

2016-2017

**ANSLEY PUBLIC SCHOOLS  
STUDENT HANDBOOK**

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## **Ansley Public School’s Student Handbook 2016-2017 School Year**

### **Foreword**

#### **Section 1 Intent of Handbook:**

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

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

#### **Section 2 Members of the Board of Education:**

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

#### **Section 3 Administrative Staff:**

Name	Position
David Mroczek	Superintendent
Lance Bristol	Elementary / Secondary Principal

**Section 4 Instructional Staff:**

Name	Department	Grades
Jody Bailey	Math	Senior High
Milissa Birnie	Social Studies - Title One	Junior High-Senior High
Sue Cozad	Elementary	3 <sup>rd</sup> Grade
Bev Deaver	Music	K-12
Danielle Downey	Math – Special Education	Junior High-Senior High
Garrod Fernau	Social Studies	Junior High - Senior High
Heidi Fessler	Language Arts	Junior High-Senior High
Nancy Gould	Title 1	K-12
Brandon Grosserode	Ag Education	Junior High-Senior High
Jocelyn Hamaker	Science - Math	Junior High-Senior High
Pat Hoblyn	K-12 P.E. - Health - Art	K-12
Kristi Horn	Elementary	1 <sup>st</sup> Grade
Macey Kohls	Special Education	Elementary – Junior High
Jennifer Lane	Elementary	Pre-School
Kristi Linke	Elementary	4 <sup>th</sup> Grade
Travis Olson	Language Arts-Guidance	K-12
Tara Reed	Elementary	2 <sup>nd</sup> Grade
Cheyenne Rosentreader	Elementary	6 <sup>th</sup> Grade
Troy Schirmer	Business-Physical Education	High School
Deb Shepherd	Elementary	Kindergarten
Dan Sich	Technology Coordinator	K-12
Jamee Smith	Library – Elementary Science	Elementary-High School
Roberta Snyder	Elementary	5 <sup>th</sup> Grade
Jake Stokely	Spanish - AD	Senior High
Mary Vaughan	Speech Pathology	K-12
Kelli VanSlyke	Special Ed	5-12

**Section 5 Support Staff:**

Name	Building	Position
Jamie Abeyta	Elementary	Para-Professional
Kari Eberle	Junior High-High School	Para-Professional
Danielle Goodman	Elementary	Para-Professional
Lisa Miller	Junior High-High School	Para-Professional
Mariah Sekutera	Elementary	Para-Professional
Aaron Wagner	Elementary-Junior High	Para-Professional
Mikensie Wright	Elementary	Para-Professional
Diane Focken	Office	Secretary
Jeanne Rapp	Office	Secretary, Bookkeeper
Doris Hartman	Elementary – High School	Head Cook
Lisa Fecht	Elementary –High School	Cook
Janet Coffman	Elementary – High School	Bus Driver
Amy Hoblyn	Elementary – High School	Bus Driver
Mel Shepherd	Elementary – High School	Bus Driver-Custodian
Gaylord Slingsby	Elementary – High School	Bus Driver
Tina Danker	Elementary – High School	Custodian
Linda Rynearson	Elementary – High School	Custodian
Mark Joedeman	Elementary – High School	Maintenance



## **Article 1 – Mission and Goals**

### **School Mission Statement:**

The staff and the community of the Ansley School District are committed to the success of all of our students.

#### **Section 1      Philosophy**

Ansley Public School is an educational institution organized to preserve traditional, fundamental goals and objectives of our democracy. The primary objective of our school is to build a foundation enabling students to be cognizant of their responsibilities in civic, social, economic and individual endeavors, in order that they may function successfully in their spheres of experience, unguided by, and within the parameters of the Bill of Rights, as set forth in the Constitution.

#### **Objectives-**

Academics: To enable each student to acquire fundamental skills in each discipline, realizing his/her greatest potential, by providing programs of instruction, utilization of learning media (corresponding with student abilities), use of staff competencies, teaching strategies and a climate conducive of learning.

To enable each student to develop logical, critical and analytical thinking skills, in regard to decision-making.

Character: To enable each student to develop strong ethical character, a sense of personal worth, a respect for moral values and a self-disciplined approach to constructive use of time, in order that they may develop long-range goals for an upright, productive life, benefiting others as well as themselves.

Patriotism/Citizenship: To develop patriotic leadership skills without which our democracy cannot function.

To develop the appreciation that freedom is possible only when responsibility is acknowledged and accepted and to recognize and respect the rights of others as insurance of one's own rights.

#### **Section 2      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.

### **Section 3      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 Americans, Asian Americans, Hispanic Americans and Native Americans;
- 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 School’s, 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.

### **Section 4      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.

## Article 2 - School Day

### Section 1 Daily Schedule

#### MONDAY-THURSDAY 8:00 A.M. START SCHEDULE

FIRST BELL	7:55
1 <sup>ST</sup> PERIOD	8:00 – 8:50
2 <sup>ND</sup> PERIOD	8:50 – 9:40
3 <sup>RD</sup> PERIOD	9:40 – 10:30
4 <sup>TH</sup> PERIOD	10:30 - 11:20
5 <sup>TH</sup> PERIOD	11:20 - 12:10
LUNCH (7-12)	12:10 – 12:40
6 <sup>TH</sup> PERIOD	12:40 – 1:30
7 <sup>TH</sup> PERIOD	1:30 - 2:20
8 <sup>TH</sup> PERIOD	2:20 - 3:10
ACCESS PERIOD	3:10 – 3:45

### Section 2 Shortened Schedule

#### FRIDAY 2:17 DISMISSAL SCHEDULE

FIRST BELL	7:55
1 <sup>ST</sup> PERIOD	8:00 – 8:46
2 <sup>ND</sup> PERIOD	8:48 - 9:29
3 <sup>RD</sup> PERIOD	9:31 - 10:12
4 <sup>TH</sup> PERIOD	10:14 – 10:55
5 <sup>TH</sup> PERIOD	10:57 - 11:38
LUNCH (7-12)	11:40 – 12:21
6 <sup>TH</sup> PERIOD	12:21 - 12:51
7 <sup>TH</sup> PERIOD	12:53 - 1:34
8 <sup>TH</sup> PERIOD	1:36 – 2:17

### Section 3 Severe Weather and School Cancellations

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. The information is broadcast regularly by radio and television stations.

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 for 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 request.

**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.** Tornado safety procedures are practiced regularly by students and staff members. 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 School's 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.

#### **Section 4      Automobile, noon hour.**

Students who drive to school will park on the street on the west side of the school or in the two school parking lots. NO PARKING in red NO PARKING areas. Students will be allowed to leave/drive during the noon hour if: (a) a Parental Permission form is on file allowing the student to drive during the noon hour (the form is an attachment to this document), (b) the student, them self, then checks out at the office with the secretary, and (c) the student, them self, checks in at the office with the secretary when he/she returns to school. **Students are reminded that whenever they leave the building for whatever reason, during noon hour or at other times, they are always required to check out with the school secretary when they leave and check back in with the school secretary when they return to school.** A parent/guardian may pick up a student at noon or the student may walk to home or downtown.

A student who is on the **down list will lose lunch hour privileges (leave, driving, etc.). After finishing eating their lunch, the student will report to a mandated study session conducted by school staff. Assignment to the mandated study session will last from Wednesday through to the following Tuesday.**

## **Section 5 Noon Lunch Rules**

1. All students must be in the cafeteria/commons area or activities gym unless they choose to leave during the noon hour.
2. All students who are leaving during the noon hour must **exit and return** through the front doors on the west side of the building by the secretary's office.
3. **When leaving the building, students are required to check out with the school secretary and check back in with the school secretary when they return to school.**
4. All food and drink stays and is eaten in the cafeteria/commons area/ activities gym.
5. All food and drink brought into the school is eaten in the cafeteria/commons area/activities gym
6. No students are allowed upstairs during the noon hour unless a teacher send a pass with the student to come to the teacher's room or the teacher comes to the cafeteria/commons area or activities gym and escorts the student upstairs to the teacher's classroom.
7. The locker rooms are closed during the noon hour.
8. Students are allowed to go their locker during the noon hour, get what they need, and then return promptly to the cafeteria/commons area or the activities gym.
9. Abuse of Noon Lunch Rules will result in restriction of lunch hour privileges.

