

ELEMENTARY HANDBOOK
2016-2017

WELCOME!!

The purpose of this handbook is to set some guidelines that students of Ansley Elementary School can follow.

Not every incident that will come up has been covered, but every incident that does arise will be taken care of individually and according to school board policy and handbook guidelines.

Please take time to sit down and look over the handbook with your student(s) and discuss it with them. If you have any questions or concerns regarding the handbook, please feel free to call the office or have your student(s) ask their teacher or myself.

Sincerely,

Lance Bristol
Principal

Members of the Board of Education:

Name	Contact Information
Mr. Rod Amsberry	935-1706
Mrs. Jamee Bailey	935-1479
Mr. Pete Cunningham	935-1756
Mr. Paul Johnson	732-3357
Mr. Neil Ostrand	732-3406
Mr. Gail Reed	925-1517

Administrative Staff:

Name	Position
Mr. David Mroczek	Superintendent
Mr. Lance Bristol	Elementary/Secondary Principal

Teaching Staff:

Name	Department	Grades
Ms. Jennifer Lane	Elementary	Pre-School
Mrs. Deb Shepherd	Elementary	Kindergarten
Ms. Kristi Horn	Elementary	First Grade
Mrs. Tara Reed	Elementary	Second Grade
Mrs. Susan Cozad	Elementary	Third Grade
Ms. Kristi Linke	Elementary	Fourth Grade
Mrs. Roberta Snyder	Elementary	Fifth Grade
Mrs. Cheyenne Rosentreader	Elementary	Sixth Grade
Mrs. Nancy Gould	Title 1	Title 1 – (K-12)
Mrs. Pat Hoblyn	Elementary - High School	Physical Education
Mrs. Beverly Deaver	Elementary – High School	Band and Choir
Mrs Sarah Scott	Elementary	Special Education
Mrs. Jamee Smith	Elementary	Science
Ms. Kelli VanSlyke	Elementary-High School	Special Education
Mrs. Cristi Copsey-Gaffney	Elementary – High School	Speech Pathologist
Mr. Travis Olson	Elementary-High School	Guidance Counselor

Support Staff:

Name	Building	Position
Mrs. Jamie Abeyta	Elementary	Para Professional
Danielle Goodman	Elementary	Para Professional
Mariah Seketura	Elementary	Para-Professional
Aaron Wagner	Elementary	Para-Professional
Ms. Mikensie Wright	Elementary	Para-Professional
Mrs. Diane Focken	Office	Secretary
Mrs. Jeanne Rapp	Office	Secretary – Bookkeeper

School Mission Statement:

We, in the Ansley School, are committed to the success of our students.

Vision Statement:

To prepare responsible, respectful, lifelong learners for societal and global challenges

Mutual Respect:

The Ansley Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Multicultural Policy:

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- Affirming the culture, history and contributions that shall include but not be limited to African American, Asian Americans, Hispanic Americans and Native American;
- Challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- Valuing multiple cultural perspectives; and
- Providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Ansley Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

Complaint Procedures:

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

1. Complaint procedure:

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.

2. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

School Entrance and Registration:

All pupils entering kindergarten in Nebraska schools must have reached their fifth birthday before August 1st. All kindergarten students or any new students moving into the state are required to have an original birth certificate, immunization records, school vision evaluation, and a physical completed no more than 6 months prior to entry (NebStatues: 79-444).

Withdrawal From This School:

If you are moving and transferring to another school, the parent needs to notify the school, secretary and the teacher. Turn in books and other school owned items. Return library books to the library. School records will be sent to the new school upon written request by that school.

School Day:

Pre School through 6th Grade – (Monday-Thursday) 8:00 A.M. – 3:45 P.M.
(Bell rings at 7:55 A.M.)

Parental/School Communication:

For better communication between home and school, **any note that needs to be signed and returned to school will be on bright yellow paper.** Notes to parents about school will be on bright orange paper.

Attendance Procedures for Elementary

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 Principal and teachers are required to maintain an accurate record of student attendance. Students and parents are responsible for developing behaviors that will result in regular and punctual student attendance.

Parents/guardians must call the school office at 935-1121 or 935-1122, any and all times their child is absent or intends to be absent. The call should be made the day of the absence, or before, when possible. **If the school is not notified on the day of or the day before the absence, a dated, written statement signed by the parent/guardian or a telephone call from the parent/guardian will be required on the first day the student returns to school.** 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 office.

Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Students, who must leave school for any reason during the school day, including lunch, must check out at the office and will be given a "*Permit to Leave Building*" pass before leaving. Upon returning to school that same day, including lunch, students are expected to sign in at the office. Students who leave the school premises without permission during the school day and without signing out in the proper manner will be considered truant. In case of illness, the student must make an attempt to reach a parent/guardian prior to leaving school. The student will remain at school if no contact is made with a parent/guardian.

