of education for final determination, by filing the written complaint with the president of the board of education within ten (10) calendar days of the date of the superintendent's or the superintendent's designee written response. The board of education shall then make a final determination of the facts and will communicate its decision to the employees or other persons affected by its decision.
- V. Personal complaints proceeding beyond the building principal level shall be in writing. Personnel complaints received by the superintendent schools shall be heard by a committee of not less than five people selected by the superintendent of schools, or by the superintendent of schools individually.

All hearings at the superintendent of schools' level and higher shall be electronically recorded. These hearings shall be open hearings unless the hearing may reflect upon the job performance or reputation of an employee and such person requests a closed hearing. If the report is provided by a committee, it shall be advisory only, the superintendent of school may modify as he or she may deem appropriate.

The board of education shall determine if a complaint coming before the board shall be heard by the full board or by a committee of the board. All complaints heard by a committee of the board shall be acted upon by the entire board of education. The action taken by the board of education shall be deemed final.

The individual or individuals submitting complaints must attend the hearings. The individual or individuals may select a person to assist in the presentation.

STUDENT, PARENT OR PATRON COMPLAINT FORM

AR-1205

Instructions: Please complete and accurately fill out and sign this complaint form and file it with the office of Ainsworth community school as required by the board of education policy.

On this date, I _____, the undersigned gives written notice to the AINSWORTH COMMUNITY SCHOOLS that I have a complaint against the school district and/or against the named district employee: _____.

- I. I have attempted to resolve the complaint at the first possible level or with the district employee involved by (describe actions and dates): _____

- II. The date of the incident or occurrence about which I am complaining: _____

- III. My perception of the alleged conduct/action, which forms the basis of my complaint is as follows: _____

- IV. The name(s) of person(s) who witnessed the matter are: _____

- V. The specific solution or action I am requesting of the school district is: _____

(Date) (Print or type name) (Signature)

STUDENT INFORMATION (LB71-6909)

Nebraska Revised Statute 71-6909 requires that on or before October 1 of each year, each school district shall provide written information to all students in grades seven through twelve explaining the provisions of Nebraska Revised Statute 71-6902 with regard to the requirements for parental notification as a condition for obtaining an abortion and the provisions of Nebraska Revised Statute 71-6903 and 71-6904 with regard to seeking a judicial waiver of notification.

If a woman under the age of 18 who is not self-supporting or married becomes pregnant and decides to have an abortion in Nebraska, certain laws apply to her.

Notice from Doctor To Parent or Guardian

Nebraska law requires that one parent (chosen by the pregnant woman) or legal guardian must be told by her doctor that an abortion is scheduled. The doctor must personally deliver or mail the notice. The parent or guardian does not have to give permission; the parent or guardian simply has to be told. The doctor must wait at least 48 hours after written notice has been delivered to the parent or guardian before the abortion can be performed.

Waiver of Notice

If the pregnant woman doesn't want her doctor to notify one of her parents or legal guardian, she must request that a judge authorize the abortion without written notice to a parent or guardian. This process is referred to as a judicial waiver or notification.

Judicial Waiver of Notification

Forms and Instructions

The pregnant woman must fill out a special form to ask for a waiver. The waiver of Notification form can be found at any courthouse in Nebraska in a place where anyone can pick it up without asking. The form has instructions on how to fill it out and where to turn it in.

Legal Help

The pregnant woman can get free legal help. If she asks, the court will provide her with an attorney at no cost to her.

Meeting with the Judge

The judge will meet privately with pregnant woman, her attorney, and any other person she wants to be present.

Judge Grants or Denies Waiver

The judge will authorize the abortion without notifying a parent or guardian if the judge determines that the pregnant woman is mature and capable of giving informed consent to the abortion or that the abortion would be in her best interest. If the judge does not grant the waiver, then the doctor must notify the pregnant woman's parent or guardian of the pending abortion.

Appeal to Nebraska Supreme Court

If the judge does not authorize the abortion without notifying a parent or guardian, the pregnant woman may appeal to the Nebraska Supreme Court to authorize the abortion without the notification to her parent or guardian.

Privacy and Confidentiality

All records, form and court proceedings regarding the waiver or an appeal are private, confidential and will not be made public without the pregnant woman's permission.

Additional Information

For additional information regarding the law dealing with parental notification of an abortion, refer to Nebraska Revised Statutes 71-6901 to 71-6909.

EXTRA-CURRICULAR ACTIVITIES PARENTAL NOTICE AND CONSENT

Extra-curricular activities (Interscholastic activities and Student organizations) are a vital part of a student's educational experience. Every attempt is made to ensure the safety and well being of all participants. Even with the best plans and strict observance of rules unforeseen injuries are a possibility in very rare cases.

PARENTAL CONSENT

By signing the Student Handbook Acknowledgement Certification I give my consent for my (daughter/son) to practice and compete for Ainsworth Community Schools **in Middle and High School Field Trips and/or Class Projects and/or Activities** approved by the Nebraska School Activities Association. Should the need arise I give permission for the school to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of the such activities or travel.

By signing the Student Handbook Acknowledgment Certification I acknowledge that I read and understand this notice/warning and have read the rules of eligibility as required by the Nebraska School Activities Association and Ainsworth Community Schools pertaining to interscholastic activities participation and acknowledge and understand the purpose and content thereof.

STUDENT INTERSCHOLASTIC NON-ATHLETIC PARTICIPATION APPROVAL AND CONSENT FORM

By signing the Student Handbook Acknowledgment Certification I acknowledge that to compete or participate in non-athletic activities and organizations for Ainsworth Community Schools is entirely voluntary on my part and is made with the understanding that I read the eligibility rules and regulations of the Nebraska State Activities Association and Ainsworth Community Schools pertaining to activities participation and I acknowledge and understand the purpose content thereof.

NOTICE CONCERNING STAFF QUALIFICATIONS:

The No Child Left Behind Act of 2001 gives parents the right to get 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.

Parent Notification regarding *Attack on Asthma* Emergency Protocol

This protocol is the result of a state-mandated regulation affecting Nebraska schools. The regulation requires our school 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. Schools must be ready to implement this protocol no later than the end of the 2003-2004 academic school year.

The protocol requires that 911 be called first. After that call is made, an EpiPen injection will be given by the school nurse or another trained school staff member. Then, Albuterol is provided through a nebulizer machine. An EpiPen is a small, pre-filled injection device. It is used to deliver Epinephrine. Epinephrine, more commonly known as Adrenalin, is a medication used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief. The nebulizer machine mixes the Albuterol with air to provide fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or systemic allergic reaction. Several staff members have been trained to recognize signs and symptoms of this type of life-threatening emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by a local physician.

If you know that your student has asthma or a severe allergy, it is critically important that you communicate this information to our school staff. For each known student with these conditions, you should provide the school with 1) written medical documentation, 2) instructions, and 3) medications as directed by a health care provider. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file a written objection with the school.

If you have questions or concerns about the protocol or your student's health issues, please contact the school nurse.