## **Section 6 Bus Regulations and Rules**

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 or 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**

- Remain seated when bus is in motion and refrain from putting feet on seats.
- Absolute quiet at railroad crossings.
- The use of tobacco, alcohol, or drugs is prohibited on buses.
- Objects are not to be thrown on buses.
- The use of profane or suggestive language, yelling, scuffling, teasing, name-calling, and fighting are prohibited on buses.

- Tape/CD/DVD players and/or radios and cell phones will be allowed only with the bus driver's permission. The bus driver will control loudness levels.
- The emergency door is used only during an emergency.
- The cost of any damage to the bus will be assessed to the offender.
- All trash shall be placed in a trash container at the front or rear of the bus. If trash is left on the floor, privileges can be revoked.
- Drivers have the authority to assign seats.
- Students who desire that a friend ride the bus must have a signed note from an adult giving his/her permission.
- Please help the bus driver keep on schedule. Be ready to board the bus when it stops at your house.
- Parents are asked to notify the bus supervisor or main office (935-1121) if your children will not be riding.
- If transportation plans for your children change during the day, please notify the school by 2:00 P.M.

### **Article 3 - Use of Building and Grounds**

#### **Section 1      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. Make-up work, special help, and 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.**

#### **Section 2      Visitors**

Parents are urged to visit school. When they do so they should come to the school office and they will be shown to the room where their child is in class. If you wish to bring friends to visit school, you must first bring them to the school office to be given a pass slip. Non-student friends who visit will not, however, be allowed to attend classes unless approved by the principal or superintendent. We discourage non-students' friends to visit during the school day.

#### **Section 3      Access to District Buildings, Grounds and Activities**

The school district shall provide access to the district's buildings, grounds and activities to students, parents, or guardians of students, and other persons who have legitimate reasons for being on school grounds. The Superintendent of Schools or his/her designee (referred to herein as the "administrator) may limit or deny access to school buildings, grounds and activities to any person who:

- Disrupts the educational environment
- Is unreasonably disruptive
- Engages in violence, force, coercion, threats, intimidation, or similar conduct;
- Causes or attempts to cause damage to school property or to the property of any students or school employee
- Causes or attempts to cause personal injury to any student, school employee, or other person on school grounds or at a school activity on or off school grounds
- Uses vulgar, profane, or demeaning language
- Uses fighting words, or
- Poses a danger to the safety and well being of students

Upon determining that a person has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the administrator shall take such actions he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The administrator may request assistance from law enforcement authorities to remove an offending person from the school grounds.

The administrator shall have the authority to fix the time when, and conditions under which, the offending person may return to school premises. A person who enters school premises in violation of these conditions shall be deemed to be trespassing. The administrator may summon law enforcement authorities to remove the person and request that criminal proceedings be initiated.

#### **Section 4 Smoke-Free Environment**

Ansley Pubic School declares all of our schools buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke and tobacco-free and abide by our District’s policy.

#### **Section 5 Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)

Marks that cannot be erased:	20 cents per mark (up to replacement cost)
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School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

**Section 6 Lockers**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

**Section 7 Searches of Lockers and Other Types of Searches**

The school owns student lockers, desks, computer equipment, and other such property. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items, which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

**Section 8 Video Surveillance / Photography Equipment**

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 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.

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

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

### **Section 9 Use of Telephones – Cellular Phones (including texting), Ipods, and Misc. Electronic Communication Devices (ECD's)**

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, 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 3<sup>rd</sup> 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.

## **Section 10     Bicycles**

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.

## **Section 11     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 for 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.

## **Section 12     Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

## **Section 13     Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

#### **Section 14 Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and certain art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

#### **Section 15 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.

#### **Section 16 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

#### **Section 17 Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a

- whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Section 18 Plagiarism Policy**

**Definition:** “ To steal and present the ideas or words of another as one’s own, to use material without crediting its’ source, to present a new and original idea or product derived from an existing source. Plagiarism is a serious act of academic dishonesty.”

### **The following circumstances will be considered plagiarism:**

1. Buying or obtaining a paper from a research service or internet site.
2. Turning in another student’s work without the students knowledge.
3. Turning in a paper that was written by someone else.
4. Copying a paper from a source without proper acknowledgment.
5. Copying material from a source, supply documentation, but leaving out quotation marks.
6. Paraphrasing materials from a source without appropriate documentation.

### **Consequences:**

The teacher will report the suspected plagiarism to the principal and produce the evidence of support. A conference will be scheduled to include the student involved, parents/guardians of said student, the teacher, and the principal. If plagiarism is proven, a new subject will be assigned and the student will be required to submit replacement work. If the second chance is late or plagiarized, the student will receive a “0” and the assignment will be completed. A record of these infractions will be kept on file in the principal’s office.

## **Section 19 Food and Beverages**

The juice machines are available until 8:00 A.M. and then again after 3:45 P.M. During athletic events, food, bottled pop and water are permissible in the school gymnasium. Each teacher has the discretion to determine gum-chewing/food-beverage policies within her/his own classroom.

## Article 4 – Attendance

### Section 1 Attendance Policy

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 which 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.**

**Seniors will be allowed four days during the school year for college visits and Juniors will be allowed two days during the school year for college visits. These days will not count toward the ten (10) day semester absence limit as long as all college visits are coordinated through the Guidance Counselor's office.**

**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 the Ansley Public School district and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

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

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

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

The child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and

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

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

## **Section 2 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.). **When a student has accumulated five (5) tardies, the student will lose one (1) of their ten (10) allowed absences for the semester.** The number of tardy violation offenses begins at zero with the beginning of each new semester.

Tardy to Class: Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

**Students are expected to be in school and class on time.**

## **Section 3 Attendance is Required to Participate in Activities**

In order for any student to participate in an activity, a student must be in attendance the **last four (4) periods on the day of the activity.** Appeals for exceptions to this rule can be made through the school administration.

Athletes are expected to be at all practices scheduled by the coach. Should an individual not be able to attend the practice, they must contact the coach in advance. *EXCEPTION*: When the athlete is absent from school they do not need to notify the coach; however, most coaches appreciate knowing the reason why the athlete is absent from school. All athletes are always expected to be on time, in fact, ahead of time, for all practices, contests and departures for contests.

## **Section 4 Make-up Work**

Students who are absent, for whatever reason, will be **required** to make up their work. **Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.**

When a student returns to school after an absence, he/she will present a dated, written statement signed by the parent/guardian or have the parent/guardian call the school. An admit slip, issued by the office, will be given to the student to take to their teachers whose class they missed. No student shall be admitted to any class following an absence without an admit slip.

All absences that can reasonably be foreseen (school activity trips, appointments, etc) are to be approved by the use of the **“Makeup Slip”**. **“Makeup Slips”** are obtained from the office or the Principal’s office. Activity sponsors will remind students that makeup slips need to be signed and turned in prior to leaving for an activity. Students will take the makeup slip to each of their teachers **at least one day before** a scheduled activity. **No makeup slips will be signed the day of an activity, appointment, etc. unless an emergency situation arises (family death, ill the day before the activity, etc.)** The Principal will decide what constitutes an emergency situation.

Teachers will fill out the makeup slip with the assignments due for the day the student will be absent **and if known**, the assignments that will due on the day the student returns to class. The teacher will sign the makeup slip when the assignments are given. The teacher signature only indicates that the students have checked with the teacher and gotten their assignment(s).

**Only the assignment due for the day the student will be absent need be completed prior to the student leaving for the activity trip, appointment, etc.** Assignments that are due prior to the student leaving for the activity trip, appointment, etc. can be **turned into the teacher or left in the assignment drop box in the office. Makeup slips with all teacher signatures are to be turned into the activity sponsor, who will then turn the makeup slips into the office prior to leaving for an activity. Students leaving for a non-activity appointment will turn their makeup slips into the office. Students are highly encouraged to make a copy of the makeup slips so they are aware of assignments that are due before they leave for an activity and assignments that are due when they return from an activity. Refer to each teacher's class syllabus for the penalty for late or missing homework.**

Any student who receives an incomplete for a class will be given 10 school days to make up their incomplete. If additional time outside of the 10 days is needed to complete the make-up work, a student must make a written request to the appropriate teacher for a time extension. An appeal to the principal may be made if the teacher does not grant the additional extension.