Absence Procedure: **All students will be limited to ten (10) absences per semester (such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary/middle school students). After ten (10) absences in a class, the class will be repeated. The student may appeal their case to the Principal and the Faculty Attendance Committee who will review individual circumstances.**

Absences for any and all school functions that require a student to be absent from school will not count toward the ten (10) day semester absence limit.

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 the age of 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 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 or 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 and 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 of 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 the Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Ansley Public Schools or resides in Ansley Public Schools 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 impractical;
- The person who has legal or actual charge or control of the child who requested the exit interview;
- The Superintendent or Superintendent 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 of Superintendents' 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 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 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 impractical.

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 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.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child 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 that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Excessive Absenteeism.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

(1) Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and

(2) One or more meetings between, at a minimum, (i) a school attendance officer, (ii) a school social worker, or a school administrator or his/her designee, (iii) the person who has legal or actual charge or control of the child, and (iv) the child, when appropriate, to attempt 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. If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

The plan shall consider, but not be limited to:

- (a) Illness related to physical or behavioral health of the child;
- (b) Educational counseling;
- (c) Educational evaluation
- (d) Referral to community agencies for economic services;
- (e) Family or individual counseling; and
- (f) Assisting the family in working with other community services.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts it has made that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful and that the child has been absent more than 20 days per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Failure by the school to document the efforts required is a defense to prosecution under the mandatory education law and adjudication for educational neglect and habitual truancy (43-247). Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

The county attorney may be involved at any stage in the process to address excessive absenteeism.

Students are subject to disciplinary action for excessive absenteeism including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of excessive absenteeism. Disciplinary action for students receiving special education services will be assigned in accordance with the goals and objectives of the student's Individualized Education Program.

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

Tardiness

Tardy to School: Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the **last** bell for their first class rings (8:00 A.M.). **Students are expected to be in school and class on time.**

Entering and Leaving the Building:

Beginning Of School: Students should not be on school grounds prior to **7:30 a.m.** unless an activity is taking place.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

End of School: Our regular school day ends at 3:45 p.m. (Monday-Thursday) and at 2:17 p.m. on Friday. Make-up work, special help, assignment after school, club meetings and other school activities begin at designated times. It is important that students who are involved in any of these activities report to the designated area on time. **All other students must clear the building as soon as possible.**

Activities Events: **We expect students attending school activities to sit with their parents, watch the event and not to be running in the hallways.**

Visitors:

The following rules will govern room visitations:

1. All visitors are to **FIRST** check in at the Superintendent's office.
2. Children below school age are not permitted to visit school unless accompanied by parent or guardian.
3. Pupils from other schools that visit are to get permission from the Superintendent's office at least one day in advance and may only visit during lunch and noon recess. Please make sure the visiting friend has money to pay for their lunch.
4. **Parents and grandparents are highly encouraged to visit**

Dress Code:

We don't have a strict dress code for students but ask that each student practice good habits of cleanliness and neatness. Take good care of your skin and hair. Keep it clean. Students will be expected to wear neat, clean clothing that is suitable attire for school students. Halter-tops and short shorts are not suitable attire for upper grades. Caps and hats are for outdoor wear and are **NOT** to be worn in the building.

Doctor and Dental Appointments:

Parents are encouraged to make appointments when the least amount of school is lost, either before or after school, if possible.

Support Services

Special Education Identification And Placement Procedures:

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students With Disabilities Identified?

The first step is teacher identification of the student and reporting to SAT Coordinator. If deemed necessary a SAT Committee will be chosen and will meet with the parent(s) / guardians to determine possible interventions. If further testing is required parents will be asked to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what

additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings.

Determination of a student's educational placement will be made by a team of persons who know the student and who understand the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Ansley Public School district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Ansley Public School District Offices.

Guidance Services:

The Ansley Public School system employs a guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

Health Services:

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office and will also be sent in the August/September newsletter.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical Examination

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of

refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office.

Summary of the School Immunization Rules and Regulations 2016-2017

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

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

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 5/2015

Students must show proof of immunization upon enrollment in Ansley Public School. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices. Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

School Vision Evaluation

All students new to Nebraska schools are required by law to receive a vision evaluation. This evaluation consists of requirements to examine specific components of a student's visual system: Amblyopia (lazy eye), strabismus(misalignment of the eyes), internal and external health of the eye, and visual acuity. The vision evaluation must be performed by an optometrist (OD), physician (MD), a physician assistant (PA), or an advanced practice registered nurse(APRN).

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Ansley Public School for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate. **Please note:** The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. **A certified copy** has the **raised seal of the state of Nebraska** on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

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

Short-term suspension is exclusion from school for a period of up to five (5) school days. Long-term suspension is exclusion from school for a period of more than five school days but less than twenty school days. Expulsion is exclusion for a period up to the remainder of the semester.

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.);
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person.
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students, staff members or is intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which is dangerous to the student’s health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process;
13. Willfully violating the behavioral expectations for those students riding Ansley Public Schools buses;
14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes;
16. In addition, a student who engages in the following conduct that occurs on school grounds, in a vehicle owned, leased or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect:
 - a. The knowing and intentional use of force (fighting) 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 was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
 - b. The knowing and intentional possession, use or transmission of a dangerous weapon other than a firearm.
17. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year.

Harassment and Bullying Policy:

Purpose: All students have the right to attend Ansley Public School free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Policy is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

It is the policy of Ansley Public School that “bullying” type behavior is not to be permitted. These guidelines are established to respond specifically to bullying/harassment behavior.

- (i) Level One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed and a conference meeting will be held with the student and his/her parent/guardian. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student and the parent/guardian. If, in the school’s opinion, the first occurrence of harassment/bullying behavior is severe, the school may move immediately to any of the three levels in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions, which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

- (ii) Level Two: The second time school personnel become aware of a harassment or bullying incident a conference meeting will be held with the student and his/her parent/guardian. If it is determined that the student has harassed/bullied another student, consequences will be assigned.
- a. The length of the assignment will be for a minimum of two weeks.
 - b. The student will report to the office no later than 8:00 a.m. each morning.
 - c. The student will eat on campus at an assigned table or in an assigned room.
 - d. The student will report to an assigned room at the end of the day and will remain until 4:30 p.m. and write a five-page paper on the causes, effects, and consequences of harassment and bullying and a plan for self-corrective action. **This paper may not be plagiarized, must meet the standard criteria for a research paper and include a title page, a bibliography citing at least five sources, be double spaced, and use 12 pt. Times New Roman font. The paper will be submitted to a teacher committee for evaluation. The student must receive a grade of at least an 85% before this requirement has been satisfied.**

A student will stay on the second level until written evidence is shown to the school administration that the student has received counseling from a professional, licensed counselor, psychiatrist or psychologist and as long as school authorities feel the consequences and professional counseling are effectively correcting the harassment/bullying behaviors. If it is determined that there is no basis for the harassment/bullying accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made, up to and including, suspension from school.

- (iii) Level Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, a conference meeting will be held with the student and his/her parent/guardian. If it is determined that the student has harassed/bullied another student, consequences will be assigned.

- a. The length of the assignment will be for be no less than six weeks and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- b. The student will report to the office no later than 7:30 a.m. each morning.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day and remain until 4:30 p. m.
- e. The student will remain in class at the end of each period. The student will be under direct teacher/administrative supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have two minutes to get to his/her next class.
- f. The student will write a ten-page paper on the effects, causes, and consequences of harassment and bullying and a plan for self-corrective action. **This paper may not be plagiarized, must meet the standard criteria for a research paper and include a title page, a bibliography citing at least seven sources, be double spaced, and use 12 pt. Times-New Roman font. The student will be required to also develop a PowerPoint presentation of the research paper and present to a teacher committee and receive a grade of at least 90% before this requirement is met.**

In addition, the school will require the student to participate in a professional evaluation administered by a licensed mental health agency or licensed mental health counselor and to show evidence in writing of having done so. In addition, the student will be suspended from school for a minimum of five school days, up to expulsion. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made, up to and including, suspension from school.

School authorities will determine the action necessary to insure a safe learning environment for all students.

Dating Violence Policy

Purpose: Ansley Public 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. The purpose of the Dating Violence Policy is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

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.

- (i) Level One: The first time school personnel become aware of a possible dating violence situation, the accused student will be informed that such a complaint has been filed and a conference meeting will be held with the student and his/her parent/guardian. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student and the parent/guardian. If, in the school’s opinion, the first occurrence of dating violence behavior is severe, the school may move immediately to any of the three levels in the dating violence policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions, which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- (ii) Level Two: The second time school personnel become aware of a dating violence incident, a conference will be held with the student and his/her parent/guardian. If it is determined that the student has perpetrated dating violence behavior toward another student, consequences will be assigned.
 - a. The length of the assignment will be for a minimum of two weeks.
 - b. The student will report to the office no later than 8:00 a.m. each morning.
 - c. The student will eat on campus at an assigned table or in an assigned room.
 - d. The student will report to an assigned room at the end of the day and will remain until 4:30 p.m. and write a five-page paper on the causes, effects, and

consequences of dating violence and a plan for self-corrective action. **This paper may not be plagiarized, must meet the standard criteria for a research paper and include a title page, a bibliography citing at least five sources, be double spaced, and use 12 pt. Times-New Roman font. The paper will be submitted to a teacher committee for evaluation. The student must receive a grade of at least an 85% before this requirement has been satisfied.**

A student will stay on the second level until written evidence is shown to the school administration that the student has received counseling from a professional, licensed counselor, psychiatrist or psychologist and as long as school authorities feel the consequences and professional counseling are effectively correcting the dating violence behaviors. If it is determined that there is no basis for the dating violence accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made, up to and including, suspension from school.