To receive credit for work missed due to disciplinary suspension, the student upon returning to school is responsible (a) for requesting assignments for makeup work and (b) for completing the makeup work on his/her own time either before or after school by the due date. Any work missed is required to be made up at 90% of full credit.

## **Article 5 - Scholastic Achievement**

### **Section 1      Grading System**

Ansley Public School's will use the letter grading system as follows:

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

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

### **Section 2      High School Yearly Course Requirements**

High School students are required to register in the following exploratory courses:

9th Grade	P.E./ Health, Math, Speech, Computer Applications, English 9, Physical Science, American History
10th Grade	English 10, Biology, Math, Social Studies
11th Grade	English 11, Math, Science
12th Grade	English 12, Government

### **Section 3      Graduation Requirements**

250 hours: English 40, Math 30, Science 30, Social Studies 30, Speech 5,  
Physical Education/Health 10, Computer Applications 5, Electives 100.

Graduates whose final total grade point average is 99 percent to 100 percent shall be designated to graduate with "High Distinction". Graduates whose final total grade point average is a 97 percent to 98 percent shall be designated to graduate "With Distinction." Graduates whose final total grade point average is a 96 percent to 93 percent shall be designated to graduate a "Graduating With Honors." Ref.: Board of Education, July 2006.

#### **Section 4 Promotion, Retention**

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

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

#### **Section 5 Schedule Changes**

Students needing schedule changes should notify the principal. The teachers involved, the principal or guidance counselor, and students' parents must initiate schedule changes. The Principal or Guidance Counselor will make final approval of all schedule changes only. **No schedule changes will be made after five school days from the start of a new semester.**

#### **Section 6 Interim Reports**

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work, which needs improving. These reports may be sent at the end of 4 1/2 weeks between grading periods or as the teacher determines.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

#### **Section 7 Report Cards**

Report cards are issued at the end of each quarter, or nine-week session. Percentage and letter grades are used to designate a student's progress. An "INC." shall designate Incompletes. Students have two weeks after the end of the quarter to make up incomplete work. Failure to do so will cause the student to receive "0's". No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

#### **Section 8 Parent-Teacher Conferences**

Parent-teacher conferences will be held first and third quarter. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

#### **Section 9 Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized accordingly:

Students who receive no grade lower than a 93% will be placed on the Principal's Honor Roll

Students receiving no other grade lower than a "B" will be placed on the Honor Roll

All class grades are figured the same for honor roll status.

Honor roll lists are published in Custer County Chief each quarter.

### **Section 10 National Honor Society:**

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

#### Admission to the National Honor Society

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

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

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

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

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

#### Removal from National Honor Society

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

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;

- 2 Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

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

### **Section 11: Testing/Surveys**

It is the policy of the district to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the district to notify parents of any standardized testing that may be scheduled within the school district.

It is the policy of the district to notify parents of any survey that may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents may find items of the survey objectionable.

### **Section 12 : Down List Policy**

Students failing two subjects at the beginning of the third week of school in each quarter are not eligible to participate in any extra-curricular activity. Students may attend practice. If after two additional weeks the student's grades are not brought up to passing then the student shall attend a thirty-minute resource period with the instructor of the class the student is failing and then report to practice. The student will continue to attend the resource period until **all** grades are passing. Grades are to be averaged on a weekly basis. Eligibility will run from Tuesday through Tuesday. Students will not be able to participate during the week even if grades are passing. Students may travel with the team, sit on the bench, but may not suit up or participate. Students who are ineligible may not leave school early to attend activities.

Grades will be turned into the Guidance Office by Monday at noon. The down list will be given to teachers and coaches on Monday afternoon, grade sheets/down slips mailed to parents/guardian, and students informed of their ineligibility.

## **Article 6 - Support Services**

### **Section 1 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.

## **Section 2      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.

### **Section 3 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.

## Immunizations

# 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 <sup>st</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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.

## **Article 7 - Drugs, Alcohol and Tobacco**

### **Section 1 Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

#### **Education and Prevention:**

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

#### Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

#### Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations.

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

#### Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska.

Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, or at school sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

**Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:**

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an

educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

**Authorized Use:**

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

**Disciplinary Sanctions:**

1. Violation of this policy may result in suspension (in-school, out-of school) or expulsion. Prohibited substances will be confiscated and will be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.



**Intervention:**

The Ansley Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

**Administration:**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

**Safe and Drug-Free Schools-- Parental Notice**

**NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.**

## **Article 8 - Student Rights, Conduct, Rules and Regulations**

### **Section 1 Student Conduct and Discipline Policies:**

The common goal of students, parents, faculty and administration of Ansley Public School is to maintain a school atmosphere, which is conducive to learning. In order to achieve this, Ansley Public School will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE ANSLEY PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

#### **Part 1 Forms of School Discipline**

##### Short-Term Suspension:

Students may be excluded by the Principal or his designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Ansley Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

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

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

Long-Term Suspension:

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

Expulsion:

1. Meaning of Expulsion. Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned,

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

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

#### Other Forms of Student Discipline:

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activities, removal from elected office (Student Council, FFA, Class Officer), or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written

consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

## **Part 2 Student Conduct:**

All students are expected to conduct themselves in a responsible manner, representative of good citizenship at all school activities. Each student is a representative of Ansley High School.

Ansley Public Schools believes that: (1) alcohol, tobacco and other drugs endanger the student's ability to receive the best possible education in a safe and secure environment. (2) The possession, distribution, selling or use of alcohol, tobacco and other drugs by students constitutes an illegal activity regardless of the circumstances or surroundings. Note: Students involved in the sale, delivery, or possession of drugs and alcohol will be reported to the police. (3) The rules of conduct will include avenues for support and education.

Alcohol and Drugs: Any student involved in (A) the consumption or possession of controlled substance {as defined in NB.. Rev. State. 28-405 (Reissue 1995)}, or are present where controlled substances, tobacco or alcohol are being used, and have knowledge of use, consumption and possession, and access to controlled substances, tobacco or alcohol; (B) who admits to a violation as defined above; (C) who is either cited, charged or convicted with any controlled substance, tobacco or alcohol related criminal offense or (D) is witnessed by a certificated staff member or any law enforcement personnel violating the conduct guidelines as defined above or involved in any of the above, shall be subject to the following consequences:

## **OUT OF SCHOOL VIOLATIONS:**

### **Consequences:**

A violation of student conduct guidelines will result in restriction or revocation of all 7-12 school activity privileges (except practices) whether it occurs on or off school grounds. School activity privileges include but are not limited to the following: football, volleyball, basketball, wrestling, track, play productions, band/chorus concerts, pep band, class officers, cheerleading, scholastic contests, Quiz Bowl, FFA activities, sitting on the bench or standing on the sideline with the team, speech activities including meets, Prom, school dances, honor activities, and other school sponsored activities. Exception: graduation. The graduation ceremony is an important event in a student's life and will be excluded from the following consequences.

## **Consequences:**

### **1<sup>st</sup> Violation:**

Suspension from all school activity privileges (except practices) for 30 (thirty) calendar days. Each student who has committed their first violation has a 72 (seventy-two) hour time period to self report the violation, or openly admit their guilt to the principal, activity sponsor, or other classroom teacher. By doing this, the student can have their consequences reduced and being suspended from extra-curricular activities, other than practices, for a period of 14 (fourteen) calendar days. Students and parents should realize that self-reporting is a one-time opportunity that is applicable only on the first violation.

A student may erase his/her first offense one time and one time only, if he/she meets all the above requirements and in addition presents to the school administration an evaluation done by a professional substance abuse counselor. The evaluation shall not be done at district expense. The substance abuse counselor must be approved by the administration prior to the student seeking services and the student's parents and/or guardian and the substance abuse counselor must agree to exchange all pertinent information between school officials and the substance abuse counselor. This evaluation must be accompanied by specific recommendations. Should the student at any time during the remainder of his/her attendance (suspension) fail to comply with any of the given recommendations, the original suspension can be imposed.

### **2<sup>nd</sup> Violation**

Suspension from all school activity privileges (except practices) for 60 (sixty) calendar days. However, upon presentation to the school administration of an evaluation done by a professional substance abuse counselor, the administration shall reduce the suspension to 30 (thirty) calendar days. The evaluation shall not be done at district expense. The substance abuse counselor must be approved by the administration prior to the student seeking services and the student's parents and/or guardian and the substance abuse counselor must agree to exchange all pertinent information between school officials and the substance abuse counselor. This evaluation must be accompanied by specific recommendations. Should the student at any time during the remainder of his/her attendance (suspension) fail to comply with any of the given recommendations, the original suspension can be imposed.