(iii)Level Three: If the school authorities determine that the student continues to perpetrate dating violence behavior toward another student or the student fails to agree to cease from dating violence behavior in the future; a conference meeting will be held with the student and his/her parent/guardian. If it is determined that the student has perpetrated dating violence behavior, consequences will be assigned.

- a. The length of the assignment will be for be no less than six weeks and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- b. The student will report to the office no later than 7:30 a.m. each morning.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day and remain until 4:30 p. m.
- e. The student will remain in class at the end of each period. The student will be under direct teacher/administrative supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have two minutes to get to his/her next class.

- f. The student will write a ten-page paper on the effects, causes, and consequences of dating violence and a plan for self-corrective action. **This paper may not be plagiarized, must meet the standard criteria for a research paper and include a title page, a bibliography citing at least seven sources, be double spaced, and use 12 pt. Times-New Roman font. The student will be required to also develop a PowerPoint presentation of the research paper and present to a teacher committee and receive a grade of at least 90% before this requirement is met.**
- g. In addition, the school will require the student to participate in a professional evaluation administered by a licensed mental health agency or licensed mental health counselor and to show evidence in writing of having done so. In addition, the student will be suspended from school for a minimum of five school days, up to expulsion. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made, up to and including, suspension from school.

School authorities will determine the action necessary to insure a safe learning environment for all students.

Public Displays of Affection:

Inappropriate public display of affection such as hugging, kissing, or any other types of affection will not be tolerated on school property or at school activities. Any violation will be cause for a reprimand and/or Principal conference with the students and parents/guardians. Repeated violations will result in detention and/or suspension. The school retains the right to govern behavior of students that could have the effect of interfering with class order and process and change policy as needed to maintain non-interference with the educational process.

Hazing, Initiation, Secret Societies or Gang Activities

Hazing or initiation by any school organizations, groups, clubs, teams or individuals are prohibited unless specifically approved by the administration. Anyone engaging in hazing or initiation behavior will be subject to disciplinary action up to and including expulsion.

Hazing is any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged

calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person or the coercing of any such activity.

The Board of Education prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the district by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

In addition, the use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, is disruptive of a positive learning environment and will not be tolerated.

Specific Rule Items:

The following conduct may result in disciplinary action, which, in the repeated violations, may result in discipline up to expulsion.

- a. Gum, candy, seeds, etc. are allowed in the school building or classrooms depending on the regulations set forth by the instructor.
- b. Students are expected to bring all books and necessary materials to class. This includes study halls.
- c. Assignments for all classes are due as assigned by the teacher.
- d. Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom. These items are classified as “nuisance items” and include, but are not limited to: a) personal stereos, b) cell phones, c) beepers, and d) laser pointers.
- e. Snow handling is prohibited.
- f. Skateboarding, rollerblading, roller-skating bicycling, or any such mechanical devices, are prohibited on the sidewalks, driveways and playgrounds of the school at all times.

NOTICE TO PARENTS/GUARDIANS

Videotaping of classroom/school activities will be allowed at the discretion of the superintendent. Videos of these activities may be used for an approved public event (i.e. Senior slide show for graduation).

The District will allow the use of video cameras in particular areas of the school building. Dressing rooms and the like will be off limits. Notice is hereby given that video surveillance is on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

The District authorizes the use of cameras to help protect the health, safety, and welfare of all within the school property area.

Report Cards:

Report cards will be issued every nine weeks in grades K-6.

Parents are encouraged to contact the school at any time concerning their child's progress.

Title 1:

Ansley Public Schools has a school-wide Title 1 program. All students may be served. Students in this program may be served in the regular classroom or pulled out and served in the Title 1 room.

Administration of Medication at School:

In compliance with LB 1354, The Ansley Public Schools cannot administer any prescription or over the counter drugs (Tylenol, cough syrup, cough drops, etc.) without parental/guardian consent.

Prescription drugs must be sent to the school in the original container from the drug store along with the appropriate label showing recipients name, amount of medication to be given, times to be given. Also requested is a copy of the information sheet from the drug store listing side effects.

Over the counter drugs like Tylenol, cough syrup, cough drops, etc. must be sent to school in their original containers with written instructions and signature of parent/guardian. Students may carry their own Tylenol or cough drops upon the written instruction and signature of a parent/guardian or physician.

Forms for Authorization For Administration of Medication at School are sent in the August/September newsletter and are available in the Superintendent's office.

Elementary Lunch Schedule:

Grade	Class in Lunch Line	Grade	Class in Lunch Line
Pre-School	11:20	3	11:40
K	11:25	4	11:45
1	11:30	5	11:50
2	11:35	6	11:55

Parents and other adults are encouraged and invited to visit and join us for lunch. If you plan to eat lunch with your child, let your child's teacher know by 9:00 A.M. so that the count can be turned into the kitchen.

Recess:

Outside recesses are required throughout the year for all students. Students are expected to wear adequate clothing and boots for cold and wet weather. Exceptions to the above rule are:

1. When it is raining or snowing.
2. When the temperature is below 20°F.
3. When lightning or an approaching storm is in the immediate area.

Individual exceptions to the outside recess rule are:

1. Teacher request to keep the child indoors.
2. Doctor request to have the child remain indoors for a period of time designated by the physician. Please send a note to this effect to the Superintendent's office.

Lost and Found:

Please have your child check at the office to recover lost articles or turn in articles that are found. Please encourage your child to be responsible for his/her personal property, leave valuables and money at home, and have all articles labeled. **Students are encouraged to have overshoes and other outside clothing marked with the student's name. This helps eliminate lost items and mixed-up articles.**

Parties:

Scheduled parties are to be held only at Halloween, Christmas and Valentine's Day. Short breaks at the end of the day may be taken for birthday treats.

Birthday party invitations may not be handed out at school.

Flowers/Balloons:

Parents are asked to limit the delivery of flowers and/or balloons to birthdays only. Birthday flowers/balloons will be delivered to the students as soon as possible. Any other deliveries will be made after 3:00 P.M.

Parental Calls:

If you wish to call a teacher, please do so either before or after school. The office will take your number if you wish to have the teacher call you. Teachers will not be allowed to leave students unattended to answer the phone.

Telephone Procedures

A student wishing to call home should obtain permission from the office and the teacher. Students are encouraged to use the phone only when it is absolutely necessary. The phone will not be used to make play arrangements at any time. Students will not be called from classes to the telephone except in the case of emergency.

Students will not be called to the telephone during school hours except in case of sickness, death or other genuine emergency. Messages will be taken for students and delivered as soon as possible.

A student may possess a cellular telephone, iPod or other electronic communication devices (ECD) (e.g., paging devices/beepers, personal digital assistants (PDAs), two-way radios and other devices designed to receive and/or send an electronic signal) in school, on school property, at after school activities and at school-related functions, **provided that during school hours (8:00 A.M. – 3:45 P.M.) and on school vehicles the cellular telephone, iPod or other ECD remains off.** Students may not use cellular telephones (including texting), iPods or ECDs on school property or at a school-sponsored activity to access and/or take part in any activity prohibited in the district's Network/E-Mail/Internet/Computer Use Rules. Also during school activities when directed by the administrator or sponsor, cellular telephones, iPods and other ECDs shall be turned off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that cellular telephones, iPods and ECDs must be turned off will not apply in the following circumstances when the student obtains prior approval from the building administrator.

- The student has a special medical circumstance (e.g., and ill family member, or his/her own special medical condition) and has received prior permission from the building administrator or their designee.
- The student is using the cellular telephone, iPod or ECD during an emergency situation involving the immediate health/safety of themselves and other individual(s)
- Cell phones, iPods or ECDs may be used before 8:00 A.M., after 3:45 P.M., **at lunchtime outside the building**, or when appropriate school staff grants special permission.

The use of cellular telephones, iPods and other ECDs that contain built-in cameras is prohibited, at all times, and in locker rooms, bathrooms and / or locations in which inappropriate or privacy violating images may be obtained.

Possession of a cellular telephone, iPod or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violation of this policy will result in disciplinary action and confiscation of the cellular telephone, iPod or ECD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography). The cellular telephone, iPod or ECD will be released/returned to the student's parent/guardian after the student complies with the disciplinary consequence that is imposed. To receive the cellular phone, iPod, or other ECD, a parent or legal guardian of the student will need to come to the Principal's office between the hours of 7:45 A.M. and 4:00 P.M. The school may ask the person to provide written positive identification and make a copy of the ID for its records. The parent or legal guardian will be given the envelope in which the cellular phone, iPod, or other ECD has been sealed and then be required to open the envelope and record the date and time they received the cellular phone, iPod, or ECD and provide their signature. The school as evidence of a completed chain of custody will then retain the envelope.

The student who possesses a cellular telephone, iPod or ECD is responsible for its care. The Board of Education is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones, iPods or ECDs brought onto its property.