### **3<sup>rd</sup> Violation**

Suspension from all school activity privileges (including practices) for 1 (one) calendar year (365 days) at Ansley Public Schools. At the end of the one-year (365 days) suspension, the student may apply to the Board of Education for reinstatement. The student and his/her parents/guardian, must appear before the Board of Education and the student must prove a clean record and a satisfactory academic record before reinstatement. In addition, the student will have to provide proof of enrollment in and successful completion of a professional chemical dependency treatment program acceptable to the school and provided by a certified alcohol/drug counselor. The cost of the chemical dependency treatment program shall not be a district expense.

If a student is caught and confronted by a teacher or coach at the time of the violation, there will still be a chance to self-report to the Principal in the allotted time period. If the Principal confronts a student at the time of the violation, the student may self-report to another member of the administrative personnel (Superintendent, Guidance Counselor) within the allotted time period.

Suspension from school activity privileges begins when the administration has knowledge that a violation of the drug/alcohol/tobacco/substance abuse policy has occurred. A suspension will not carry over from one school year to the next except in the case of the 3<sup>rd</sup> Violation of the Student Conduct Guidelines. This policy is in effect from the first day of practice for fall sports until the last day of school or last school activity (State Track Meet) whichever is later for each school year. A record of such offenses shall be kept in the Principal's office.

Violation of the student conduct guidelines in grades 7 and 8 carries the same penalties but will not be accumulative into grades 9-12. Violation of the student conduct guidelines in grades 9-12 will be accumulative.

The school district reserves the right to exercise control over and will enforce consequences for the misuse, misrepresentation, distribution or selling of over-the-counter drugs.

## IN-SCHOOL VIOLATIONS

Students who are in possession of a banned substance at school or at a school-related activity will face the following consequences: Banned substances include controlled substances, alcohol or tobacco products)

**FIRST VIOLATION:** Five (5) day out-of school suspension. However, upon presentation to the school administration of an evaluation done by a professional substance abuse counselor, the administration shall reduce the out-of-school suspension to a five (5) day in-school suspension. The evaluation shall not be done at district expense. The substance abuse counselor must be approved by the administration prior to the student seeking services and the student's parents and/or guardian and the substance abuse counselor must agree to exchange all pertinent information between school officials and the substance abuse counselor. This evaluation must be accompanied by specific recommendations. Should the student at any time during the remainder of his/her attendance (suspension) fail to comply with any of the given recommendations, the original suspension can be imposed. The student will also be suspended from all activities (except practices and Graduation) for 30 (thirty) calendar days following the suspension from school.

All assignments given during the 5 (five) day in-school or out-of school suspension will be due the next day after they are assigned.

SECOND VIOLATION: Ten (10) day out-of school suspension. However upon presentation to the school administration of an evaluation done by a professional substance abuse counselor, the administration shall reduce the out-of-school suspension to a ten (10) day in-school suspension. The evaluation shall not be done at district expense. The substance abuse counselor must be approved by the administration prior to the student seeking services and the student's parents and/or guardian and the substance abuse counselor must agree to exchange all pertinent information between school officials and the substance abuse counselor. This evaluation must be accompanied by specific recommendations. Should the student at any time during the remainder of his/her attendance (suspension) fail to comply with any of the given recommendations, the original suspension can be imposed. The student will also be suspended from all activities (except practices and Graduation) for 60 (sixty) calendar days following the suspension from school.

All assignments given during the 10 (ten) day in-school or out-of school suspension will be due the next day after they are assigned.

Any student serving an in-school or out-of-school suspension is ineligible for practice.

These rules shall not prevent athletic officials, coaches, activity sponsors or school administrators from restricting activity participation for team or school rule violations under Section 74-4 R.R.S. 1943, Nebraska State Law and LB 1250, Student Discipline Act of 1994.



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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
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. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
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 or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, 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, distracting or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).
13. Willfully violating the behavioral expectations for those students riding Ansley Public School 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 if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - 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 used 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. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means 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.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

**Additional Student Conduct Rules:**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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.

18. Student Appearance Policy:

Dress should be appropriate and reasonable for school. The manner of dress and appearance of students shall be neat and attractive, being consistent with standards becoming to ladies and gentlemen. Students must wear appropriate clothing for the type of activity being conducted in the classes and should follow their teacher's directive regarding any special clothing needed for a particular activity.

No clothing will be permitted that indicate double meanings, racial or ethnic slurs, gang affiliations or have advertisements for tobacco, drugs or alcohol.

Apparel or signs that ridicule or desecrate the American flag are not permitted. This should not be interpreted to apply to red, white and blue clothing, which is not a replica of the American flag.

Shorts may not be shorter than fingertip length. Biker shorts or spandex-type shorts may be worn only with another pair of appropriate shorts over them.

Mini-skirts may be no shorter than 1 (one) inch below fingertip length.

Shoes, boots, sandals, or moccasins must be worn at all times.

Hats and headgear are not allowed to be worn in the building. This includes bandanas, sweatbands and other forms of attire.

Short shorts, jean cutoffs, sweat pant cutoffs, cutoffs not hemmed, headgear, baggy pants or blouses not covering midriff are not acceptable. Shirts, blouses, and T-Shirts must cover the shoulders, back and stomach. Shirts, blouses, and T-Shirts all must have solid backs. Muscle shirts will not be allowed with large openings at the armpits. If in doubt, check the diagram in the Principal's office and/or on teachers' bulletin boards. Gym clothes are not acceptable apparel, except in P.E.

Clothing, such as coats, may be searched if reasonable suspicion exists.

The school retains the right to govern wear and appearance 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.

The following will be subject to disciplinary action:

Saggy pants, short blouses and shorts that when, in bending or other movement, causes the lower parts of the body and/or the upper chest area to be exposed. Any violation will be cause for a reprimand and/or Principal conference with the student. The student will be expected to have a change of clothes at school or will be sent home (unexcused absence) immediately for a change unless a parent can bring a change of clothes to school. Repeated violations will result in detention and/or suspension.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The Principal or Superintendent will make the final decision regarding attire and grooming. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

19. 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. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

(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 a 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.

20. 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 a 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.

## 21. 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.

22. 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.
23. Specific Rule Items:  
The following conduct may result in disciplinary action, which, in the repeated violations, may result in discipline up to expulsion.
- a. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise and the instructor deems it necessary.
  - b. Students in the hallway during class time must have a pass with them.
  - c. Gum, candy, seeds, etc. are allowed in the school building or classrooms depending on the regulations set forth by the instructor.
  - d. Students are expected to bring all books and necessary materials to class. This includes study halls.
  - e. Assignments for all classes are due as assigned by the teacher.
  - f. Students are not to operate the mini-blinds or the windows unless directed by a teacher.
  - g. The teacher ends classes. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  - h. Students are to be in their seats and ready for class on the tardy bell.
  - i. Special classes such as Agricultural Education, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
  - j. 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.
  - k. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
  - l. Snow handling is prohibited.

- m. Skateboarding, rollerblading, roller-skating bicycling, or any such mechanical devices, are prohibited on the sidewalks, driveways and playgrounds of the school at all times.

24. Networks, E-Mail, Internet and Other Computer Use Rules:

(a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. **All e-mail messages that do not relate to research or school business are prohibited.** Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. The district maintains responsibility for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network but not the end product or result of such utilization.
- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- (vi) Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. The system administrator prohibits participation in chat rooms without specific prior approval.

- (b) Policy and Rules for Acceptable Use of Computers and the Network:  
The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users," as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
  - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
  - (iii) Users shall not use or try to discover another user's account or password.
  - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games, personal e-mail, or activities for personal profit).
  - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
  - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
  - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
  - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all

damages to the computer, network, information, files, programs or disks.

(x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

(i) Be polite. Do not become abusive in your messages to others.

(ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

(iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

(iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages, which violate the rules, will result in disciplinary action.

(v) All communications and information accessible via the network should be assumed to be private property of others.

(vi) Do not place unlawful information on any network system.

(vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.

(viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

(ix) The network administrators or teachers may establish other rules from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers

and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

- (e) Staff, Student and Parent/**Guardian** Agreements; Students and parents/**guardians are** required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment. Specific rules and regulations relating to the One to One Laptop Computer Initiative are found in the **Ansley Public Schools Laptop Guidelines** document. A copy of the **Ansley Public Schools Laptop Guidelines** document will be issued to each parent/guardian at the time a laptop is assigned to a student. Both parent/guardian and the student will be required to sign a form indicating receipt of and a promise of compliance with the guidelines and regulations set forth in the **Ansley Public Schools Laptop Guidelines** document before a laptop will be released to the student.

### **Part 3 Reporting Student Law Violations:**

- (1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Ansley Public School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Assault.
  - (c) Vandalism resulting in significant property damage.
  - (d) Theft of school or personal property of a significant nature.
  - (e) Automobile accident.

- (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

#### **Part 4 Due Process Procedure**

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
  - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
  - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
  - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative



or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

- (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
- 4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
- 5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
- 6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
- 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
- 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

- 1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
- 2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
- 3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative,

and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Ansley Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. Legal counsel may represent the student or the student's parents or guardian or both. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a

person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.

13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations, which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
  
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## **Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations**

### **Section 1-Curricular programs:**

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Ansley Public Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

### **Section 2 Activity Philosophy:**

Activities are considered an integral part of the school's program of education that provide experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

### Safety

The District's philosophy is also to maintain an activities' program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. **In addition, the District requires that activity team members travel to and from out-of-town events as a unit.** Any exceptions to this rule must be approved by the activity sponsor/coach. The note must be given to the Principal. Only those people involved with the activity will be allowed to travel in the school vehicle.

### Warning for Participants and Parents

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

### **Section 3 Activity Code of Conduct:**

#### **STUDENT CONDUCT GUIDELINES FOR SCHOOL ACTIVITIES**

All students are expected to conduct themselves in a responsible manner, representative of good citizenship at all school activities. Each student is a representative of Ansley High School.

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

Note: Students involved in the sale, delivery, or possession of drugs and alcohol will be reported to the police. (3) The rules of conduct will include avenues for support and education.

Alcohol and Drugs: Any student involved in (A) the consumption or possession of controlled substance {as defined in NB.. Rev. State. 28-405 (Reissue 1995)}, or are present where controlled substances, tobacco or alcohol are being used, and have knowledge of use, consumption and possession, and access to controlled substances, tobacco or alcohol; (B) who admits to a violation as defined above; (C) who is either cited, charged or convicted with any controlled substance, tobacco or alcohol related criminal offense or (D) is witnessed by a certificated staff member or any law enforcement personnel violating the conduct guidelines as defined above or involved in any of the above, shall be subject to the following consequences:

#### **OUT OF SCHOOL VIOLATIONS:**

##### **Consequences:**

A violation of student conduct guidelines will result in restriction or revocation of all 7-12 school activity privileges (except practices) whether it occurs on or off school grounds. School activity privileges include but are not limited to the following: football, volleyball, basketball, wrestling, track, play productions, band/chorus concerts, pep band, class officers, cheerleading, scholastic contests, Quiz Bowl, FFA activities, sitting on the bench or standing on the sideline with the team, speech activities including meets, Prom, school dances, honor activities, and other school sponsored activities. Exception, graduation. The graduation ceremony is an important event in a student's life and will be excluded from the following consequences.

##### **Consequences:**

##### **1<sup>st</sup> Violation:**

Suspension from all school activity privileges (except practices) for 30 (thirty) calendar days. Each student who has committed their first violation has a 72 (seventy-two) hour time period to self report the violation, or openly admit their guilt to the principal, activity sponsor, or other classroom teacher. By doing this, the student can have their

consequences reduced and being suspended from extra-curricular activities, other than practices, for a period of 14 (fourteen) calendar days. Students and parents should realize that self-reporting is a one-time opportunity that is applicable only on the first violation.

A student may erase his/her first offense one time and one time only, if he/she meets all the above requirements and in addition presents to the school administration an evaluation done by a professional substance abuse counselor. The evaluation shall not be done at district expense. The substance abuse counselor must be approved by the administration prior to the student seeking services and the student's parents and/or guardian and the substance abuse counselor must agree to exchange all pertinent information between school officials and the substance abuse counselor. This evaluation must be accompanied by specific recommendations. Should the student at any time during the remainder of his/her attendance (suspension) fail to comply with any of the given recommendations, the original suspension can be imposed.

### **2<sup>nd</sup> Violation**

Suspension from all school activity privileges (except practices) for 60 (sixty) calendar days. However, upon presentation to the school administration of an evaluation done by a professional substance abuse counselor, the administration shall reduce the suspension to 30 (thirty) calendar days. The evaluation shall not be done at district expense. The substance abuse counselor must be approved by the administration prior to the student seeking services and the student's parents and/or guardian and the substance abuse counselor must agree to exchange all pertinent information between school officials and the substance abuse counselor. This evaluation must be accompanied by specific recommendations. Should the student at any time during the remainder of his/her attendance (suspension) fail to comply with any of the given recommendations, the original suspension can be imposed.

### **3<sup>rd</sup> Violation**

Suspension from all school activity privileges (including practices) for 1 (one) calendar year (365 days) at Ansley Public Schools. At the end of the one-year (365 days) suspension, the student may apply to the Board of Education for reinstatement. The student and his/her parents/guardian, must appear before the Board of Education and the student must prove a clean record and a satisfactory academic record before reinstatement. In addition, the student will have to provide proof of enrollment in and successful completion of a professional chemical dependency treatment program acceptable to the school and provided by a certified alcohol/drug counselor. The cost of the chemical dependency treatment program shall not be a district expense.

If a student is caught and confronted by a teacher or coach at the time of the violation, there will still be a chance to self-report to the Principal in the allotted time period. If the Principal confronts a student at the time of the violation, the student may self-report to another member of the administrative personnel (Superintendent, Guidance Counselor) within the allotted time period.

Suspension from school activity privileges begins when the administration has knowledge that a violation of the drug/alcohol/tobacco/substance abuse policy has occurred. A suspension will not carry over from one school year to the next except in the case of the 3<sup>rd</sup> Violation of the Student Conduct Guidelines. This policy is in effect from the first day of practice for fall sports until the last day of school or last school activity (State Track Meet) whichever is later for each school year. A record of such offenses shall be kept in the Principal's office.

Violation of the student conduct guidelines in grades 7 and 8 carries the same penalties but will not be accumulative into grades 9-12. Violation of the student conduct guidelines in grades 9-12 will be accumulative.

The school district reserves the right to exercise control over and will enforce consequences for the misuse, misrepresentation, distribution or selling of over-the-counter drugs.

#### IN-SCHOOL VIOLATIONS

Students who are in possession of a banned substance at school or at a school-related activity will face the following consequences: Banned substances include controlled substances, alcohol or tobacco products)

**FIRST VIOLATION:** Five (5) day out-of school suspension. However, upon presentation to the school administration of an evaluation done by a professional substance abuse counselor, the administration shall reduce the out-of-school suspension to a five (5) day in-school suspension. The evaluation shall not be done at district expense. The substance abuse counselor must be approved by the administration prior to the student seeking services and the student's parents and/or guardian and the substance abuse counselor must agree to exchange all pertinent information between school officials and the substance abuse counselor. This evaluation must be accompanied by specific recommendations. Should the student at any time during the remainder of his/her attendance (suspension) fail to comply with any of the given recommendations, the original suspension can be imposed. The student will also be suspended from all activities (except practices and Graduation) for 30 (thirty) calendar days following the suspension from school.

All assignments given during the 5 (five) day in-school or out-of school suspension will be due the next day after they are assigned.

**SECOND VIOLATION:** Ten (10) day out-of school suspension. However upon presentation to the school administration of an evaluation done by a professional substance abuse counselor, the administration shall reduce the out-of-school suspension to a ten (10) day in-school suspension. The evaluation shall not be done at district expense. The substance abuse counselor must be approved by the administration prior to the student seeking services and the student's parents and/or guardian and the substance



abuse counselor must agree to exchange all pertinent information between school officials and the substance abuse counselor. This evaluation must be accompanied by specific recommendations. Should the student at any time during the remainder of his/her attendance (suspension) fail to comply with any of the given recommendations, the original suspension can be imposed. The student will also be suspended from all activities (except practices and Graduation) for 60 (sixty) calendar days following the suspension from school.