- Parents/guardians are advised that the best way to get in touch with their child during the school days is by calling the school office.
- Students may use designated school phones to contact parents/guardians during the school day.

First Offense for Violating this policy: The cell phone, iPod, or ECD will be taken from the student and he/she must serve a one-hour detention before the cell phone, iPod, or ECD is returned to the parent/guardian.

Second Offense for Violating this policy: The cell phone, iPod, or ECD will be taken from the student and he/she must serve two hours detention time before the cell phone, iPod, or ECD is returned to the parent/guardian.

Additional Offenses: The cell phone, iPod, or ECD will be taken from the student and the student will be assigned in-school suspension for the 3rd violation and out-of-school suspension for additional cell phone, iPod, ECD policy violations. The cell phone, iPod, or ECD will be returned to the parent/guardian when the in school or out-of-school has been served.

Special Notation: The number of cell phone, iPod, ECD violation offenses begin at zero for all students with the beginning of each new semester.

Severe Weather and School Cancellation: The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. Radio and television stations broadcast the information regularly.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. An early decision is not always possible because of uncertain weather

conditions. School officials will make periodic assessments of conditions during the night and a decision to close will be made as conditions warrant. In any case, **an announcement will be made to parents/guardians via the school messaging service (Alert Solutions) and to the news media when schools will be closed.**

This information will be given to you via the school messaging service (Alert Solutions), over radio KRVN (880 AM)-Lexington, KCNI (1280 AM) or KBBN (95.3 FM)-Broken Bow, KBEAR (92.3)-Broken Bow and/or over television Channel 11 and Channel 13. If weather conditions become severe during the day, parents are requested to listen to one of these sources to determine if school is being dismissed. Any announcements necessary pertaining to school activities while school is not in session will be made via the school messaging service (Alert Solutions) and over KRVN (880 AM)-Lexington, KCNI (1280 AM) or KBBN (95.3 FM)-Broken Bow, KBEAR (92.3)-Broken Bow and/or over television Channel 11 and Channel 13. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence of legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone call.

What Not to Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Students and staff members practice tornado safety procedures regularly. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions. Ansley Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System and Critical Incident Response.

Bus Regulations

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for students conduct both at bus stops and onboard buses. Since bus transportation is provided to assist the education program, the board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom conduct.

The driver of a school bus shall be responsible for safety of the students on the bus; both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the supervisor of transportation or the principal of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to parents/guardians, the principal may withhold from the student the privilege of riding the school bus. In such cases, the parents of the children involved will be responsible for seeing that their children get to and from school safely.

The student may also face detention, suspension or expulsion, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus. (Board Policy 504.04)

Bus Rules:

1. At the discretion of the driver each student may be assigned a seat and held responsible for that seat.
2. Unnecessary conversations with the driver are prohibited. **Absolute quiet at railroad crossings.**
3. Outside of ordinary conversation, classroom conduct is to be observed by students.
4. Any pupil who is guilty of unbecoming conduct, using inappropriate language, abusing the driver or other pupils, forfeits the right to ride the bus.
5. Pupils are not to throw trash on the floor of the bus. All trash shall be placed in a trash container at the front or rear of the bus. Objects are not to be thrown on buses.
6. No pupil will at any time extend arms or head out of the bus windows.
7. Pupils may not move around when the bus is in motion and refrain from putting feet on seats.
8. Students crossing the road after leaving the bus must look both ways and make sure they can cross safely.
9. The driver is in full charge of the bus and pupils.
10. If sponsors are on duty, students must obey and respect their orders.
11. Any damage to a bus is to be reported at once to the bus driver. The cost of any damage to the bus will be assessed to the offender.
12. The above rules and regulations apply to any trip under school sponsorship.
13. Any student who wishes to ride a bus on a route to which she or he is not assigned must bring a written request from parents to the Superintendent's office for approval. In last minute situations please call the Superintendent's office at 935-1121. The student will be issued a written "Bus Permit" to give to the driver.
14. The use of tobacco, alcohol, or drugs is prohibited on buses.
15. Tape/CD/DVD players and/or radios and cell phones will be allowed only with the bus driver's permission. Loudness levels will be controlled by the bus driver.
16. The emergency door is used only during an emergency.
17. Please help the bus driver keep on schedule. Be ready to board the bus when it stops at your house.
18. Parents are asked to notify the bus supervisor or main office (935-1121) if your children will not be riding.

19. If transportation plans for your children change during the day, please notify the school by 2:00 P.M.

Lunchroom Expectations:

1. Students waiting to be served should be quiet and orderly.
2. Elementary students are to sit with their class at lunchtime. All other seating arrangements are at the discretion of the teachers/paras.
3. Students will be allowed to visit quietly at their assigned seats.
4. Students are responsible for leaving the eating area clean and neat. All students are to return trays to the counter and discard milk and paper in the proper receptacles.
5. Students will leave the lunchroom quietly and walk quietly to the playground or gym for recess.
6. Please notify the Superintendent's office if your student has a food allergy.

Noon Recess Expectations:

1. Students will walk quietly to and from the playground and gyms.
2. Students will carry equipment from the classroom to the playground and return equipment to the classroom after recess (no bouncing, throwing, or knocking balls out of hand when going to or coming back from the playground).
3. Jump ropes only used for jumping.
4. Students are to stay outside for recess. They must have permission from the playground supervisor to return inside before the recess period is over.
5. Stay on school property.
6. A student must have a written note from their parent and/or doctor if they are unable to go outside for recess.
7. No balls permitted in the breezeway.
8. Digging holes is permitted only in designated areas.
9. Be respectful of others and do not destroy others' sand creations.
10. First through third grade will use the basketball court first. Fourth through sixth grade may use the court when lower elementary (1st-3rd) return to class.
11. Flowers are not to be picked from the flower beds.
12. **Students must not chase a ball that rolls into a street.** The playground supervisor will assign **one** person to get the ball.
13. Leave playground "chatter" about scores, "might have beens", etc. on the playground. Be respectful of others – hands to yourself and use kind words.
14. No playing dodge ball on the playground equipment
15. No guns of any kind or playing with sticks.
16. Do not play with strange dogs or cats. Teachers will report to the office if animals are consistently on the playground so that law officials can remove the animal(s).

Playground Equipment Expectations:

1. Do not lie across or twist swings. Do not swing sideways or jump off swings. No running between the swings when others are swinging. One person on a swing at a time.
2. Go down slides feet first, on bottoms, one at a time. Do not climb the slides.
3. Use monkey bars appropriately. Do not climb or sit on top of them.

Tricycle Expectations:

1. Only preschool and kindergarten students are permitted to ride tricycles.
2. Tricycles must stay on the designated sidewalk.
3. No bumping into others or objects.
4. No riding or pushing on the back of the tricycles.
5. Those not riding tricycles must stay off the designated sidewalk.

Touch Football Expectations:

1. No tackle football.
2. All players will demonstrate good sportsmanship and will treat both players and adults with respect.
3. Players may not argue with playground supervisors.
4. If there is excessive pushing or arguing, the playground supervisor will stop the game.

Snow Expectations:

All students are required to have snow boots whenever there is measurable snow present. Students will be required to stay inside if they do not have snow boots.

1. No throwing or eating snow.
2. Be respectful of others and do not destroy snow creations.

Inside Recess/Gym Expectations:

1. Only appropriate shoes are allowed in the gym. Students not wearing tennis shoes must remove their shoes.
2. Students are not allowed to leave the gym without permission.
3. Balls should never be kicked.
4. Scooters must be ridden correctly.

Consequences for Not Following Expectations

1. First Rule Infraction: A verbal warning will be given, the rule will be discussed and the student will be asked to respect the rule in the future.
2. Second Rule Infraction: Student will be asked to serve a five minute time-out on the playground.
3. Third Rule Infraction: A student will be given a Stay-In Ticket to be served the following recess.

Bicycles:

Bicycles must be parked in the rack provided. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property.

Student Valuables:

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office or temporary and safekeeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Accidents - Emergencies

When you enroll your child, we ask you to complete and sign an "Emergency Information Card. We need the following information it provides, such as:

1. Physician's Name
2. The home phone number and business phone number of both parents.
3. The name and phone number of a close friend or relative in the event you cannot be reached.

Internet Safety Tips for Parents

Do teach your child not to post identifying information on the Internet.

Do set a limit for how much time your child can spend online.

Do keep the computer in a public room in the house. Do not have an internet-connected computer in your child's bedroom.

Do utilize parental controls provided by your Internet Service Provider and/or blocking software. (Contact your Internet ISP if you have questions.)

Do periodically review your child's computer and emails. You should have your child's password.

Do spend time with your child online. Have them show you their favorite online destinations. Get to know your child's online friends as you would their real-life friends. Learn to navigate the web.

Do monitor your child's access to the Internet outside the home.

Do talk to your child about the danger of Internet predators.

Do watch for unexplained changes in your child's behavior.

Do NOT hesitate to seek help from law enforcement if you think a predator may be targeting you child.

U.S. Department of Justice – United States Attorney Deborah R. Gilg-District of Nebraska

Video Surveillance / Photography Equipment

Notice is hereby given that video surveillance is used on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Absolutely no photography equipment may be taken in or used in the locker rooms.

Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District encourages all student participants in athletic programs to have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

State and Federal Programs

Section 1 Notice of Nondiscrimination:

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Ansley Public Schools, and all others who interact with Ansley Public Schools are hereby notified that the Ansley Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Section 2 Designation of Coordinator(s):

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Ansley Public Schools, P. O. Box 370 Ansley, NE 68814, (308) 935 - 1121.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Anti-discrimination & Harassment Policy:

Elimination of Discrimination. The Ansley Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: Ansley Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators,

teachers, co-workers, students or other persons is prohibited. In addition, the Ansley Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment. For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

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

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

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

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

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

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is

encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Ansley Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Ansley Public Schools the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Ansley Public Schools will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973:

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.

10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Section 5 Notification of Rights Under FERPA:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance
Office
U.S. Department of
Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-
4605

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice that involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assists with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Section 6 Notice Concerning Disclosure of Student Recruiting Information:

The No Child Left Behind Act of 2001 requires Ansley Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Ansley Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Ansley Public Schools will comply with any such request.

Section 7 Notice Concerning Staff Qualifications:

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Ansley Public Schools will give parents/guardians 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/guardians 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, Ansley Public 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.

Section 8 Student Privacy Protection Policy:

It is the policy of Ansley Public Schools to develop and implement policies that protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed “Definition of Surveys of Matters Deemed to be Sensitive”), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term “instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator’s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

“Personal information” for purposes of this policy means individually identifiable information about a student including: (1) a student or parent’s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program that has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act.

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;

8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 9 Parental Involvement Policies:

A. General - Parental/Community Involvement in Schools:

Ansley Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Ansley Public Schools' policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.

10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Ansley Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Ansley Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of Ansley Public Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring--(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program,

including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.

6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, childcare, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom;

and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in

parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 10 Homeless Students Policy:

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best

interests” of the child. The “school of origin” means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District’s determination of the child’s best interests, and shall be at either: (1) the child’s school of origin for the duration of the child’s homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child’s parent or legal guardian.

If the placement is not in the school of origin or a school requested by the homeless child’s parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child’s school of origin is in the Ansley Public Schools, and the homeless child continues to live in the Ansley Public Schools, transportation to and from the school or origin shall be provided by the Ansley Public Schools; and (2) if the homeless child lives in a school other than the Ansley Public Schools, but continues to attend the Ansley Public Schools based on it being the school of origin, the new school and the Ansley Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Section 11. Breakfast and Lunch Programs:

The Ansley Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a

conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

A publicly announced, simple method for making an oral or written request for a hearing.

An opportunity to be assisted or represented by an attorney or other person.

An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.

Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.

An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.

An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.

The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.

The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following attachments will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

Applications for free and reduced price meals are sent to each family in the August-September newsletter and are also available in the Superintendent's office. If you feel that you qualify, fill in the form and return it to the Superintendent's office. The Free/Reduced lunches not only benefits our lunch program but they are also beneficial to our Title 1 program, have a positive effect on Grant money awarded for some projects, and helps with the calculation of our State Aid money. **In effect, the more families we have that qualify for Free/Reduced lunches, the more money we can receive for other programs for our school.**

Our school uses a computer program to administer our lunch program. This computer program keeps track of monetary balances as well as number of lunches and/or breakfasts eaten. Notices will be mailed home once a month on accounts that owe for meals eaten. Payment is expected as soon as possible to the school office. Parents are **encouraged to pay ahead**.

Milk tickets are available to students in Grade K-2 for milk breaks. These tickets are good for 20 uses. The cost of these tickets is \$6.00. **Full** tickets only may be purchased. Milk tickets are purchased in the Superintendent's office.

Lunch Prices for the 2016-2017 School Year:

Grades K-6	-	\$2.10
Grades 7-12	-	\$2.20
Adults	-	\$2.95
Reduced price	-	\$.40

Milks purchased separately for lunch	\$.30
Breakfast K-12	\$1.45
Reduced price	\$.30

Breakfast is served from 7:30 to 7:55 A.M.

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 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 in 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.*

DISCLAIMER

The school district of Ansley, #44 of Custer County presents notice, that this handbook is not a contract and may be changed at any time by majority vote of the Board as circumstances may require. Changes will be posted.

This handbook presents notice of expected behavior and consequences, as well as guidelines of programs, activities and information. The Board shall review it annually.

Please sign this acknowledgement indicating you have received the ANSLEY PUBLIC SCHOOLS ELEMENTARY STUDENT HANDBOOK for the 2016-2017 school year. Please have your son or daughter return this form to their classroom teacher by Sept. 1, 2016. Only one from per family is needed. Thank you for your cooperation.

Student's Name _____

Student's Name _____

Student's Name _____

Student's Name _____

Student's Name _____

Student's Name _____

Parent/Guardian _____

Date _____