All assignments given during the 10 (ten) day in-school or out-of school suspension will be due the next day after they are assigned.

Any student serving an in-school or out-of-school suspension is ineligible for practice.

These rules shall not prevent athletic officials, coaches, activity sponsors or school administrators from restricting activity participation for team or school rule violations under Section 74-4 R.R.S. 1943, Nebraska State Law and LB 1250, Student Discipline Act of 1994.

#### "ADMINISTRATIVE AND TEACHING PERSONNEL: AUTHORIZED ACTIONS

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in sections 79-4, 170 to 79-4, 205, and LB 1250, Student Discipline Act of 1994 which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activities, removal from elected office (Student Council, FFA, Class Officer), or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

#### **Procedures for Extracurricular Discipline**

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of conduct adopted by the Ansley Public School's Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the

suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.

2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done; an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.

If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.

4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.

8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Any further appeal will have to be made to the Board of Education by written request for a hearing with the parents in attendance.
10. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

### **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.

The following suggestions will serve as a guide for students to follow in carrying out their responsibility in promoting good sportsmanship at all activity events:

1. Consider the visiting team and fans, as well as the officials, as guests and treat them as such.
2. Respect the rights of all spectators.
3. Accept the official's decision as final.
4. Support and follow your cheerleaders with enthusiasm.
5. Be modest in victory and gracious in defeat.
6. Consider it a privilege and duty to encourage everyone (participants and spectators) to live up to the spirit of rules of fair play and sportsmanship.

### NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

Any boy or girl is welcome to try out for any of the interscholastic teams available to them providing they meet the requirements established by the State Activities Association and the school and they agree to follow the guidelines established in this booklet.

### ELIGIBILITY OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION AND THE ANSLEY PUBLIC SCHOOL

In order to represent a high school in interscholastic activities competition a student must abide by eligibility rules of the Nebraska School Activities Association. The following is a summary of these rules. If you do not understand, after reading the rules listed below or you need an explanation of other requirements, consult the high school principal or athletic director.

- 1) Student must be an undergraduate.
- 2) Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
- 3) Student must be enrolled in some high school on or before the 11th school day of the current semester.
- 4) Student is ineligible if 19 years of age before August 1 of current school year. (A student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
- 5) After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
- 6) Student must have been enrolled in school the immediate preceding semester.
- 7) Student must have received 20 hours of credit the immediate preceding semester.
- 8) Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competitions will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSSA rules.
- 9) A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
- 10) A student shall not participate on an all-star team while a high school undergraduate.

11) A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

12) When the parents of a student change their domicile from one school district, which has a high school to another school district, which has a high school, the student is ineligible for ninety school days except:

- a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
- b. If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at that high school he/she and retain eligibility or he/she is eligible at a high school located in the school district where his/here parents established their domicile.
- c. If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
- d. If the student transfers prior to March 15 and the new school notifies the NSAA in writing, postmarked no later than March 15, the student is eligible at the start of the fall semester.

13) Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situation involving guardianship may be submitted to the Executive Director for his review and a ruling.

14) A student shall not participate in a contest under an assumed name.

15) A student must maintain his/her amateur status.

16) Students failing two subjects at the beginning of the third week of school in each quarter are not eligible to participate in any extra-curricular activity.

17) A student that is failing two or more classes will be ineligible for any extra-curricular activities for the following week.

**Students are encouraged to attend a Resource Period from 3:45 to 4:00 p.m. each day if their grade in a class slips below passing. Resource period will begin new each day. Students are encouraged to attend a Resource Period for as many days per week as it takes to raise their grade to passing. Students should report for Resource to the teacher that instructs the class that he/she is failing in.**

**The following are actions that are not allowed at NSAA sanctioned events. These behaviors will not be allowed at Ansley activities:**

- Show disrespect during introductions (turning back, newspapers, etc.)
- Use profanity or profane gesture directed towards individuals, coaches, officials, schools, etc.
- Demeaning comments or chants, which are racial, ethnic, or sexual in nature or directed at school, individuals, officials, coach, supervisor, etc.
- Any deliberate attempt to distract a player/participant or referee (such as finger pointing, booing, jeering, etc.)
- Use of inappropriate signs/banners
- Inappropriate attire (no shirts, etc. – must follow school dress code)
- Throwing objects in the stand or on the floor
- Use of artificial noise makers (horns, cow bells, bells, clickers, thunder sticks, rattles, whistles, air horns, sirens, instruments that are not part of a band, etc.)
- Anything else not considered appropriate, or in bad taste, or in showing good sportsmanship.

Behavior that does not reflect proper sportsmanship (as defined by NSAA) may result in disciplinary action including suspension.

### **PRESEASON MEETINGS**

Prior to the beginning of each sport's season, coaches will meet with the students who are planning to participate in an activity and their parent/guardian. Each coach will have written guidelines for their respective sport. Each student athlete and their parent/guardian must sign that they have read the sport guidelines prior to participation in any contest.

A change in the NSAA Bylaws, effective the beginning of the 1987-88 school year requires the Superintendent, or his designee, to explain NSAA eligibility rules to all participants and to certify, on the school eligibility certificate, that each student whose name is listed has had an explanation of eligibility rules. This will be done during the pre-season meeting. A general warning about the inherent dangers of participation in activities will be covered during the pre-season meeting.

### **PRE-PRACTICE REQUIREMENTS**

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

- a) Return a medical physical card to the respective office.
- b) Return to the respective office the sheet that provides the following information:
  1. Parental/guardian permission to participate in the sport.
  2. Parental/guardian agreement to athletic guidelines.
  3. Athlete's agreement to athletic guidelines.
  4. Parental/guardian signature regarding athletic insurance.

## **PRACTICE PROCEDURES/REGULATIONS:**

Practices will be held after school and coaches will have students out of the gym by 6:15 P.M. There will be no practice after 6:00 P.M. on Wednesday night. Night practices (except for Wednesday night) for such activities as One-Act, Speech, FBLA, Rifle Club, etc. will end by 9:00 P.M. Morning practices are allowed as long as they are approved by the administration.

Any extra-curricular participant who is convicted of a felony shall be automatically dropped from all extra-curricular activities for the current school year.

Sunday practices may only be held by permission from the administration and only if there is a contest on Monday.

Practices and games schedules during school vacations must be approved by the Athletic Directors of both schools. Attendance at these events (practices and games) is required unless prior arrangements have been made with the coach of the activity.

When school is closed because of weather emergencies, no practice may be scheduled. If school A is closed and school B is not closed, students from school B can practice. No students from school A would be allowed at school B's practice. Athletic contests and any other school competition activities may be scheduled at the discretion of the administration based on weather conditions and the safety considerations of students.

No organized practice may be held in any sport between the close of the previous season and the opening date of practice for the following season. An organized practice shall be defined as such:

Football -- An organized practice shall mean more than five players under the direct supervision of a sponsor.

Basketball and Volleyball -- An organized practice shall mean more than four players under the direct supervision of a sponsor.

Track and Wrestling -- An organized practice shall mean more than three players under the direct supervision of a sponsor.

Speech – The speech season is defined as the period of time from the Friday immediately preceding the first Saturday in November to and including the State Speech Contest,

In order that we may always have a well rounded athletic program at Ansley High School, and because of the limited facilities for some sports, the following guidelines are concerning **off-season unorganized practices**.

a) No athlete will work out under the supervision of a coach or use school facilities during the school year until five weeks before the first organized practice date scheduled

for the next sport season. During the time between the close of school term and three weeks before organized fall practices, there will be no restrictions on unorganized practices.

b) No athlete will ever work out using school facilities unless he/she is under the direct sponsorship of a coach. Ansley students that use the weight room facilities must follow a weight-training regimen as designed by the Ansley coaching staff.

c) Nothing will ever be done by any coach or athlete to take away from the sport in season.

d) Coaches will encourage their athletes to participate in another sport during the off-season.

e) If an individual is cut from a squad by the coaching staff, they may then participate in another sport of that season if permissible under the rules of the Nebraska School Activities Association.

Athletes are expected to be at all practices scheduled by the coach. Should an individual not be able to attend the practice, they must contact the coach in advance. *EXCEPTION:* When the athlete is absent from school they do not need to notify the coach; however, most coaches appreciate knowing the reason why the athlete is absent from school. All athletes are always expected to be on time, in fact, ahead of time, for all practices, contests and departures for contests.

### **TRAINING RULES**

The head coach or sponsor of each activity shall make such training rules necessary to the physical and mental preparation and participation in the activity. All activities shall prohibit all squad members from:

1. Smoking or chewing tobacco.
2. Drinking alcoholic beverages, or possessing it.
3. The possession or use of illegal drugs.

The head coach or sponsor of each sport shall print and distribute to every participant, of his/her activity, all rules and regulations pertaining to the activity and not covered by listing in this set of guidelines for all activities.

### **VIOLATIONS OF TRAINING RULES**

In order to achieve the purposes of the school activity programs, student participants must abide by the conduct rules established for the program.

When a student is not under the direct control of the school, discipline problems are primarily the responsibility of the parents. During the summer vacation the parents will be responsible for their own child's behavior.

Students involved in activities in Ansley Public Schools will be under the guidelines of the student conduct rules during the school year. The school year will start with the first day of Fall Sports' Practice and will end at the conclusion of the Nebraska State Track Meet or the last day of school whichever event that would occur last would be the conclusion of the school year. The trip home from the State Track Meet would also be



included in this policy. All school vacations during the school year would also be included in this policy.

### **PARTICIPATION ON OTHER TEAMS**

Any individual who is a member of any Ansley Junior-Senior High interscholastic athletic squad cannot participate in any other organized sport, in school or out of school, during the period that he is a member of the Ansley interscholastic squad. Example: town team basketball

### **ACTIVITY TRAVEL**

Transportation: The school district shall provide for all transportation to and from interscholastic contests. If other arrangements need to be made, they must be done through the activity sponsor/coach.

### **PARTICIPATION AND ATTENDANCE**

In order for any student to participate in an activity, a student must be in attendance the last four (4) periods on the day of the activity. Appeals for exceptions to this rule can be made through the school administration.

### **ACTIVITIES ON CHURCH NIGHT, SUNDAYS, AND HOLIDAYS**

According to the Nebraska School Activities Associations, no contests may be scheduled on Sunday. In addition to this, the school wishes to work cooperatively with the churches of the community.

The policy of the board of education states: "There will be no activities scheduled (practice included) on Wednesday evening." All practices will be completed and students out of the building by 6:30 on Wednesday. Exception: When activity participants are required to compete in conference, district, or tournament competition.

The policy further states, "there will be no activities scheduled on Sunday." Exception: When activities are required on Monday on the varsity level, practices may be scheduled on Sunday afternoon. For all such practices, permission must first be granted through the Principal.

### **PROM**

**Prom is a school activity; all school rules and policies apply.**

#### Prom Banquet

The banquet will be for juniors, seniors, and the dates of juniors and seniors and the sophomore servers. Faculty, staff, school board members and spouses/dates and special guests may be invited. Each invited guest to the prom is allowed only one date. No middle school dates are allowed. Ordinarily the banquet will be prepared by junior mothers (however arrangements such as catering could be approved) and served by sophomores selected by class rank/grade point average.

### Prom Dance

The Prom Dance will be for juniors, seniors, sophomore servers and their dates. One date per student. No middle school dates are allowed. All dates must be registered with the Principal by 12:00 noon the day before the Prom. When students exit the prom, they must sign out and log the time they left and will not be allowed to re-enter.

1. The prom dance will be held in the high school gymnasium unless other arrangements are approved.
2. The public will be invited for viewing of the Grand March.
3. The dance will conclude no later than 12:00 A.M.
4. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible. In such cases students will be detained at the Prom until released to proper law enforcement officials or the student's parent/guardian.
5. All general rules of etiquette are to be followed throughout the prom festivities.

### Prom Dress Code

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

### Prom Preparation and Cleanup

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

## **EQUIPMENT**

All equipment will be checked out to individuals at the beginning of the season by the coach in charge. The athlete will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition.

It is the responsibility of the athlete to check in the equipment at the end of the season or immediately, should they quit a sport. If an athlete fails to check in their equipment at the designated time or immediately should they quit a sport, they will be expected to pay for the cost of replacement.

A collection for lost equipment will be handled by the coaches and athletic director.

At no time should an athlete wear equipment checked out to him/her except for practices and contests. Any athlete found to be wearing school equipment outside the practice or possession school athletic equipment can expect to be treated as possessing property not belonging to him/her.

## **DRESSING ROOM POLICIES**

All athletes will be under the direct supervision of the coach in charge while dressing. An athlete must not linger in the dressing room, be rowdy or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach in charge.

Athletes are always to respect all equipment and supplies in the training room. Coaches' offices and equipment rooms are off-limits to all athletes except student managers.  
*EXCEPTION: The athlete is asked to enter for a conference by the coach.*

***No photography equipment of any kind is allowed in the dressing rooms.***

### **TRAVELING TO PRACTICE FIELDS**

Whenever athletes are required to travel to another field or court for practice or a contest, they will always walk or ride school furnished transportation. Never will an athlete ride in or on a motor vehicle unless driven by a staff member or other authorized personnel.

### **LETTER AWARDS - HOW TO EARN**

FOOTBALL - to letter requires:

- 1) The coach's recommendation
- 2) The athlete participate in one-fourth of all varsity quarters for the season
- 3) Complete the season

BOYS' AND GIRLS' BASKETBALL - to letter requires:

- 1) The coach's recommendation
- 2) Participation in one-fourth of all varsity quarters
- 3) Complete the season

BOYS' AND GIRLS' TRACK - to letter requires:

- 1) To place in a major meet as an individual. The coach shall decide which meets are major meets
  - a. Dual and triangular meets are not major meets
  - b. Relays must place and beat two teams for relay members
- 2) The coach's recommendation
- 3) Complete the season

VOLLEYBALL - to letter requires:

- 1) The coach's recommendation
- 2) Participation in one-half of all regular season matches, including tournament matches
- 3) Complete the season

WRESTLING - to letter requires:

- 1) The coach's recommendation
- 2) Earn 30 points or more during season. Points are earned by:
  - a. 1 point for varsity match
  - b. 1 point for loss without a pin
  - c. 2 points draw (duals)

- d. 3 points win by decision
  - e. 4 points win by majority decision (8-11 points)
  - f. 5 points win by superior decision (12 or more points)
  - g. 6 points for pin (i.e. an athlete that gets pinned in a match and pins the next opponent would have earned 1 plus 1 plus 6 equals 8 letter points)
- 3) If 30 points are not reached, the athlete may still letter if they earn a medal at the District Meet.

STUDENT MANAGER OF ALL SPORTS - to letter with MGR. requires:

- 1) Recommendation of the coach of the sport

SPEECH – Point system as determined by the Speech Coach.

LETTER AWARDS - (*How to lose*) Through Due Process:

- 1) Disrespect for coaches, game officials, players or school
- 2) Failure to complete the season
- 3) Failure to return all school equipment in satisfactory condition.

**Section 4 "Team Selection" and "Playing Time":**

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

- 1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
- Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of this criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

**Section 5 Academic Grade Standard for Activities Participation:**

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore:

- 1. Maintain passing grades in all required courses.

2. Maintain an overall "C" average in all subjects. A "C" grade average is the composite average of all courses in which a student is enrolled.
3. Ability requirements shall not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; and,
  - (B) Activities or events which are a part of the student's grade requirements.

**Section 6 Student Fees Policy:**

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers for any of the following shall be provided for students who qualify for free or reduced-price lunches:

- Fees and specialized equipment and specialized attire required for participation in extracurricular activities;
- Admission fees for onsite district-sponsored extracurricular activities and district transportation charges for spectators attending offsite extracurricular activities; and
- Materials required for course projects where the project becomes the property of the student upon completion.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Postsecondary education costs; and
- Summer school or night school.
- 

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non-specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified courses and activities;
3. Any materials required for course projects if the project becomes the property of the student upon completion; and
4. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for allowing facilities use for NSAA District events to avoid conflict with this policy;
6. Procedures for students receiving postsecondary education credits;
7. Procedures for handling of fees related to summer school or night school;
8. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy;

9. Procedures for admitting students on waiver to extracurricular activities; and  
10. Procedures for transportation of student spectators to extracurricular activities and collection of any related fees. Fees may be charged for those times that an activity bus will run for non-participating students in an activity. When a fee is charged for riding an activity bus, all students will be expected to pay that fee. Students who have been approved for waivers will not be charged for this service.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1005.01, Public Complaints.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each student.

Legal Reference: Neb. Constitution, Art VII, Sect. 1

Neb. Statute 79-215 (tuition)

79-241 (option student busing)

79-605 (nonresident busing)

79-611 (transportation fees)

79-734 (books, equipment and supplies)

79-2,104 (student files)

79-2,125 to 2,134 (student fees law)

79-1104 (before-and-after-school services)

79-1106 to 1108 (learners with high ability)

Cross Reference:505.05 Fines for Lost or Damaged Items

506 Student Activities

507.01 Student Records Access

801 Transportation

802.05 Free or Reduced Cost Meals Eligibility

1005.01 Public Complaints

Student Fees that could be waived are:

1. Class dues
2. Admission to activity or athletic events
3. Any fee required in any activity or class

To waive a Student Fee:

1. You must qualify for the Free or Reduced Lunch program this school year.
2. You must complete the Student Fee Waiver form and return the form to the school office.

The board recognizes that while certain fees, specialized equipment, or specialized attire are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the students of

families eligible for free and reduced priced meals under the Federal Child Nutrition program.

Waivers must be requested prior to September 1<sup>st</sup> of the school year. Waivers will not be approved retroactively for fees previously paid or specialized items, or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

Parents or students eligible for waivers shall apply on the form available in the school district main office. Applications must be made prior to September 1<sup>st</sup> and must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The school district will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.

Cross Reference: File 504.19 – 504.19RI – 504.19R2 – 504.19R3 – 504.19R4  
504.19R5 - 504.19E1 – 504-19E2



**ANSLEY PUBLIC SCHOOL  
Student Fee Information**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
<b>ELEMENTARY</b>		
Field Trips	Admission (per trip)	\$10.00
	Field Trip Lunches (per trip)	\$5.00
Physical Education	Shorts, shirts, shoes, towel	\$75.00
K-Grade 6 Classrooms	Supplies	\$20.00
Band	Reeds, equipment, books, etc.	\$15.00 - \$25.00
	Instrumental Rental	\$150.00 - \$300.00
<b>MIDDLE SCHOOL</b>		
All Instructors	Classroom supplies	\$20.00
Physical Education	Shorts, shirt, shoes, towel	\$75.00
Band	Reeds, equipment, books, etc.	\$15.00 – \$25.00
	Instrumental Rental	\$150.00 - \$300.00
<b>EXTRACURRICULAR AND OTHER PROGRAMS -MS</b>		
MS Quiz Bowl	Meals.	In accordance with per diem school policy
Football	Shoes, shorts, shirts, socks	\$100.00
Track boys/girls	Shoes, shorts, shirts, socks	\$100.00
Volleyball	Shoes, shorts, shirts, socks, kneepads	\$100.00
Wrestling	Shoes, shorts, shirts, socks, kneepads	\$100.00
All Sports	Physical at school	\$25.00- \$50.00
<b>HIGH SCHOOL</b>		
All Instructors	Classroom supplies	\$20.00
Physical Education	Shorts, shirts, shoes, towel	\$75.00
Ag. Education	Coveralls, gloves, boots, desired projects	\$15.00 - \$250.00
Band	Reeds, equipment, etc.	\$15.00 – 25.00
	Lunches – contest, conference	\$25.00
	Instrumental Rental	\$150.00 - \$300.00

**EXTRACURRICULAR AND  
OTHER PROGRAMS - HS**

Class Field Trips	Meals (per trip)	In accordance with per diem school policy
Vocal Music	Meals – District Music and LVC Conference	In accordance with per diem school policy
Cheerleading	Uniform	\$250.00
Wrestling	Shoes, shorts, shirts, socks, kneepads	\$125.00
Track girls/boys	Shoes, shorts, shirts, socks	\$125.00
Football	Shoes, shorts, shirts, socks	\$125.00
Volleyball	Shoes, shorts, shirts, socks, kneepads	\$125.00
Basketball girls/boys	Shoes, shorts, shirts, socks	\$125.00
One Act Play	Meals at competitions	In accordance with per diem school policy
Speech	Meals at competitions	In accordance with per diem school policy
Quiz Bowl	Meals at competitions	In accordance with per diem school policy
All Sports	Physical at school	\$25.00 - \$50.00

## Article 10 - 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 Anlsey, 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 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

Lunch Prices for the 2016-2017 School Year:

Grades PreK-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](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](mailto: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.**

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

**RECEIPT OF 2016-2017 PARENT-STUDENT HANDBOOK  
OF ANSLEY PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2016-2017 Parent-Student Handbook of the Ansley Public Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District’s policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook that should be used to responding to harassment or discrimination.

**Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING ANSLEY PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.**

**\*Only one page per family is needed.**

\_\_\_\_\_  
Parent(s)' or Guardians' Signatures  
\_\_\_\_\_  
Student Signature  
\_\_\_\_\_  
Student Signature  
\_\_\_\_\_  
Student Signature  
\_\_\_\_\_  
Student Signature  
\_\_\_\_\_  
Date \_\_\_\_\_

**\*Return by September 1, 2016 to: Lance Bristol – Principal - Ansley Public Schools**

## **ELIGIBILITY**

In an effort to promote the goal of the Ansley School System of establishing an educational setting conducive to giving all students the opportunity to graduate, the following rules have been mandated

### **To be Eligible to Participate**

A student that is failing two or more classes will be ineligible for any extra-curricular activities for the following week, or until the student has a passing grade in all of his/her classes. Students must pass a total of 20 credits per semester. Students will be given an opportunity to pick up credits and eligibility through alternative methods, if needed.

Students are encouraged to attend a Resource Period from 3:45 P.M. to 4:00 P.M. each day if their grade in a class slips below passing. Resource period will begin new each day. Students are encouraged to attend a Resource period for as many days per week as it takes to raise their grade to passing. Students should report for Resource to the teacher that instructs the class that he/she is failing.

Students will be ineligible for an activity while serving any school suspension or detention.

A student must be in attendance for the last four (4) periods of the day to participate in an activity.

**Parents must sign this form showing they have read the eligibility rules. Students will be ineligible until a signed form is returned to Lance Bristol - Principal. Return date is September 1, 2016.**

**I have read and understand these rules – Only one page per family is needed.**

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Parents' or Guardians' Signatures

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Student Signature

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Student Signature

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Student Signature

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Student Signature

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Date

\* Return by September 1, 2016 to: Lance Bristol – Principal – Ansley Public Schools

**ANSLEY PUBLIC SCHOOLS**

**Permit to Drive – Noon Hour  
(Only one page per family is needed)**

I (We) give my(our) permission to allow my(our) child to drive during the noon hour.  
**I (We) understand that our family is liable for any injury, etc. if our child allows a non-family member to ride with them during the noon hour.**

Student Driver’s Cell Phone Number \_\_\_\_\_  
(To be used in case of an emergency notification from the school)

Date: \_\_\_\_\_

Name(s) of Student(s): \_\_\_\_\_  
(Please Print) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature \_\_\_\_\_

**School Permit (Scp)** A School Permit authorizes the holder to drive a motor vehicle, moped or motorcycle to and from where he or she attends school by the most direct and accessible route by the nearest highway from his or her place of residence if such person lives a distance of one and half miles or more from such school and either resides outside a city of the metropolitan, primary or first class (5,000 or more people) or attends a school which is outside a city of the metropolitan, primary, or first class (5,000 or more people). **A school permit shall be used for the purpose of transporting such person or any family member who resides with such person to attend duly scheduled courses of instructions and extracurricular or school related activities at the school,** and the holder of the permit may drive under the personal supervision of a licensed driver who is at least 21 years old. Minimum age 14 years and 2 months.

**Learner's Permits (LPD)** - Individual may apply and take the written test 60 days prior to their 15th birthday. However, the LPD cannot be issued until the individual turns 15. LPD holders must be accompanied by a licensed driver who is at least 21 years old. The LPD is valid for one year and may be renewed.